

East Olympia Fire District Six

POSITION DESCRIPTION

Assistant Chief/Operations

(Original: 08/2011)

(Updated: 12/2020)

- Salary/Wage Status:** Per District Wage Schedule (FLSA exempt position)
- Reports to:** Fire Chief
- Supervises:** Battalion Chief Training Officer/Health and Safety Officer and District Fleet Mechanic
- Work Hours:** Regular business hours of 8:00 a.m. to 4:30 p.m., in addition to evening training drills, meetings, and response coverage.

Nature of Work:

The Assistant Chief/Operations is the primary assistant to the Fire Chief with direct responsibility for developing, implementing, and coordinating the response operational functions of the district including station activities, resources, and equipment. The Assistant Chief/Operations has the responsibility of ensuring response readiness of the district fleet of vehicles and equipment, as well as coordinating and managing the maintenance and repairs of all district facilities. The Assistant Chief is an active emergency responder.

Administers and implements district standards and policies. Interacts and represents the agency with high standards within the community and other government agencies. Fosters and initiates high standards of performance while maintaining positive morale of subordinates.

Reports to:

This position works under the direction of the Fire Chief.

Supervision Responsibilities:

The Assistant Chief/Operations is given general policy direction and is responsible for providing guidance and leadership to the Battalion Chief Training Officer/ Health and Safety Officer and the district's Fleet Mechanic.

Duties and Responsibilities:

1. Functions as confidential senior operational officer and member of the executive management team.
2. Assumes duties as Fire Chief, as assigned.
3. Oversees the development of specifications and recommendations for operational apparatus, equipment, and facilities.
4. Monitors daily emergency response performance of operational units.
5. Directs and enforces district policies and procedures.
6. Recommends enhancements in training, equipment, procedures, policies, and personnel.

7. Assists in developing and administering budget, personnel practices, and operational training.
8. Analyzes data and prepares technical reports regarding divisional activities.
9. Evaluates performance of subordinate personnel; reviews the evaluations of subordinate personnel.
10. Inspects, evaluates, and reviews performance and appearance of operational apparatus, equipment, and facilities.
11. Develops goals and objectives/programs to assist in the development of subordinates.
12. Develops goals, objectives, and plans for assigned division(s)
13. Supports, coordinates, and interfaces with other senior officers.
14. Oversees major projects on behalf of the Fire Chief, as requested.
15. Provides oversight for construction management for the district.
16. Prepares/oversees the development of technical specifications for the purchase of specialized equipment.
17. Assists in periodic review and updates to district policies, guidelines, and situational management guides.
18. Reviews various materials for compliance with district policies, state, federal laws and regulations.
19. Oversees and evaluates divisional training programs.
20. Ensures necessary safety procedures are in place and followed by division personnel.
21. Maintains professional education and interaction to keep abreast of changes in requirements which affect the division or the district.
22. Conducts, attends, and interacts in meetings with district employees, other public agencies, and the public.
23. Assists in the development of job descriptions, personnel needs, and promotional and recruit testing procedures.
24. Assists in strategic and tactical planning to assure the most efficient development and utilization of district resources.
25. Performs firefighting activities including, but not limited to, driving fire apparatus, operating fire pumps and related equipment, laying hose, climbing ladders and using Self-Contained Breathing Apparatus (SCBA) equipment in addition to; performs emergency medical activities including, but not limited to, basic life support, first aid, and defibrillation.
26. Responds to emergency incidents in the role of incident command as needed.
27. Participates in Post-Incident critique of Operations and Safety Practices.
28. Serves as Chief on Call (COC) as assigned.
29. Maintains positive working relationships with district employees.

Peripheral Duties:

1. Manages assigned district programs.
2. Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives, and the public on all aspects of district activities.
3. Performs the duties of command personnel, as needed.
4. Serves as a member of various district committees.
5. Performs other duties as assigned.

Minimum Qualifications:

1. Bachelors Degree in Business Administration, Public Administration, Fire Science, or related field; **and** a minimum of eight years in Fire/EMS service with at least three years experience in operational management; or a combination of educations, training, and experience may be evaluated on an individual basis for comparability desired.
2. IFSAC Firefighter I and II certification, or equivalent.
3. NFPA Leadership I, II, and III certification or equivalent.
4. Hazmat Operations certification
5. NIMS 100, 200, 700 & 800
6. Blue Card Certified within 1 year of hire.
7. IFSAC Fire Officer II
8. NFA Managing Fire Officer, or enrollment within the first year.
9. Washington State EMT-B certification.
10. Obtain within 45 days of hire, and maintain Thurston County Medic One Protocol.
11. Possess and maintain a valid Washington State driver's license.
12. Driving record consistent with requirements of district insurance carrier.
13. Must be able to read, write, and speak the English language.
14. Must meet district physical requirements.
15. Must be able to pass a criminal, financial, and driver's license background check.
16. Has strong people skills, is self-motivated, and is capable of advancing the goals of the district while contributing to a positive, productive work environment.
17. Exhibits good management skills and possesses the ability to successfully coordinate and work with others.

