



# ENUMCLAW FIRE DEPARTMENT

**Position Title: Deputy Fire Chief**

**Union/Non-Union: Non-Union**

**FLSA/Exempt/Non-Exempt: Exempt**

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## **NATURE OF WORK:**

This is a full-time, FLSA exempt position, working under the direction of the Enumclaw Fire Department's Fire Chief. Under the direction of the Fire Chief, serve as second in command of the Fire Department. The Deputy Fire Chief's activities include, but are not limited to, the management, coordination, planning, and organization of those activities not directly assumed by the Fire Chief. The Deputy Fire Chief will assist in labor negotiations and will act as the Fire Chief in his/her absence.

Work is characterized by substantial amount of management, administrative, and supervisory functions of the Enumclaw Fire Department to protect life and property. The Deputy Fire Chief's primary function is to oversee duty crews and emergency operations for the Fire District. The Deputy Fire Chief manages the Operations Division of the Fire Department; coordinates the functions of and gives general direction to the Fire Marshal, Training Captain and Shift Captains; analyzes and evaluates operations and trends to ensure efficiency and adequacy of service; evaluates department's training needs; ensures achievement of goals and objectives; and career development of all firefighters. The Deputy Fire Chief serves at the pleasure of the Fire Chief.

Work is performed under managerial direction. The Fire Chief provides the Deputy Fire Chief with assignments in terms of broad practice, precedents, policies, and goals. Work may be reviewed for fulfillment of program objectives and conformance with departmental policy, practice, and/or objective.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The essential duties and responsibilities of this position include, but are not limited to:*

- Manage the Fire Operations Division and other functions as indicated by the Fire Chief
- Supervise, evaluate, and hold assigned personnel accountable to Department policies, procedures, and performance standards, either directly or indirectly through delegation
- Assist the Fire Chief to provide direction to management staff regarding training, supervising, and evaluating the performance of assigned personnel; coordinate, assign, and review work; assist in the selection and evaluation of personnel; participate in interviews; make recommendations to hire, promote, terminate, train, and discipline employees; authorize leave and hours worked; address complaints; and resolve personnel issues
- Assist the Fire Chief to oversee the development, revision, implementation, and enforcement of the department's policies, goals, objectives, priorities, procedures, practices, and standards; develop programs and procedures to implement and measure the achievements of the policies and objectives
- Coordinate the development of community-based strategic short and long-term plans that identify service needs and proposed service levels to guide capital facilities, equipment, and other mission related needs of the Department

- Allocate, direct, motivate and evaluate Department personnel to help achieve personal individual goals; collectively achieve the Department's mission, vision, and values; and lead to employee growth and accountability for their actions
- Establish and maintain a working environment conducive to positive morale, individual style, quality, creativity, and teamwork
- Establish and maintain effective working relationships with all employees in the Department, ensuring administrative communications and decisions are communicated to personnel and ensuring employee concerns are passed on to the appropriately.
- Support the District's volunteer program
- Develop and maintain effective working relationships with representatives of the Union, for the purpose of labor negotiations, contract development and other labor matters
- Administer the employee recognition program in coordination with assigned personnel
- Manage the Department's performance evaluation program, with the assistance of Administration
- Assure that the budget is prepared for submission to the Fire Chief
- Directly or through delegation, identify federal, state, and private research and development grants; determine the scope of work for which funds are needed and prepare proposals to obtain them
- Represent the District at King County and Zone 3 Operations Chiefs meetings
- Serve as the District's Public Information Officer (PIO)
- During times of Emergency Operations Center (EOC) activation, represent the Fire Department in the EOC
- Ensures the operational readiness of the department through training of personnel and deployment of resources
- Coordinate operations with neighboring mutual and automatic aid departments to maximize efficiency and effectiveness of the department and the zone
- Coordinate department's operations with local law enforcement agencies and other City departments
- Keep abreast of technological advances and research new operational methods for the changing needs of fire protection areas
- Attend fire service and public sector conferences, conventions, and other educational meetings, to stay abreast of modern emergency service operations and administration, as necessary
- Serve as the Department's representative and liaison to external committees and organizations
- Assume responsibility and/or command at emergencies; may mentor an Incident Commander during emergencies as the senior officer on location
- Participate in drills, training, demonstrations, etc.
- Participate with the Fire Chief in maintaining effective working relationships with each other, other departments, and the public
- Assist the Fire Chief in evaluating and resolving internal and external complaints against department personnel
- Review appropriate reports and documents that are routinely routed to ensure continuity, content, and correctness
- Assume command of the Fire Department in absence of the Fire Chief
- Become familiar with, follow, and actively support the vision, mission, values and behavior statements of the department

