

# **BAINBRIDGE ISLAND FIRE DEPARTMENT**

## **Job Description: Deputy Fire Chief**

Official Job Title: Deputy Fire Chief

Classification: Salaried, non-union, exempt (not overtime eligible)

Reports To: Fire Chief

Date Adopted: December 14, 2017, update December 8, 2022

Salary Range: \$165,410 - \$179,794

Benefits: Standard medical, dental and retirement package

### **Major Function and Purpose:**

Under the direction of the Fire Chief, the Deputy Fire Chief coordinates and manages the personnel, equipment, and activities associated with the day-to-day operation of the Department including emergency operations; community risk reduction; and support functions such as fleet maintenance, facilities maintenance and supply, training, safety, the volunteer program; and other programs assigned. The Deputy Fire Chief remains up-to-date regarding federal, state, and local regulations that pertain to the protection and performance of assigned Department personnel and ensures that the Department incorporates these into Department procedures. Additionally, the Deputy Fire Chief provides periodic written reports regarding the Department's operational readiness.

The Deputy Fire Chief has authority to make all decisions on emergency incidents and responds on significant calls when available. The Deputy Fire Chief does not have the authority to terminate, demote, hire or suspend an employee without pay; however, the Deputy Fire Chief does have the authority to reprimand all employees and recommend further discipline to the Fire Chief. The Deputy Fire Chief coordinates Department operations and programs through the assistance of the Department's Battalion Chiefs and other support personnel.

### **Reporting Relationships:**

Deputy Fire Chief reports directly to the Fire Chief. The Deputy Fire Chief is the second highest-ranking officer in the Department.

### **Supervision Responsibilities**

This is a supervisory position. The Deputy Fire Chief supervises the Battalion Chiefs and other assigned personnel on a day-to-day basis, developing annual goals and objectives and monitoring progress on a continual basis. The Deputy Fire Chief acts as the personnel manager during the Department's non-business hours. The Deputy Fire Chief provides direction and leadership to employees and volunteers in all assigned program areas. May be assigned by the Fire Chief to act in this capacity during the Fire Chief's absence.

## **Essential Job Functions**

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Fire Chief.

- Directs emergency response operations. This includes coordination of programs that support emergency response operations including firefighting, EMS, rescue, hazardous materials, disaster preparedness, and other multi-hazard operations. May respond to emergency incidents and assume overall command or fill necessary positions. Provides direction to mitigate emergencies.
- Oversees community risk reduction activities. This includes coordination of community risk reduction efforts in the department and in the community.
- Directs the volunteer program. This includes the supervision of the volunteer program coordinator. Identifies and implements programs that allow volunteer members the ability to make a meaningful contribution to the Department's mission.
- Directs the Department's training program. This includes the supervision of training personnel. Ensures Department's training needs are being met and that various certification, regulatory, and other training requirements are being met.
- Directs support functions that ensure operational readiness. This includes coordination of fleet maintenance, facilities supply and maintenance, and emergency communications and dispatch.
- Directs the Department's safety program. This includes supervision of the Department's safety officer. Ensures programs meet applicable regulatory requirements and Department standards.
- Performs administrative work including: allocating time and materials to projects; creating and tracking records and appropriate data-related to Department operations; participates in long-range and comprehensive planning projects; participates in labor negotiations and labor management; manages assigned personnel and conducts performance evaluations of subordinates; composes correspondence, articles, and position papers; and conducts public speaking, lectures, and training classes.

## **Qualifications:**

### **(1) Required Qualifications:**

- 10 years progressive fire service experience.
- 5 years of experience in a fire command position, e.g., Battalion Chief, Assistant Chief or Deputy Fire Chief rank and/or company officer with program management experience, or as approved by the Fire Chief.
- A Bachelor's degree in fire command/administration or related fire service field.
- Proven incident command experience at emergency scenes.
- Excellent communication skills and the ability to work effectively with diverse individuals and groups including staff, volunteers, public officials, members of the development community, and citizens.
- Demonstrated experience and skill in delivering services that meet and often exceed customer expectations.
- Skill in managing personnel, work programs, projects, and budgets and in achieving results.
- Proficiency in Microsoft software applications and integrated database programs.
- Valid Washington State Driver's License, proof of current insurance, and the ability to be insured by the Department's insurance provider.
- Must be a U.S. citizen or eligible to work in the United States.

### **(2) Desirable Qualifications:**

- A Master's degree from an accredited institution in any fire service field such as fire science or fire administration.
- Demonstrated managerial experience and training (e.g., National Fire Academy's Executive Officer Program)
- Demonstrated service in a combination fire department
- Past service as a volunteer firefighter

### **(3) Other Qualifications:**

Prior to receiving an offer of employment a selected candidate must pass a comprehensive background check, medical examination, and a psychological suitability profile test.

### **(4) Personal Attributes:**

This position requires a mature, self-confident individual who has the interpersonal skills to work well with all members of the organization and the general public. The individual is expected to work with limited supervision, demonstrate initiative on projects, and show a willingness to learn new information, be a problem solver, and exercise good judgment. The individual must be able to:

- maintain their emotional self-control in all situations;

- accept advice and coaching from others, follow rules and regulations, and adapt to changing working conditions;
- convey a positive, professional attitude and contribute to the general well being of the Department;
- embrace the mission of the Department; and
- continue their education and apply new ideas and techniques.

(5) Continuing Education or Certification Requirements:

Ability to obtain and maintain required certification through continued education or testing as required by the Fire Chief.

**Working Conditions and Other Information**

Working conditions are typically in office or meeting environments. Desk work or computer terminal work may be for extended periods of time. Will be required to be available 'on-call' outside of normal working hours to respond to emergency incidents as per Department policy. At emergency incidents, the employee may assume overall command or fill necessary positions. Due to the nature of firefighting and emergency service work, the employee will be exposed to potential hazards, e.g., extreme heat and smoke, unstable structures, live electrical lines, toxic gases and blood borne pathogens. Therefore, the employee is required to use protective clothing and equipment.

Deputy Fire Chief must have the overall stamina and ability to perform moderate physical activity. Vision must be sufficient to perform all duties. Corrective lenses may be utilized. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of a danger or hazard.

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This job description does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the job change.