Required Skill and Knowledge:

1. Comprehensive knowledge of practices, regulations, methods, and equipment used in command, fire suppression, and EMS according to NFPA, local, state, and federal standards.
2. Extensive knowledge of: a) training and operational techniques related to the field, b) career and/or combination organizations and their inherent strengths and weaknesses.
3. Thorough knowledge of: a) fire suppression EMS and other emergency scene operations, b) management principles in fire district administration, c) federal, state, and local laws rules, and regulations as they pertain to agency activities.
4. Working knowledge of financial reporting and human resources.
5. Maintain professional education and interaction to keep abreast of changes in requirements which affect the district.
6. Ability to:
 - Operate hand tools, small equipment, and all firefighting equipment.
 - Drive and operate all fire and EMS vehicles of the district.
 - Perform and operate as command within the incident command system.
 - Lead, motivate, train, coordinate, and delegate.
 - Provide leadership to district employees and volunteers.
 - Establish and maintain effective working relationships.
 - Analyze data, create plans, and develop budgets.
 - Maintain extreme confidentiality.
 - Rapidly make critical decisions under emergency circumstances.
 - Write, communicate, and report in descriptive detail.
 - Act as liaison and foster positive community and governmental interactions.
 - Delegate and organize multiple, changing responsibilities.

- Prioritize work to meet goals and objectives within acceptable time frames.
- Plan, evaluate, assign, and coordinate activities performed by assigned division.
- Prepare technical and administrative reports.
- Work with others in high pressure situations.
- Approach problem-solving as an innovative process.
- Efficiently operate and use computer software within the Windows environment and other database software.

Required Interpersonal Skills:

1. Must be able to perform efficiently and effectively as a team member in the interest of customer service.
2. Project an image of professionalism through appearance, cooperation, compatibility, punctuality, and enthusiasm.

Residency Requirements:

Successful candidate will be required to reside within 25 minutes of the district within 9 months of employment. Candidates must be able to respond to incidents in the district including nights, weekends, and holidays when necessary.

Desirable Knowledge, Skills, and Abilities:

1. Chief Fire Officer Designation.
2. Incident Safety Officer

Physical Requirements:

1. Pass and maintain district's minimum medical and health standards physical requirements, within the purview of the Americans with Disabilities Act.
2. Lift, move, and carry a minimum of 120 pounds.
3. Work at heights of 40 feet or more as required.
4. Successful completion of the district's SCBA work-rate.
5. Be able to jump off a raised area 3 to 4 feet high.
6. Be able to drive mobile apparatus under emergency response conditions.
7. Be able to carry on his or her back, a self-contained breathing apparatus weighing approximately 35 pounds while carrying 100 pounds of hose on his or her shoulder for up to several minutes at a time.
8. Be able to work at heights such as on roof tops or ladders where a sense of balance is needed.
9. Be able to crawl on his or her hands and knees.
10. Be able to climb up and down ladders and stairs with tools and/or equipment weighing up to 50 pounds.
11. Be able to drag or pull heavy objects such as a person weighing up to 200 pounds, over various floor surfaces and/or terrain.
12. Be able to work in ambient temperatures of 100 to 150 degrees Fahrenheit wearing a self-contained breathing apparatus on his or her back.
13. Be able to work in a confined space such as an attic or crawl space of a structure.
14. Be able to grip, lift, and carry equipment and/or tools with gloved hands, from the ground which may weigh up to 100 pounds.
15. Be able to use tools to pull down ceilings or walls requiring his or her arms to be above head level.
16. Be able to cut/chop holes in roofs, walls, and floors using an axe or power saw.
17. Be able to lift and carry a ladder weighing 75 pounds off a truck or from the ground.

Equipment and Mechanical Aids Used:

1. Fire service apparatus and equipment.
2. EMS apparatus and related EMS equipment.
3. Basic First Response and Hazardous Materials equipment and documents
4. Computers and other office equipment.
5. Incident Command System tools (maps, markers, division boards, radios, etc.).

Working Conditions:

The Assistant Chief/Operations must be able to work effectively under physically and mentally stressful situations including exposure to extreme temperatures, contaminated atmospheres, hazardous materials, adverse weather, heights, confined areas, medical trauma, and illness.

The duties and responsibilities 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.