



JOB DESCRIPTION: ASSISTANT FIRE CHIEF

STATUS: Full-time, Non-exempt, Salaried

Effective Date: 8/28/23 Approved: Chief vanSchaick

POSITION SUMMARY:

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.

ESSENTIAL JOB FUNCTIONS

The Assistant Chief shares responsibility 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:

1. 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.
2. 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.
3. 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.
4. Assures proper maintenance and reliability of equipment, apparatus, buildings and other facilities.
5. 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.
6. 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.



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7. 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.
8. Assume the duties and responsibilities of the Fire Chief/CEO in their absence.
9. Other duties to accomplish the mission of the District as assigned by the Fire Chief.

EDUCATION, CERTIFICATION AND EXPERIENCE REQUIREMENTS:

- High school diploma with a minimum of an Associate's Degree in Fire Science, Healthcare delivery, Fire or Public Service Administration or related field. Bachelor's Degree *preferred*.
- A combination of fire education and experience will be considered.
- Ten years of progressively responsible experience in first response activities.
- Five years of experience as a first response officer, supervising personnel.
- Current Emergency Medical Technician Paramedic *preferred*.
- Fire Fighter I Certification or equivalent training or education.
- Fire Officer or equivalent leadership and management certifications/training.
- Experience successfully navigating emergency response in a combination career and volunteer environment.

KNOWLEDGE, ABILITIES AND SKILLS:

- 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.
- 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.



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- 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.
- Commitment to leading a positive cultural environment, with the ability to engage in hard conversations to lead groups to innovative solutions.
- Ability to build team dynamics by inspiring and fostering team commitment, spirit, pride and trust.
- Facilitates cooperation and motivates team members to accomplish group goals.
- Experience influencing and negotiating by building consensus through give and take; gaining cooperation from others to obtain and share information and accomplish goals.
- Effective verbal and written communication skills.
- Proficient with Microsoft Office Suite.
- Valid driver's license at the time of hire and ability to pass the background check.

WORKING ENVIRONMENT/PHYSICAL 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.
- Position may require occasional evening hours to attend meetings or events. May involved limited travel to attend events, trainings, etc.

The duties listed above are intended only as illustrations of the various types of work that may be 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.

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