



# **SOUTH KING FIRE AND RESCUE JOB DESCRIPTION**

**TITLE: ASSISTANT CHIEF OF OPERATIONS**

## **DEFINITION**

The Assistant Chief of Operations is the fire district's Chief Emergency Incident Command Officer. The Chief of Operations oversees all fire-related operations and training functions. This confidential management staff position is excluded from the organized labor. As a senior member of the district's management team, assists the Fire Chief and Executive Director with long-range planning, budget preparation, and collective bargaining.

## **SUPERVISION RECEIVED AND EXERCISED**

The Chief of Operations reports directly to the Fire Chief. This position provides administrative, operational, and technical services to the district. Responsibilities include developing and implementing all rules and regulations for the district's fire operations by all local, state, and federal laws, labor agreements, and the policies established by the Board of Fire Commissioners.

The Chief of Operations serves as the immediate supervisor to fire operations division heads, including but not limited to Division Chiefs, Deputy Chiefs, and Battalion Chiefs. Conducts regular performance evaluations of assigned chiefs and serves as a mentor for their career development. Advises the Fire Chief concerning appropriate disciplinary action when necessary.

Oversees the Battalion Chiefs to determine and schedule assignments, vacations, holidays, and sick leave to ensure minimum staffing levels. This position has the authority to assign subordinates responsibilities, make necessary shift transfers, approve training programs, suspend the operation of the regular work schedule, and recall off-duty personnel as required.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Establishes policies, procedures, and practices necessary to manage a successful fire operation. Maintains control of all aspects of fire operations commensurate with the direction of the Fire Chief, the policies of the Board of Fire Commissioners, and laws that govern the fire operations of the district. Prepares annual fire operations budget and monitors expenditures throughout the fiscal year. Responsible for the development and completion of projects in assigned areas of the budget.

Manages divisional supervisors that oversee fire and emergency medical operations, firefighter training and development, and special projects. Ensures the district's incident readiness and response capabilities for rescue operations, confinement, extinguishment of fires and conflagrations, medical and mass casualty incidents, hazardous material situations, and significant disaster occurrences. This position provides required training, implements safety practices in the work environment, and establishes and participates in an ongoing physical fitness program for all firefighters and EMTs within the district.

Provides personnel administration and relations through collective bargaining agreements, policies, and state and federal laws. Under the direction of the Fire Chief, this position assists in hiring, promoting, and transferring personnel. Disciplinary duties include reprimands, suspension, or removal from employment under the direction of the Fire Chief.

On an as-needed basis, the Operations Chief attends fires and emergency scenes, participates in fire rescue and suppression activities, assumes control as the Incident Commander, and safeguards subordinates by taking proper safety measures to prevent injury. This position may also assist the Fire Marshal and other authorities in investigations of incendiary fires and arson incident scenes.

Attends conferences and meetings to keep abreast of current trends in the field. Represents the district and serves as a liaison in meetings and functions with the various local, county, state, and federal departments and agencies, the cities of Federal Way and Des Moines, and external resource groups and committees assigned by the Fire Chief. Attends and serves on boards and committees to support the district's interests. Administers and participates in community public relations activities, including membership in civic organizations, public education, and fire safety programs.

## PERFORMANCE REQUIREMENTS

Knowledge of:

- Working knowledge of up-to-date firefighting strategy, practices, and resourcing (personnel and equipment).
- Proficient with All-Hazard Incident Management practices.
- Fire district regulations and procedures, interest-based collective bargaining agreements and labor laws, and fire prevention ordinances.
- Knowledge of departmental policy, Washington Firefighter Safety Standards, N.F.P.A. Standards, and International Fire and Building Codes.

Skill in:

- Management skills to include supervisory skills, problem analysis, performance analysis, decision making, planning, organizing and management control, adaptability, flexibility, stress tolerance, conflict resolution, counseling techniques, motivational techniques, time management, personnel forecasting, and public relations.
- Communication skills, including group facilitation skills, active listening, collaboration, and managing feedback. Ability to work with a diversity of people. Excellent writing and public speaking skills. Knowledge and proficiency in the negotiation of collective bargaining agreements.
- Ability to respond to emergencies and assume or delegate authority appropriately, including the physical ability to participate in fire suppression and emergency activities.

Ability to:

- Ability to develop and work toward achieving district-wide goals and objectives through effective use of financial and human resources, analyzing community needs, and effectively identifying needed improvements.
- Conduct work in an ethical, professional, and respectful manner.
- Establish and maintain cooperative and effective working relationships with citizens and stakeholders, both internal and external.

## EDUCATION AND EXPERIENCE

- Associate degree in a Fire Discipline or related field from an accredited college.
- Five years of progressive experience in fire and emergency medical services work at a minimum rank of permanent grade Captain, or an equivalent combination of education and experience as approved by the Fire Chief.
- Completion of Incident Command Systems (ICS) 100, 200, 300, 400, 700 and 800.

## DESIRABLE

- Graduation from a regionally accredited college or university with a minimum of a bachelor's degree in Business Administration, Public Administration, or a related field.
- A Master's Degree in an appropriate discipline is desired.
- Completion of the National Fire Academy Executive Fire Officer Development Program (EFO).
- Experience with labor contract negotiations, including interest-based bargaining.

## SPECIAL REQUIREMENTS

- Must possess a valid Washington State driver's license with certification of Emergency Vehicle Incident Prevention (EVIP), or equivalent, without a record of suspension or revocation in any state.
- No felony convictions or disqualifying criminal histories within the past seven years.
- Valid Washington State driver's license and driving record free of severe or frequent violations.
- Insurable by Department insurance carrier.
- Must pass a District required medical/ drug and psychological exam, criminal and credit/background check.

## TOOLS AND EQUIPMENT USED

Emergency medical aid unit, fire apparatus, fire pumps, hoses, standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, and a smartphone. An automobile is provided with this position, equipped with emergency response technology, lights, sirens, radios, and a mobile data computer.

## PHYSICAL DEMANDS

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully.

While performing the duties of this job, the employee is frequently required to sit, talk or hear, stand, walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, crawl, and taste or smell.

The employee must frequently lift and move up to 10 pounds and occasionally lift and move up to 100 pounds. This job's specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### WORK ENVIRONMENT

Work is performed primarily in offices, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during the day and night shifts. Work is often performed in emergency and stressful situations. The individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

The employee may work near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and humid conditions, fumes, airborne particles, toxic or caustic chemicals, electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

### WORKING CONDITIONS

The work environment characteristics described here represent those an employee encounter while performing this job's essential functions. Reasonable accommodations may enable individuals with disabilities to perform the essential functions.

Work is performed primarily indoors in an office environment or maybe performed outside at an emergency scene. The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

*The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the appointment.*

*The job description does not constitute an employment agreement between the employer and the employee and is subject to change as the employer's needs and requirements change.*

*Revised 5/22*