- The Deputy Fire Chief leads by example, working toward establishing a culture that exemplifies the characteristics listed below:

Integrity - Actions reflect personal and organizational values; trust is the ultimate goal

Responsibility - Accept and embrace the position and the inherent expectations of the role

Dedication - Do whatever it takes to get it right

Accountability - Own the failures and the successes, do what you say you will do

Communication - Communicate, assess your success, and try again. Acknowledge and praise good work and positive efforts

Humility - Put others first. Act with selfless intentions

Magnanimity - Apologize when wrong. Spread the fame, take the blame

Openness - Listen to new ideas

Creativity - Ability to visualize “what if”, promote thinking outside the box

Fairness - Deal with others consistently and justly

Teamwork - Educate through mentorship

Assertiveness - Clearly state expectations and follow through

Passion - Being passionate and enthusiastic is contagious; set the tone and foster camaraderie

### **PERIPHERAL DUTIES**

- Perform other related duties, responsibilities and project activities that may be assigned by the Fire Chief

### **LEADERSHIP EXPECTATIONS**

The Deputy Fire Chief shall make a personal commitment to:

- Serve the employees of Enumclaw Fire Department with passion, competence, respect, dignity, and pride; serve as a role model for the fire service and the position
- Model leadership traits focusing on personal responsibility, accountability, humility, and service above self
- Demonstrate the ability to promote productivity, morale, and teamwork among differing personality traits and skill levels of personnel
- Articulate and demonstrate exceptional knowledge of leadership styles and interpersonal communication skills; ideally able to outline specific cases where the use of those concepts results in successful problem solving, conflict resolution, or organizational change
- Communicate effectively through listening, speaking, and meeting management skills when engaged in public speaking, telephone, one-on-one, or group setting situations
- Demonstrate aptitude and skill in teaching, mentoring, applying discipline, and demonstrating care and concern for all co-workers
- Demonstrate consistency, fairness and compassion when dealing with subordinates; adhere to the Department code of conduct, rules, policies and guidelines; lead by example
- Understand the value of listening to and soliciting the opinions of subordinates; provide frequent opportunities for subordinates to evaluate and assess performance
- Work collaboratively with outside jurisdictions personnel, whether private or public, to enhance the overall mission, vision, and values of the fire service

### **REPORTING RELATIONSHIPS**

This position reports directly to the Fire Chief

## **KNOWLEDGE, SKILLS AND ABILITIES**

*Must demonstrate the following knowledge, skills and abilities:*

### **KNOWLEDGE IN:**

- All phases of Emergency Fire Response including methods, techniques, and theories used in: Fire strategy and tactics; hazardous materials management; fire suppression; fire prevention; fire/emergency ground operations; emergency medical services; fire and life safety codes; Incident Command System; terrorism and disaster management; and all other aspects of fire administration
- Planning, organizing, budgeting, directing, and administering the operations of a Fire Department
- Working knowledge of mergers, consolidations, service agreements and regional fire authorities with the ability to plan the Department's next five to ten years and beyond as necessary
- Labor and employee relations, including labor agreement administration and laws
- Any and all labor contracts involving the Fire Department
- Methods principles and practices of effective conflict resolution
- Current trends, developments, and legislation pertinent to Fire administration
- Materials, techniques, and equipment applicable to the Fire Department
- Sound, modern management and administrative principles, techniques, and systems
- Principles and practices of policy development, finance, purchasing, planning and resource management
- Municipal government budget preparation and control
- Levies, bond issues and municipal finance
- Modern office equipment and procedures including, but not limited to, the use of a personal computer and applicable software
- Interpersonal skills using tact, patience, and courtesy

### **SKILLED IN:**

- Developing and maintaining productive relationships with officials, community groups, advisory boards, the news media, and the public
- Resolving conflicts, fostering compromise, and gaining cooperation among conflicting interest groups
- Preparation of comprehensive budgets, analyses, reports, recommendations, and correspondence
- Using interpersonal skills with tact, patience, and courtesy
- Communicating orally and in writing, express ideas and information clearly and concisely
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Applying principles and practices of administration, supervision, and training including, but not limited to, hiring, directing, evaluating, and disciplining assigned staff
- Preparing and delivering oral presentations to diverse groups

