

Assistant Fire Chief – Job Description

FTE: Full Time Employee - Salary	Supervisor: Fire Chief
Last Updated: 04/02/21	Status: FLSA Non-Exempt

Major Function and Purpose

Under the direction of the Fire Chief, the Assistant Chief is responsible for the overall planning, organizing, and directing of day-to-day operations; and the evaluation of all emergency operations including fire suppression, rescue, emergency medical services, and hazardous materials mitigation. Additional responsibilities include fire prevention, training, safety, coordinating the maintenance of apparatus, coordinating the purchase and maintenance of tools and equipment, and coordinating the maintenance of facilities. The Assistant Chief assists the Fire Chief in post-operation analyses and evaluations; ensures sound fiscal management of budgeted resources, and participates in the development and incorporation of efficient operating guidelines, procedures, and policies.

General Function

The Assistant Chief shall perform such services as directed by the Fire Chief in a manner and to the extent permitted by the laws of the State of Washington, the County of San Juan, and the policies of SJC Fire District #2. The Assistant Chief will focus on daily operations and may also work closely with other county Districts, local agencies, and community organizations to maintain harmonious relationship throughout the organization. The Assistant Chief is required to exercise keen judgment, imagination, and foresight in making administrative and management decisions.

Supervision

The Assistant Chief is directly supervised by the Fire Chief. The Assistant Chief directly supervises the full-time shift personnel, Training Coordinators, Safety/Logistics Officer, the Volunteer Captains and Lieutenants, and other positions as assigned by the Fire Chief. The Assistant Chief provides general supervision to all employees within the District. Responsibilities are performed under general direction from the Fire Chief and with the intent of achieving District objectives within established policies and guidelines. In the absence of the Fire Chief, the Assistant Fire Chief shall direct all District operations.

Duties and Responsibilities

The Assistant Chief is responsible for the management of overall emergency response activities, training, and day-to-day operations of the District. The following are a broad example of job duties and responsibilities for the Assistant Chief and in no way imply that these are the only duties to be performed:

- Ensure that all appropriate logs and records such as activity and call logs, investigations, inspections, alarms, medical reports and financial records and reports are properly prepared and maintained for the assigned areas of the District. Assure proper maintenance and reliability of associated equipment, apparatus, buildings and other facilities.
- Provide general supervision of all career and volunteer personnel below the rank of Assistant Chief. Assist the Fire Chief with the selection of personnel. Conducts annual performance reviews of assigned personnel. Investigate personnel issues, recommend and/or review and approve the performance and disciplinary decisions of all subordinate personnel in accordance with the Policies and Guidelines of the District.
- Assume command of fire or other emergency response situations when appropriate; maintaining firefighting skills and/or medical certifications in order to assist in activities as needed. It will be often necessary to enter potentially hazardous areas (i.e., fire or automobile accident scenes), which may require the employee to wear personal protective clothing and equipment.
- Assures proper maintenance and reliability of equipment, apparatus, buildings and other facilities.
- As necessary, coordinate activities with appropriate county and local agencies. Ensure all work is performed in accordance with all safety policies and guidelines. Maintain excellent public relations by using appropriate judgment and communicating courteously with citizens while fostering a positive public image for the District.
- Assist the Fire Chief with the planning and preparation of the District's annual budget. As directed by the Fire Chief, prepare and plan the portion of the District annual budget related to assigned areas. Control expenditures within the budget appropriation for assigned areas; continuously plan and act to reduce costs and increase effectiveness.
- Serve as the District's representative on various committees and organizations relating to regulatory and legislative initiatives, industry standard and improvements, exchanges of information, public relations and other similar activities. Recommend new ideas to the Fire Chief and Commission and assist with the formulation of plans for continuous improvement of the District.
- Assume the duties and responsibilities of the Fire Chief/CEO in his/her absence.
- Other duties to accomplish the mission of the district as assigned by the Fire Chief.

Skills and Abilities

As a member of the District's management team, the Assistant Chief must have strong technical skills in the areas of assignment as well as the ability to understand and support the mission, vision and guiding values and principles of the District.

- Extensive knowledge in all phases of fire protection and/or emergency medical services work including principles and practices of modern fire control, prevention and investigation and/or emergency medical services delivery and management.
- Thorough knowledge of the policies, rules and regulations of the District, as well as a working knowledge of the applicable national, state and local laws, ordinances and codes affecting fire and emergency response services.
- Ability to respond to emergency situations and assume or delegate authority appropriately, including the physical abilities to participate in fire suppression and emergency activities as needed.
- Strong leadership, management and team building skills including strategic planning, personnel management, problem analysis and decision making, adaptability/flexibility, stress tolerance and time management; with the ability to project and foster a customer focused and achievement-oriented District.
- Strong oral and written communication skills with the ability to communicate and present complex ideas/information; and apply appropriate communication techniques to various audiences.
- The ability to maintain an effective working relationship within the District and the Community of Orcas Island that maximizes the service potential of the District and maintains a positive environment in which District members are eager and proud to serve.
- Strong negotiation and partnering skills with the ability to establish and maintain effective working relationships with the Commission, Fire Chief, other members of the staff, employees, related agency and regulatory officials, union representatives and the general public.
- Ability to analyze situations and act quickly, calmly and effectively under emergency and other stressful circumstances.
- Financial management and budgeting skills necessary to effectively manage budgeted resources for the efficient operation of assigned areas with the ability to prepare and supervise the accurate preparation and maintenance of comprehensive reports and records.
- Working knowledge and proficiency in the operation of computer equipment and software programs used by the District.

Special Requirements

Work is performed in an indoor and field environment. Work may be performed in high, precarious places, confined and awkward spaces or in high traffic areas. May be exposed to traffic, equipment and fire hazards, extreme heat, smoke, carcinogens, bio-hazards, adverse weather conditions, temperature and noise extremes, dusts, odors, toxic, caustic chemicals and pathogenic substances. Subject to unusual fatigue a high level of stress from irregular working hours and incident call activity. Requires the ability to lift, bend, climb (stairs, ladders, fence, etc.) walks (on normal, uneven and slippery surfaces, sit, stand for various time frames. Must lift/carry up to 10 pounds frequently and up to 100 pounds occasionally. Must be able to drive and operate responding apparatus and vehicles equipped with lights and sirens. Must be able to use hands for fingering and handling objects, tools, or controls, and writing. Requires the strength and stamina to perform fire suppression duties. Must be able to make critical decisions and direct others under extreme conditions. Must effectively communicate orally and in writing.

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 position and is subject to change as the needs of the District and the requirements of the job change.