

NORTHSHORE FIRE DEPARTMENT

JOB DESCRIPTION

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| Title: | Deputy Chief | Number: | 2430-A2 |
| Division: | Administration | Effective Date: | January 1, 2015 |
| FLSA Class: | Exempt | Approved By: | Fire Chief |

JOB DESCRIPTION SUMMARY

Under the direction and guidance of the Fire Chief, the Deputy Chief is responsible for planning, directing, managing, and overseeing the daily activities of the fire department's operational and training functions. Responsibilities include staff supervision, preparation and administration of operational and training division budgets, coordination of safety related issues, and the planning and organization of divisions in alignment with department goals. The Deputy Chief may take command responsibility at emergency and non-emergency incidents; serves as a liaison between the District and other departments, committees, and outside agencies; provides highly responsible and complex administrative support of the Fire Chief; and represents the District in the absence of the Fire Chief.

In addition, the Deputy Chief may serve as the District's Health and Safety Officer and Infection Control Officer.

ESSENTIAL FUNCTIONS

Essential functions will vary according to the work environment and may include, but are not limited to, the following:

Responsible for the daily management of all operations necessary to achieve exemplary services for the protection of life and property through efficient and effective implementation of fire suppression, emergency medical response, and other emergency and non-emergency related services.

Plan and direct activities to ensure on-going internal and/or external job related training and professional development of personnel to be in compliance with all applicable Federal, State, Occupational Health and Safety, and organizational policies, practices and standards. Responsible for ensuring appropriate certifications and/or licenses are achieved and maintained by department personnel.

Provide for the overall safety of personnel through the establishment and maintenance of effective training programs and operational practices that provide the necessary skills and guidance to operate in a safe and effective manner.

Perform duties necessary to identify department efficiencies and deficiencies through the analysis of fire, medical, emergency and non-emergency responsive services; coordinating and conducting performance reviews; identification and resolution of inefficiencies; and the development and implementation of programs. Coordinates operational consistency between shifts.

Responsible for the planning, preparing and administration of the operational and training division budgets, to include: analyses and recommendations regarding operational staffing, and equipment requirements; approving expenditures and recommending budgetary adjustments as appropriate and necessary.

Demonstrate a commitment to continuous improvement through the use of performance measurement and benchmarking to decrease response times and improve operational effectiveness.

Maintain and nurture a culture of committed customer service throughout the organization.

Direct and supervise the activities of the battalion chiefs and assigned administrative support personnel. Direction includes scheduling, assignment and review of work, providing assistance, evaluating performance, development, issuing discipline to the level authorized in policy, and making effective recommendations to the Fire Chief on other related personnel actions.

Work closely with Human Resources and outside vendors to manage and facilitate promotional and new hire processes to effectively fill open suppression positions.

Attend and participate in multiple agency, professional groups, and committee meetings; Develop and deliver presentations to the Board, citizen groups and others on matters related to the operations of the District.

Stay abreast of new trends and innovations in the field of fire suppression, emergency medical, hazardous materials and fire prevention; incorporate new developments as appropriate.

Provide highly responsible and complex administrative support of the Fire Chief, to include: developing, recommending, implementing and administering operational and training related policies and procedures, goals and objectives; managing assigned projects and programs; researching and summarizing findings to Fire Chief or the Board of Fire Commissioners; and preparing reports or other documents.

Perform additional duties as assigned, which may include field response related to fire suppression, and emergency medical and other emergency and non-emergency response services.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Principles and practices of municipal fire department administration and operations, as well as policies and procedures of all related functions.
- Principles and practices of modern fire prevention, fire suppression and emergency medical activities;
- Principles and practices of personnel management including training, performance evaluation, conflict management and labor relations;
- Principles and practices of budget preparation and administration;
- Pertinent Federal, State, and local laws, codes and regulations that may govern department activities;
- Incident management practices, including the National Incident Management System (NIMS);
- Proficient knowledge of computers and applicable computer software applications, including specific knowledge of Microsoft Word, Excel, PowerPoint, and Access;
- Working knowledge of modern administrative office procedures, methods and equipment.

Skill in:

- Interacting with others using tact, patience and courtesy;
- Positive and progressive customer service;
- Excellent management and team building skills;
- Negotiating and resolving difficult or sensitive complaints or concerns from department personnel or external sources;

- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions;
- Strong oral and written communication skills with the ability to apply appropriate communication techniques to various audiences;
- Assessing and prioritizing multiple tasks, projects, and demands.

Ability to:

- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient fire suppression, emergency medical and prevention services;
- Establish and maintain effective working relationships with those contacted in the course of work including personnel, other government officials, community groups, the general public, and media representatives;
- Lead and motivate staff and assigned resources;
- Select, train, supervise and evaluate an effective staff capable of properly executing the goals and objectives of the department;
- Properly interpret and make decisions in accordance with laws, regulations and policies;
- Conduct themselves in a professional manner as defined by District policy;
- Work independently in the absence of supervision and delegate authority and responsibility when appropriate;
- Maintain confidentiality;
- Perform research and present findings in an organized and professional manner;
- Provide verbal and written directives, information and advice to a wide variety of people and officials;
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

SUPERVISORY RESPONSIBILITIES

This is a management level position involving the oversight and administration of the daily activities of the operations and training functions; Provides direct supervision to assigned Battalion Chiefs, Training Captain, and Administrative Specialist.

EDUCATION/EXPERIENCE

Required:

Associate’s degree in Fire Science, Public Administration or a related field of study AND at least 10 years of fire suppression and EMS experience including at least 4 years of administrative and progressive management responsibility for fire department operations and training functions OR an equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those listed above.

Preferred:

Bachelor’s degree in Fire Science, Public Administration, or a related field of study.

CERTIFICATES AND LICENSES

Required:

- A valid Washington State Driver’s License.
- Fire Instructor I certification.
- NIMS certifications 100, 300, 400, 700.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear; use hands or fingers to handle and feel; and use the telephone and computer while communicating with internal and external clients. Requires sufficient manual dexterity and visual acuity to operate a personal computer and other standard office equipment. Employee will sit for several hours each day but will also need mobility and ability to stand and walk continuously for periods of time, and reach with hands and arms. Employee may need to lift up to 20 pounds on occasion. This position may require the employee to work under stressful conditions due to deadlines and time constraints.

This position may require the employee to perform strenuous work seldom, for extended periods of time, while performing some or all of the following:

- Wear a respirator (SCBA);
- Wear and/or carry over 50lbs of protective clothing/equipment;
- Work in an overheated, extreme cold or wet environments;
- Work under adverse or stressful conditions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work area is a typical office setting with frequent travel to various locations to attend meetings and/or perform Department activities; may include responding to emergency scenes. The noise level in the work environment is usually moderate, but may reach extremes where hearing protection is required. From time to time work will require operations in an outdoor setting, in a variety of weather, terrain and noise conditions.

SPECIAL REQUIREMENTS

- Requires ability to pass a pre-employment drug screening examination and any subsequent testing.
- Requires ability to pass a comprehensive background check.
- Employee must be insurable under the District's existing vehicle and umbrella liability insurance carrier.