Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.1.11

2. SUBJECT: ***Job Description - Assistant Chief – Operations/Training***

3. POLICY: The Assistant Chief of Operations/Training position is established to provide a highly responsible officer to assist the District Fire Chief or designee in the administration and supervision of Grant County Fire District 3. The major emphasis of this position shall be operations and training.

4. SCOPE: This Policy and Procedure applies to the Assistant Chief of Operations/Training of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief shall ensure that this Policy and Procedure is adhered to.

   B. The Assistant Chief of Operations/Training will adhere to this Policy and Procedure.

6. PROCEDURE:

   A. Supervision Received:

      1. The Assistant Chief of Operations/Training shall take direction from the District Fire Chief or designee in the District's command structure.
      2. The Assistant Chief of Operations/Training shall accept delegated command of the District in the absence of the District Fire Chief. The Assistant Chief shall follow the District Fire Chief's position description in this capacity.
      3. The Assistant Chief of Operations/Training shall be required to work without direct supervision.

   B. Supervision Exercised: Supervises subordinate career and volunteer officers directly, and other district staff, officers, or volunteers through subordinate officers.

   C. Essential Duties and Responsibilities:

      1. Shall respond to and actively participate in the mitigation of emergency incidents.
      2. Shall attend all officers' meetings and provide input.

3. Shall enforce all adopted safety standards for firefighters.
4. Shall continually work to promote the positive public image of Grant County Fire District 3 and be party to no act or omission that may detract from a positive public image.
5. Plans, coordinates, supervises and evaluates Fire and EMS operations.
6. Direct District operations to achieve goals within the budgeted funds and available personnel; plan and organize workloads and staff assignments, review progress, direct change in priorities and schedules as needed to assure services are provided in and efficient manner.
7. Direct District activities regarding Public Information, EMS, Rescue, Hazardous Materials, Firefighting, and Training.
8. Perform the duties of the Districts Health and Safety officer as required by the Washington Administrative Code (WAC 296.305).
9. Plans District operations with respect to equipment, apparatus, and personnel, supervises the implementation of operational plans and directs the maintenance in conjunction with the District Mechanic the repair of all Fire District building, equipment and apparatus.
10. Assigns personnel and equipment to such duties and uses as required, evaluates the need for and recommends the purchase of new equipment and supplies.
11. Prepares and submits monthly reports to the District Fire Chief.
12. Training:

    Develops, implements and manages Fire District training program to ensure personnel meet established standards. Reviews training results and directs creation of training programs. Ensure all Personnel are trained and equipped to perform expected duties. Directs the operation of Grant County Fire District 3's in-service training.

    a. Scheduling:
        1) Publishing of the District training calendar on a bi-monthly basis.
        2) Seek input from Fire District officers on training needs.
        3) Assist the District Fire Chief or designee in the planning, development and implementation of the District's training program. Project the vision, mission, goals and objective of the Fire District. Assist in the planning for future resources including personnel and equipment.

    b. Standard Evolutions:
        1) Assist with the development of written standard evolutions with input from officers.

2) Assist with establishing written performance standards for all evolutions.
3) Evaluate all standards at least once each year.

c. Records: Maintain an up-to-date training records system.
d. Instruction: Provide instruction for all training administered in house, this can be done personally or with other qualified instructors.
e. Provide Lesson Plans:
1) Ensure completeness, accuracy and currentness of all lesson plans.
2) Develop necessary lesson plans tailored to the needs of the fire district.
f. Create a 2-year training plan and keep it updated.
g. Maintain EMS OTEP training records, administer comprehensive, on-going medical training for the district EMTs.
h. Shall accept and work on special or short-term projects or assignments as agreed upon with the District Fire Chief or designee.
i. Keep the District Fire Chief or designee fully advised of the status of all functions and activities of the Fire District.
j. Coordinates with and reports to the District Fire Chief or designee on a regular basis the status of training issues.
k. Reviews the District's performance, effectiveness, compliance with Federal, State and Fire District requirements, and formulates plans to correct deficiencies, as relates to areas of responsibility.
l. Researches and prepares grant funding authorized by the District Fire Chief or designee.

D. Peripheral Duties:

1. Attends periodic schools, conferences, workshops, and seminars as directed by the District Fire Chief to maintain a high degree of ability, knowledge, and understanding of fire service methods, practices, developments, and attitudes.
2. Serves as a member of various employee committees.
3. Shall maintain a complete knowledge of the District budget.
a. Shall be responsible for budget preparation and expenditure control of those BARS lines assigned to this position.

b. Shall coordinate all purchases with the District Fire Chief.
c. Shall be the authorized representative of the District at those agreed upon state, county, and local organizations.

E. Knowledge Ability and Skills:

1. Ability to meet and deal with the public courteously and professionally using interpersonal skills and patience while promoting a positive image of Grant County Fire District 3.
2. Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment.
3. Maintains working knowledge of first aid and resuscitation techniques and their application as demonstrated through State Emergency Medical Technician Certification.
4. Considerable knowledge of applicable laws, ordinances, Grant County Fire District 3's policy and procedures, and regulations.
5. Demonstrates skills to provide leadership by effective supervision and delegation to ensure staff and volunteers meet assigned goals and objectives.
6. Skills in the operation of the listed tools and equipment used.
7. Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors, and the public.
8. Demonstrate the ability to instill trust, consistency, and fairness in volunteers and staff.
9. Ability to meet the special requirements listed below.

F. Special Requirements:

1. Must be twenty-one (21) years of age or older at the time of hire.
2. Must possess, or be able to obtain by time of hire, a valid State Driver's License with certification of Emergency Vehicle Incident Prevention Program (EVIP) without record of suspension or revocation in any state.
3. Have not been convicted of a job-related crime or released from prison within the last 10 years.
4. Ability to read and write the English language.
5. Ability to meet Grant County Fire District 3's physical standards.

6. As services require, the individual shall be continually available to take command of an emergency incident and shall be required to reside within a reasonable response time of the headquarters fire station.
7. Has ten (10) years or more of firefighting experience, preferred five (5) but minimum of three (3) years at the Company Officer level or higher.
8. Must possess or be able to obtain within 1 year of hire (or as available) the certification of IFSAC Officer 2 and IFSAC Instructor II.

G. Tools and Equipment Used: Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, and phone.

H. 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 essential functions.

1. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.
2. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

I. 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.

1. Work is performed in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. The individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.
2. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock, and vibration.

3. The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

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.

NOTHING CONTAINED IN THESE JOB DESCRIPTIONS OR ANY OTHER WRITTEN POLICY OF THE DISTRICT IS INTENDED TO BE PART OF ANY EMPLOYMENT RELATIONSHIP OR CONTRACT. THESE JOB DESCRIPTIONS FOR THIS FIRE DISTRICT OR ANY OTHER WRITTEN POLICY OF THE DISTRICT ARE MERELY STATEMENTS OF DISTRICT POLICY AND DO NOT AMOUNT TO PROMISES OF SPECIFIC TREATMENT. FURTHERMORE, THE DISTRICT RESERVES THE RIGHT TO MODIFY THE AFOREMENTIONED JOB DESCRIPTION AND DISTRICT POLICIES AT ANY TIME.