



## Whatcom County Fire District #1

### Job Description

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| Position: Assistant Fire Chief of<br>Operations<br>FSLA: Non-Exempt<br>Union: Non-Represented | Supervisor:<br>Fire Chief |
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#### **PURPOSE OR MAIN FUNCTION OF THIS POSITION:**

The individual in this position is designated as second in command of the Fire Department and serves as a senior member of the District's management team. This position is responsible for the planning, coordination, supervision and oversight of daily emergency operations, staffing, personnel management, operational readiness, policy implementation and incident response. Acts as the personnel officer for the District and supports labor relations, performance management, discipline, hiring, promotion and administrative coordination. Assists the Fire Chief with budget preparation, long range planning, collective bargaining, policy development, emergency management and other administrative functions. Directs assigned activities of the District and may assume full administrative responsibility for the District in the absence of the Fire Chief.

#### **SUPERVISORY RELATIONSHIP:**

Reports to the Fire Chief. Responsible for daily supervision of staff officers, Battalion Chiefs, Division Chiefs, company officers, operations personnel and administrative support staff as assigned. Works under various federal and state regulations, interlocal agreements, municipal codes, policies, procedures, labor agreements, operational requirements and emergency service standards.

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Oversees and supervises the daily operations of the District. Develops and/or reviews District policies, procedures and work practices related to operations, staffing, personnel management and emergency response. Provides regular reports to the Fire Chief concerning operational readiness, staffing needs, personnel matters, program status, budget impacts and recommended corrective actions.
2. Assumes full administrative responsibility for the District in the Chief's absence.

3. Acts as personnel officer for the District. Works closely with Human Resources to ensure ordinances, rules, policies, collective bargaining agreements and labor requirements are properly enforced and consistently interpreted for subordinate personnel.
4. Coordinates District personnel records with the central record system. Conducts regular performance evaluations of assigned Battalion Chiefs, Division Chiefs and other assigned personnel. Advises supervisors concerning coaching, corrective action and appropriate discipline when necessary.
5. Oversees the scheduling of assignments, vacation, holidays, sick leave, overtime, shift changes and other staffing needs to ensure minimum staffing levels and operational coverage in accordance with District policy and applicable labor agreements.
6. Participates and advises in the hiring and promotion of Department personnel, including interviews, background processes, evaluation of candidates and appointment recommendations.
7. Assists the Fire Chief with collective bargaining. Serves as a member of the District's bargaining team as assigned, develops proposals, presents issues important to the Department and researches matters in preparation for and during negotiations.
8. Represents the Fire Chief at city, county, regional and board meetings when necessary. Serves on boards, committees and work groups at the Fire Chief's request.
9. Assists the Fire Chief with preparation of the District budget, budget control, staffing plans, operational planning, long range planning, short range planning and recommended revisions to operating procedures or expenditures.
10. Oversees operational readiness, deployment and coordination of fire suppression, emergency medical services, rescue, hazardous materials, special operations and mutual aid resources.
11. Responds to significant emergency operations and assists with incident strategy, resource coordination, safety, accountability and command functions. May assume supervisory authority for an assigned area of responsibility or assume overall command and control of an incident.
12. Participates in the battalion/duty officer rotation for the District and other agencies as set forth in interlocal agreements.
13. Maintains departmental discipline, conduct and general behavior of subordinate personnel. Assists with grievances, employee concerns, personnel documentation, corrective action and related labor management matters.
14. Assists in developing and maintaining the District's Emergency Operations Plan, operational work plans, deployment procedures, District operations center readiness, headquarters readiness, staffing patterns and public and private resource lists for disaster response and recovery.
15. Serves as District NIMS compliance officer as assigned. Identifies District compliance objectives and develops compliance plans in coordination with Training, Operations and Emergency Management.

16. Oversees or supports operational readiness for major events, weather events, surge deployments, mutual aid responses, interagency coordination and public safety planning. May conduct or coordinate life safety inspections and may perform duties as the District's Fire Marshal, Fire Inspector or Fire Investigator when assigned.

**ADDITIONAL WORK PERFORMED:**

1. Attends classes, seminars, conferences, courses and other professional development opportunities to maintain and improve job knowledge, emergency and non emergency management skills, personnel management skills, command skills and communication skills.
2. Performs other related duties as assigned.

**PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**

Knowledge:

- Modern firefighting methods, practices, equipment, apparatus, emergency medical services, hazardous materials response, rescue operations and fire prevention methods.
- Emergency service operations, staffing, deployment, incident command, accountability, responder safety, risk management and interagency coordination.
- Emergency medical services, hazardous materials, disaster mitigation, preparedness, response and recovery.
- Communication systems, 911 dispatching practices, records systems, operational technology and emergency reporting requirements.
- Applicable federal, state and local regulations, District policies, collective bargaining agreements, labor laws, fire prevention ordinances and personnel management requirements.
- Budget preparation, staffing analysis, policy development, records management, performance management, discipline, grievances and program evaluation.
- Layout of the District, including stations, fire target areas, high life risk areas, water supply areas, apparatus deployment needs and response hazards.

Skills in:

- Using various information and communications systems, computer technology, office systems, scheduling systems, records systems and emergency reporting systems.
- Effectively supervising and coordinating the efforts of subordinates, staff officers, company officers and assigned personnel in daily and emergency conditions.
- Planning and implementing long and short range programs related to operations, staffing, emergency management and Departmental readiness.

- Personnel management, scheduling, labor relations, performance evaluation, coaching, corrective action, problem analysis, decision making and follow through.
- Strong management skills including leadership/supervisory skills, consensus building, planning and organizing, interpersonal sensitivity, adaptability/flexibility, stress tolerance and time management.
- Excellent oral and written communications skills for working with a diversity of personnel, public officials, partner agencies, labor representatives and citizens.

Ability to:

- Conduct self at all times in an ethical, professional and respectful manner.
- Establish and maintain cooperative and effective working relationships with citizens and stakeholders, both internal and external.
- Maintain consistent and punctual attendance.
- Physically perform the essential functions of the position, including:
  - correctable visual acuity to read a computer screen, typeset page, records, policies, reports and incident documents;
  - fine finger dexterity to manipulate a computer keyboard, mouse, records and equipment; and ability to talk and hear sufficiently to communicate with officials, employees, partner agencies and the public.
  - Be able to perform basic firefighter requirements for fireground operations.
  - Be able to perform basic EMT requirements for medical calls/transport.

**WORKING ENVIRONMENT:**

Work is performed primarily in an office setting, fire stations, training areas, emergency scenes and public meeting settings. Work is subject to frequent interruptions and includes sitting for extended periods of time, responding to emergency incidents, coordinating field operations and working with personnel in daily and emergency conditions. May be exposed to highly stressful situations, irate or hostile individuals, emergency scene hazards, weather, noise, diesel exhaust, bloodborne pathogens, hazardous materials and other occupational risks. May be subject to long hours due to District Board of Commissioner meetings, city council meetings, chiefs' group meetings, committee meetings, emergency incidents, staffing needs and other responsibilities required at this executive level. Flexibility to work evening and weekend hours and occasional overnight travel to conferences and training sessions required. Also involves working in the field to coordinate and/or participate in firefighting and emergency medical service activities as necessary.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- Ten years progressive responsibility in fire or emergency management services including a minimum of three years' experience as a Battalion Chief, Division Chief, Assistant Chief or similar position as an administrative staff officer in a fire district with progressive responsibility for operations, personnel, emergency management or another major function and its personnel, exercising significant judgment and authority preferred.
- Bachelor's degree in emergency management, fire service administration, public administration or related field is preferred.
- Current enrollment or completion of the National Fire Academy Executive Fire Officer program, Managing Officer program or equivalent professional development is preferred.
- Record of successful staff, operations, emergency incident or program management.
- In place of the above requirements, any combination of relevant education and experience which clearly demonstrates the knowledge, skill and ability to perform the essential functions of the job will be considered.

**NECESSARY SPECIAL REQUIREMENT:**

- Valid Washington State driver's license and good driving record. A three year driving abstract must be submitted at time of hire with periodic verification required.
- Ability to respond to emergencies and work evenings and weekends when required by special circumstances.
- Ability to successfully complete and maintain National Incident Management System (NIMS) course certifications as required by the department within six months of hire.
- Employment is contingent upon successfully passing criminal history and local background checks.
- WA State EMT-B certification.
- IFSAC FF1, HMA, HMO certification.
- IFSAC Fire Inspector 1 certification or ability to obtain as required by the department.