### **ABILITY TO:**

- Apply sound, modern management and administrative principles, techniques, and systems to an organizational function in an imaginative, creative manner in order to optimize available human, physical, and monetary resources
- Make sound decisions, involving the safety and welfare of employees and the public
- Analyze complex fire problems and think and act quickly, calmly, and effectively under emergency and other stressful situations

- Communicate orally and in writing in order to provide complex and/or controversial ideas to a variety of audiences in a clear, comprehensible, effective and professional manner
- Effectively analyze operational needs and identify improvements
- Planning, organizing, budgeting, directing, and administering the operations for a fire department
- Develop and achieve the division's goals and objectives through the effective use of financial and human resources
- Organize and schedule work to meet timelines
- Develop and administer budgets
- Develop and administer contracts with outside vendors and service providers
- Effectively manage personnel, including discipline and performance standards; resolve conflicts, grievances, and personnel issues
- Evaluate program policy and practices; define problem areas; and develop and direct policy and practices to improve operations
- Work effectively on several projects concurrently
- Work under stressful conditions, with diverse personality types and expectations
- Respond to inquiries or complaints from personnel, regulatory agencies, or the public
- Compose, proofread, and edit general correspondence, routine reports, contracts, grievance resolutions, policies, procedures, etc.
- Add, subtract, multiply, divide; computer fractions, ratios, percentages, proportions; draw and interpret graphs and charts; apply these concepts to practical situations
- Read, interpret, apply, and explain codes, rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Meet and maintain physical standards

### **PERSONAL ATTRIBUTES**

- Be honest and trustworthy
- Be respectful, professional, and courteous
- Possess cultural awareness and sensitivity
- Be flexible
- Possess sound work ethics
- Set a positive example, and be a role model, by maintaining a physical condition that allows participation as an Incident Commander at a fire scene.
- Be aware of the detrimental effects the job has on overall health and wellness and encourage all employees to participate in the Department's health and wellness programs.

### **EXPERIENCE AND TRAINING**

#### **REQUIRED EDUCATION AND/OR EXPERIENCE:**

- High School diploma, GED or equivalent
- A minimum of ten years of full-time fire/EMS service experience in Washington State
- A minimum of five years of supervisory experience with a fire department comparable in size or complexity
- Demonstrated knowledge and experience in budget development, fiscal management, strategic planning, and organizational development
- Demonstrated ability to work collaboratively with labor groups

#### DESIRED EDUCATION AND/OR EXPERIENCE:

- Completion of the National Fire Academy's Executive Fire Officer Program or comparable leadership program
- Bachelor's Degree in a related field
- Knowledge of mergers, consolidations, service agreements, and regional fire authorities
- Experience with a volunteer or a combination fire department
- Grant writing experience
- Emergency Manager Experience
- Fire prevention/public education experience

*Any combination of education, experience, and training that clearly demonstrates the ability to perform the essential functions of Fire Chief outlined in the job description may be considered*

#### LICENSES AND OTHER REQUIREMENTS

- ICS Certification: Levels 100, 200, 300, 400, 700, 800
- Possess and maintain an EVIP certification or obtains within 60 days of employment
- Associate Degree in areas of Fire Science, supervision, and/or management is highly desirable
- Upon employment, and while employed, must hold, and continuously maintain, a valid Washington State Driver's License.
- Must be insurable under the Department's existing vehicle and umbrella liability insurance carrier

#### WORK ENVIRONMENT

- Work is normally performed indoors in an office environment
- Work may be performed outside for extended periods of time in all types of weather, sometimes in noisy and stressful situations
- Fire and emergency responses may require exposure to hazardous conditions
- The majority of work is performed during weekday hours, some evening and weekend activities will be required on a regular basis as well as occasional emergency response from home
- Public relations and proactive participation with the public, community, and public safety agencies

***This job description should not be interpreted as all-inclusive or an employment agreement between the Enumclaw Fire Department and the employee. It is intended to identify the essential functions and requirements of this position and is subject to change as the needs of the Enumclaw Fire Department and requirements of the position change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this job description. The omission of specific statements of duties does not exclude a candidate from the position if the work is similar, related or a logical assignment to the position. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disability Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.***