Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.1.05

2. SUBJECT: ***Job Description - Deputy Fire Chief - Operations***

3. POLICY: The Deputy Fire Chief position is established to provide a highly responsible officer to assist the District Fire Chief in the administration and supervision of Grant County Fire District 3. Will function as the Districts second in command and assume the responsibilities for the day-to-day administration of the District in the absence of the District Fire Chief. This position will be an exempt status (Non-Bargaining)

4. SCOPE: This Policy and Procedure is applicable to the Deputy Fire Chief 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 Deputy Fire Chief will adhere to this Policy and Procedure.

   C. Under the direction of the District Fire Chief this highly responsible management and administrative position performs supervisory and administrative duties within the District such as organizing, coordination, scheduling, inspecting, and evaluating the activities of the District personnel or units assigned.

6. PROCEDURE:

   A. Supervision Received:

      1. The Deputy Fire Chief shall take direction from the District Fire Chief in the District command structure.
      2. The Deputy Fire Chief shall accept delegated command of the District in the absence of the District Fire Chief. In this capacity, the Deputy Fire Chief shall follow the District Fire Chief's position job description.
      3. The Deputy Fire Chief shall be required to work without direct supervision.

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

   C. Essential Duties and Responsibilities:

      1. Plans, coordinates, supervises and evaluates Fire and EMS operations.

2. Provide technical support to the District Fire Chief and Board of Commissioners, including interpretation and application of policy and procedure, and developing recommendations regarding District related matters.
3. Assist in establishing procedures for the District, to implement policies and procedures of the Board of Commissioners.
4. 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.
5. Provide managerial leadership and input on the selection and evaluation of district staff. Conduct or oversee performance evaluations to ensure timely feedback to the employee. Assure all personnel are trained and equipped to perform expected duties.
6. Direct the daily activities of the Asst. Chief Fire Marshal/Facility, Asst. Chief Training Officer/Vehicle Maintenance and Shift personnel.
7. Serve as the District Medical Services Officer.
8. Direct District activities regarding Public Information, EMS, Rescue, Hazardous Materials, Firefighting, and Training.
9. Direct and develop short and long-range goals and objectives for assigned operations. Assure adequate response to disasters by developing and maintaining inter-district collaborative emergency management system.
10. Perform fire suppression, hazardous materials and emergency medical services and rescue. Along with being able to take command functions at the emergency scene.
11. Perform the duties of the Districts Health and Safety officer as required by the Washington Administrative Code (WAC 296.305).
12. Assist in planning and implementing fire suppression services, emergency medical services, emergency management and fire prevention programs for the District. Implement the policies and goals of the District.
13. Reviews District performance, effectiveness and formulates programs to correct deficiencies.
14. Researches and prepares for grant funding authorized by the District Fire Chief.
15. Assist in the preparation of the annual budget for the District, in conjunction with planning for and reviewing specifications for new or replacement equipment.
16. Monitor expenditures to assure compliance with approved budget level and standards.
17. Responds to alarms and may assume the position of incident commander at the scene of major emergencies, as required.
18. Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances when authorized to do so.
19. Directs the operation of the District’s in-service training.

20. Assist in grievance proceedings, maintains District discipline and supervises the conduct and general behavior of District personnel.
21. Implements personnel disciplinary actions and penalties with approval of the District Fire Chief.
22. Assist with the establishing and maintains job procedures and requirements for all personnel.
23. Prepares and submits monthly reports to the Board of Commissioners regarding the activities the Deputy Fire Chief and additional reports as appropriate.
24. Plans District operations with respect to equipment, apparatus, and personnel, supervises the implementation of operational plans and directs the maintenance and repair of all Fire District building, equipment and apparatus.
25. Assigns personnel and equipment to such duties and uses as required, evaluates the need for and recommends the purchase of new equipment and supplies.

