

Mountain View Fire and Rescue

SUBJECT: Duties and Responsibilities of the Deputy Chief

EFFECTED AREA: Deputy Chief

Function: GENERAL RESPONSIBILITIES

The Deputy Chief assists the Chief in implementing policies throughout the Fire Department. Function areas include administration, operations and personnel. Responsibilities include evaluating the general operation of the department to offer recommendations to improve efficiency; providing direction on major projects or problem areas; planning for the future; developing and recommending policies for adoption by the Board, implementing procedures to ensure policies are met; and providing policy guidance. The Deputy Chief is responsible to assist in developing Budgets and contracts necessary to facilitate District functions.

The Deputy Chief assists in developing recommendations for the protection of life and property in the District's operational area. The Deputy Chief shall attend Fire Commissioner Board meetings and meetings in the City as directed by the Chief. The Deputy Chief shall report promptly any serious injury, accident or death involving a member of the Fire District and ensure all required reports are compiled. The Deputy Chief shall promote fire prevention and life safety to the citizens of the District.

The Deputy Chief shall comply with all local, State and Federal laws as well as the Resolutions and Policies and General Orders of the Fire District. The Deputy Chief shall, through the proper authority, see that each fire is carefully investigated to determine cause, and shall secure and preserve all possible evidence.

The Deputy Chief has the authority delegated by the Chief over officers, members and employees of the Fire District, both volunteer and career.

The Deputy Chief shall support the Chief and assist in informing the Board of Commissioners and the City of progress toward adopted goals.

Distinguishing Features: The Deputy Chief is appointed by the Board of Fire Commissioners, and reports through the Chief to the Board. The Deputy Chief receives direction from and reports directly to the Chief.

QUALIFICATIONS

Minimum Qualification(s)

- A bachelor's degree in fire science, business management, public administration, or other applicable field from a regionally accredited college or university; or an associate's degree and/or a strong combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work. Ten years of progressively responsible full-time fire service experience with at least five years at the rank of battalion chief or higher.

- Completion of ICS 100, 200, 300, 400, 700, and 800. (or ability to complete within one year of hire)
- Incident Safety Officer. (NFPA 1521 or equivalent)
- A combination of education, experience and training that clearly demonstrates the required knowledge, skills, abilities, behaviors, and traits to perform the essential functions of the position may be considered as a part of the above requirements.

Communication:

Establishes and maintains effective working relationships with staff, Board of Fire Commissioners, City of Black Diamond officials, Muckleshoot Tribe officials, community organizations, other fire departments, other agencies, and the citizens of the District and City. Make effective verbal and written presentations. Speaks before public groups on the plans, programs, and goals of the Fire Department. Advises Board of Fire Commissioners, City management, and City Council of Fire Department progress. Responds courteously and tactfully to a demanding and diverse public in answering questions, explaining department policies, and handling complaints.

ESSENTIAL JOB FUNCTIONS

- Oversee and Develop Operational Capabilities of Department.
- Directly supervise Shift Supervisor, Fire Captains.
- Oversee and Manage Departments Apparatus and Vehicle needs to include maintenance, repair and replacement schedule.
- Support Departments Volunteer Program.
- Oversee and manage Fire Department Radio communications, to include transition from 800 MHz to PSERN. Represent Department at Dispatch Center (ValleyCom) user meetings.
- Represent Department at Zone Operational Chief meetings.
- Provide written and verbal reports to Board of Fire Commissioners and others as required.
- Respond to significant emergency incidents to support Incident Command requirements.
- Participate in special needs committees for the Department, Zone 3 and/or King County Fire Departments.
- Communicate with, direct and supervise Administrative staff as required.
- Participate in Department short and long-term planning
- Participate in Budget Development, Execution and Oversight.
- Assist the Fire Chief as directed.

WORKING CONDITIONS and PHYSICAL ABILITIES

Deputy Fire Chief's work is performed in various indoor and outdoor settings including living quarters, offices or training areas. Work is also performed in and around various outdoor conditions and fire ground and emergency incident situations. Varying work schedules are required. Hazardous tasks performed during emergency conditions may require strenuous exertion under such conditions as limited visibility, exposure to hazardous or toxic chemicals or gases, extremes in temperature, cramped surroundings, and contact with death, emotional stress, trauma, contagious disease and terminal illnesses. Deputy Fire Chief is also exposed to extreme heat, contaminated environments, emotionally upset people, noise, and physical hazards from traffic, fire and falling objects, and atmospheric conditions such as smoke, fumes, odors and gases. The Deputy Fire Chief is required to wear appropriate personal protective equipment including a hard hat, safety glasses, earplugs, respirator, gloves and rubber boots as required for the task being performed. The Deputy Chief may be required to work in an IDLH atmosphere, utilizing proper PPE.

The Deputy Fire Chief must be able to see, speak and hear clearly in noisy and stressful situations. They must meet physical and medical standards. They must be able to carry, drag, or restrain individuals. The Deputy Fire Chief must be able to work varying schedules and may be recalled for emergency duty as needed.

DESIRED QUALIFICATIONS:

Successful completion of, or currently enrolled in, the National Fire Academy's Executive Fire Officer Program and/or other executive programs. Proven experience with a unionized workforce to include contract negotiation, contract management, and conflict resolution. Recent and relevant experience with a volunteer or a combination department. Strength in information technology (webpage maintenance, statistical reports, ESO, BIAS etc). IFSAC Fire Officer II (or equivalent). IFSAC Instructor (or equivalent). A combination of education, experience and training that clearly demonstrates the required knowledge, skills, abilities, behaviors, and traits to perform the essential functions of the position may be considered as a part of the above requirements

REQUIRED CERTIFICATION AND TRAINING

A bachelor's degree in fire science, business management, public administration, or other applicable field from a regionally accredited college or university; or an associate's degree and/or a strong combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work. Ten years of progressively responsible full-time fire service experience with at least five years at the rank of battalion chief or higher. Incident Safety Officer (NFA or equivalent), a current driver's license from a state or U.S. possession. A Washington State driver's license is required within 30 days of appointment. A combination of education, experience and training that clearly demonstrates the required knowledge, skills, abilities, behaviors, and traits to perform the essential functions of the position may be considered as a part of the above requirements. Knowledge with basic computer operations and software (Microsoft Office, etc.)

Contacts:

Interpersonal contact is of major importance in conducting assigned functions. The Deputy Fire Chief has daily contact with members of the Fire Department, other fire department leaders and the general public for the purpose of supervising, educating or sharing information, and/or problem resolution. The Deputy Fire Chief must resolve both technical and interpersonal problems encountered while conducting evaluations and oversight of programs.

Accountability:

The Deputy Fire Chief is accountable to the Chief for conducting and assuring the efficient and safe operations of for suppression, emergency medical and prevention functions, compliance with a variety of codes and Department policies, procedures, training and safety standards, effective employee supervision and effective disciplinary actions.

Experience/Education:

College level course work in the fields of supervision, public administration, fire service administration, fire prevention and other pertinent fields is desirable. Additional course work and/or experience in fire service operations, prevention, supervision and administration is preferred. Experience in basic fire codes, field life safety inspections and special operations experience such as Wildland fire, Swiftwater Rescue is desired.