



Snohomish County Airport Assistant Fire Chief

CLASS CODE	4121	SALARY	\$58.54 - \$74.71 Hourly \$10,146.58 - \$12,949.90 Monthly \$121,758.96 - \$155,398.80 Annually
ESTABLISHED DATE	January 01, 2022	REVISION DATE	February 12, 2026

Description

BASIC FUNCTION

Assist the Airport Fire Chief with planning, developing, and implementing Fire and Security Programs at Snohomish County Airport, to provide leadership and management for the Fire/Security Department, to ensure the operation of an effective incident response capability, and to support Airport community and tenant relations programs. Act on behalf of the Airport Fire Chief in their absence or as directed.

DISTINGUISHING CHARACTERISTICS

This position is not a part of a job series, but it serves as the second-in-command of the Airport Fire Department and acts on behalf of the Airport Fire Chief when delegated or during the Fire Chief's absence. The Assistant Fire Chief provides leadership and operational oversight and supports the management of personnel, training, regulatory compliance, and emergency response functions.

Job Duties

STATEMENT OF ESSENTIAL JOB DUTIES

1. Works with the Airport Fire Chief to provide direction to all fire and security programs, including planning, organizing, coordinating, and supervising all phases of Airport public safety work; assists in determining work priorities, preparing schedules, and coordinating operations with other county units and departments as required.
2. Plans, schedules, supervises, and evaluates the work of subordinate employees; recommends various personnel actions to superiors as necessary; supports county diversity and personnel programs; works with labor relations, the local union, and other stakeholders related to human resources management.
3. Assists the Airport Fire Chief with enforcing airport, county, state, federal (FAA) rules and regulations and ensuring compliance with Part 139 ARFF requirements; maintains expert knowledge of FAA airport certification standards and ARFF operations; develops recommendations regarding changes to applicable rules and regulations; ensures operational readiness and deployment capabilities of fire personnel, fleet, and equipment.
4. Monitors and evaluates the efficiency and effectiveness of service delivery methods, procedures, and techniques. Makes recommendations to provide solutions and improve processes.

5. Assists with facilitating coordination and standardization across the unit; develops programs and standard operating procedures to ensure best practices. Develops training materials and promotes change management.
6. Attends public, governmental, and professional meetings as a representative of the airport and the county.
7. In conjunction with the Airport Fire Chief, maintains a liaison with other fire departments and law enforcement agencies; participates in regional programs; requests backup as necessary. Collaborates with Airport leadership, Snohomish County Sheriff's Office, Department of Emergency Management, fire training academies, and other internal and external departments, agencies, and organizations.
8. Contributes to the development of the annual fire/security department budget, capital improvement program, and department strategic plans, goals, and objectives; directs and monitors program and budget execution.
9. Assists the Fire Chief in developing and maintaining agreements including relevant sections of the Airport Certification Manual, the Airport Emergency Plan and mutual aid agreements for fire and emergency services.
10. Attends and participates in professional group meetings, maintaining awareness of new trends in aircraft fire fighting and rescue, and incorporating new developments as appropriate.
11. Responds to fire and aircraft disaster alarms; commands or delegates command of emergency operations; deploys personnel and equipment as needed; is on call 24 hours a day when in the local area.

STATEMENT OF OTHER JOB DUTIES

1. Maintains necessary records, assists in development and maintenance of the records management work plan, policies, and procedures; and prepares required reports.
2. Under Unified Command, may serve as the commander for incidents involving fire and/or rescue involving Paine Field Fire.
3. Performs other duties as assigned.

Minimum Qualifications

MINIMUM QUALIFICATIONS

A bachelor's degree in Fire Science, Emergency Services Management, Public Administration, or a closely related field; AND certification as an IFSAC (or ProBoard or DOD equivalent) Fire Officer III; AND at least two (2) years of experience serving as a Chief Officer in a Federal Aviation Regulation (FAR) Part 139 Aircraft Rescue and Firefighting (ARFF) and structural fire department; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job-related tests.

PREFERRED QUALIFICATIONS:

One or more of the following professional accreditations is preferred: (ProBoard/IFSAC) fire certifications as a Fire Officer IV, Fire Instructor III, Fire Inspector III, Firefighter I/II, Aircraft Rescue Fire Fighter, HAZ MAT Incident Commander.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment. A combination license endorsement may be required for employment. Candidates for employment may be required to pass a post offer physical examination.

Additional Information

KNOWLEDGE AND ABILITIES

Knowledge of:

- Firefighting and security apparatus, equipment, procedures, and techniques
- Methods and principles of aircraft rescue and structural firefighting, fire prevention, and fire investigation
- Incident command system - NIMS
- FAR Part 139 certification aircraft rescue and firefighting requirements
- Current emergency medical response practices and techniques
- Occupational hazards and safety rules and regulations
- Current technology in fire, security, and office environments, including computer applications
- Principles and practices of FAA records management

Ability to:

- Motivate personnel and develop team spirit and positive atmosphere.
- Clearly define expectations and assignments.
- Exhibit flexibility, decisiveness and a calm demeanor in high-pressure situations and contingencies.
- Communicate effectively and convincingly verbally and in writing.
- Develop and implement a vision, strategies, and goals.
- Act in a DUTY capacity to respond to emergency calls.
- Plan, schedule, supervise and evaluate the work of employees.
- Read, understand, and enforce safety rules and regulations.
- Recognize, identify, and correct conditions which are hazardous to public safety.
- Establish and maintain effective work relationships with superiors, subordinates, coworkers, and the public.
- Critically analyze situations quickly and objectively utilizing good judgment.
- Cope with stressful or emergency situations calmly and effectively.
- Read, interpret, and apply work related ordinances, codes, standards, and regulations.
- Utilize word processing and spreadsheet computer programs.

SUPERVISION

The employee reports to and receives general direction from the Airport Fire Chief. The work is performed with considerable independence and is reviewed through meetings, status reports, and results obtained.

PHYSICAL DEMANDS

The work requires the ability to perform duties during emergency response operations, including standing, walking. Able to operate in an office environment and able to lift 50 pounds.

WORKING CONDITIONS

The work is performed both indoors and outdoors in all types of weather at work sites. Must be willing to work nonconventional work hours as assigned work shift, as well days off to attend training, inspections, emergencies etc.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Reference

Class Established: March 2022

Revised: November 2025, February 2026

EEO Category: 2 - Professionals

Pay Grade: 248 – Classified Pay Plan

Workers Comp: 1501 Hazardous

FLSA Status: Exempt