D. Peripheral Duties:

1. Attends conferences and meetings to maintain knowledge of current trends in the fire service. Represents the Fire District when assigned to in a variety of local, county, state and other meetings and committees.
2. Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.
3. Serves as a member of various employee committees and directs the activities of committees and work groups.
4. Develop and coordinate intergovernmental collaborative efforts to achieve programmatic goals.
5. Perform other related duties as assigned, including public speaking and report writing.
6. 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.

E. Knowledge Ability and Skills:

1. Ability to meet and communicate with the public in a courteous and professional manner and promote a positive image of Grant County Fire District 3.

2. Thorough knowledge of modern fire suppression and fire prevention and emergency medical services, principles, procedures, techniques, and equipment. Maintains a working knowledge of first aid and resuscitation

techniques and their application as demonstrated through Washington State Emergency Medical Technician certification. Maintains a thorough knowledge of applicable laws, ordinances, Grant County Fire District 3's standard operating procedures and regulations.

3. Operations and maintenance of various types of emergency fire equipment and apparatus in structure, wildland fires, Emergency medical, and Hazardous Material incidents.
4. Grant County Fire District 3's practices and procedures, state and local laws pertaining to train, suppression, inspections, emergency medical services and fire prevention.
5. Supervisory and management principals and personnel practices.
6. Principles and practices of fire prevention and fire investigation.
7. Grant County Fire District 3's Standard Operating Guidelines, Policies, Rules and Regulations.
8. Working knowledge of the International Fire Code.
9. Fiscal management, including budget preparation, expenditures control and record keeping.
10. Ability to:
    a. Train and supervise subordinate personnel.
    b. Maintain good physical condition necessary to perform duties.
    c. Communicate effectively orally and in writing.
    d. Exercise considerable initiative, sound independent judgment in evaluating situations and in making decisions.
    e. Supervise and coordinate the work of Fire District operations in fire suppression, rescue, fire prevention, inspections, pre-fire planning and emergency medical services.
    f. Effectively give and receive verbal and written instructions.
    g. Coordinate a variety of administrative staff assignments. Coordinate and implement procedures.
    h. Think clearly and act logically in emergency situations involving stress or danger.
    i. Establish and maintain effective working relationships with the District Fire Chief, Board of Commissioners, City officials, other employees, supervisors and the public.
    j. Deal with discipline and accident review procedures under stressful conditions for timely, constructive results.
    k. Use tact, understanding, and judgment in dealing with the public in fire prevention and suppression activities.
    l. Meet the special requirements listed below.

F. Special Requirements:

1. Must be twenty-one (21) years of age or older at time of hire.
2. Must possess, or be able to obtain at time of hire, a valid Washington State

Driver's License and obtain certification of Emergency Vehicle Incident Prevention Program (EVIP).

3. Must possess at the time of hire a Washington State Emergency Medical Technician certification.
4. Have not been convicted of a job-related crime or released from prison within the last 10 years.
5. Ability to read and write the English language.
6. Ability to meet Grant County Fire District 3's physical standards.
7. Physically perform the essential functions of the job.
8. Maintain residence within a 15-minute response time of the Main Station for availability to assume command of an emergency incident when necessary.

G. Tools and Equipment Used: Emergency medical aid units, fire apparatus, fire pumps, hoses, and other standard fire fighting equipment, ladders, first aid equipment, radios, 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 the position of Deputy Fire Chief. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

I. Work Environment of the Deputy Fire Chief: The work environment characteristics described here are representative of those the Deputy Fire Chief encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Duties are performed in offices, vehicles, and outdoor settings, in all weather conditions, including temperature extremes and during day and night shifts. Duties are often performed in emergency and stressful situations. The Deputy Fire Chief has exposure to alarm sounds and hazards associated with fire fighting and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid

chemicals, solvents and oils.

2. The Deputy Fire Chief occasionally performs duties near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and humid conditions, fumes or airborne particles, toxic or caustic chemicals, 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.