

Job Description

Deputy Chief

Effective Date: January 2008

Replaces: February 2019

Revised: February 2020

1. POSITION PURPOSE

The Deputy Chief position is an exempt administrative position. His or her primary function is to oversee duty crews and emergency operations and related areas for the District.

2. CONTROL OVER WORK

The Deputy Chief is responsible to and reports directly to the Fire Chief.

3. RESPONSIBILITIES**3.1. Emergency Services Delivery/Operations**

Command and direct the activities of assigned fire units and emergency aid units at the scene of fires, medical aid emergencies or disasters until relieved. Also, may serve in other capacities within the Incident Management System as needed.

3.2. Fire Inspections and Plans Review

- 3.2.1. Responsible for supporting the City of Duvall and/or its contractor in the administration of fire code inspections and permits.
- 3.2.2. Facilitate company inspections with training and supervision as necessary.
- 3.2.3. Represent the District's interest in plans review; in collaboration with the City of Duvall and/or its contractor.
- 3.2.4. Work collaboratively with the City of Duvall in the application of fire and building codes.

3.3. Supervision

- 3.3.1. Serve as direct supervisor to the Shift Captains.
- 3.3.2. In the absence of a promoted Shift Captain, serve as direct supervisor to Lieutenant(s).

- 3.3.3. Review and ensure completion of operational reports (NFIRs, EHR, etc.).
- 3.3.4. Enforce District policies, regulations, safety, and health standards and all applicable administrative operating procedures.
- 3.3.5. Prevent waste and damage of materials and equipment.
- 3.3.6. Carry out periodic personnel evaluations when assigned.
- 3.3.7. May be assigned in an acting capacity of higher rank.

3.4. Safety

- 3.4.1. Coordinate and oversee the Safety Committee; including meeting agendas and minutes.
- 3.4.2. Participate in Safety Committee meetings and projects.
- 3.4.3. Work closely with the District Safety Officer and Safety Committee to identify and correct safety concerns and issues.

3.5. Training

- 3.5.1. Attend meetings, seminars, schools and/or training sessions as may be assigned to keep abreast of modern Fire Service methods and techniques.
- 3.5.2. Take an active role in Officer development.
- 3.5.3. May serve as an instructor; particularly in the areas of Officer level training.

3.6. Planning

- 3.6.1. Schedules and participates in Officer's meetings on a regular basis.
- 3.6.2. Provides recommendations for changes to operations and equipment as part of the District's short, medium, and long-range planning process.
- 3.6.3. Attends and reports on operational issues at Commissioner Meetings on a regular basis.

3.7. Budget

- 3.7.1. Prepares and manages budget projects as assigned.
- 3.7.2. Provides recommendations on budget areas when appropriate.
- 3.7.3. Shall attend and participate in budget planning workshops.

3.8. Administration

- 3.8.1. Use tact, courtesy, diplomacy, cooperation, and otherwise maintain decorum in dealing with individuals in own department, other departments, visitors, and the public.
- 3.8.2. Maintain discretion in handling matters of a proprietary, confidential, or personal nature.
- 3.8.3. Shall represent the District at meetings as assigned by the Chief.
- 3.8.4. Maintain necessary records and reports within assigned area of responsibility.
- 3.8.5. Perform other duties as assigned by the Chief or his designee.
- 3.8.6. Shall develop and maintain District Standard Operating Guidelines in the areas of safety and emergency operations.

4. KNOWLEDGE, SKILLS AND ABILITIES

- 4.1. Extensive knowledge and experience in the delivery of emergency fire, rescue, and medical services.
- 4.2. Working knowledge of the Incident Management System as it is utilized by the District.
- 4.3. Extensive knowledge and experience in personnel and administrative matters.
- 4.4. Working knowledge of the fire code and building inspection practices.
- 4.5. The ability to work in a collaborative, team-based organizational approach.
- 4.6. Working knowledge of District policies and procedures.

- 4.7. Ability to lead firefighters effectively, maintain discipline, accept lines of authority, and cooperate with other personnel.
- 4.8. Ability to write clear, concise, and accurate reports.
- 4.9. Ability to effectively organize and utilize work time to enhance productivity and effectiveness of self and crew.

5. WORKING CONDITIONS

- 5.1. The majority of work is performed during weekday hours, but position will include evening and weekend activities on a regular basis and occasional emergency response from home.
- 5.2. Fire and emergency responses may require exposure to hazardous conditions such as intense heat, smoke, burning debris, and falling structures.
- 5.3. Must be able to carry out strenuous activity while wearing protective clothing. These might include crawling, climbing stairs, climbing ladders, repositioning charged hose lines, carrying heavy equipment, moving unconscious patients, and other activities consistent with current firefighting practices. Successful initial and annual completion of the District's Physical Capability Test is required.

6. SPECIFIC QUALIFICATIONS:

- 6.1. Testing will utilize a competitive process that includes an assessment and a Chief's interview.
- 6.2. Required qualifications include:
 - 6.2.1. An Associate degree will be the minimum educational requirement with the understanding that a bachelor's degree will be required over time (timeline will be specified in the addendum of their personal services agreement).
 - 6.2.2. Five years of supervisory experience with chief-level experience preferred.
 - 6.2.3. Experience with an agency of similar size and configuration.

6.3. Desired qualifications include:

6.3.1. Master's degree from a regionally accredited college or university.

6.3.2. Chief Fire Officer Designation from the Center for Public Safety Excellence.

6.3.3. Executive Fire Officer Designation from the National Fire Academy

6.4. Residence in the District is preferred.