



East County Fire and Rescue

Classification Specification

Title Deputy Chief	Classification NR-Exempt
Authorization	Effective Date <i>Pending Board Approval</i>

Definition

The deputy chief serves as second in command to the fire chief. Under administrative direction, the deputy chief assists in planning, directing, managing, and overseeing the activities and operations of the fire district including fire suppression, fire prevention, emergency medical services, hazardous materials response, disaster preparedness, and related programs, services, and operations; coordinates assigned activities with outside agencies; serves as a command duty officer and responds to incidents; represents the fire district in the absence of the fire chief; and provides highly responsible and complex administrative and management support to the fire chief.

Reports To

The deputy chief reports to the fire chief.

Supervises

The deputy chief supervises the full-time captains.

Distinguishing Characteristics

The deputy chief classification is differentiated from the full-time captain classification on the following basis:

- The deputy chief is second in command of district operations and serves as the district's chief operating officer.
- The deputy chief may work out of class as the fire chief.
- The deputy chief is a non-represented, exempt position that serves as an essential part of the district's executive team.

The deputy chief classification is differentiated from the fire chief classification on the following basis: The fire chief is responsible for overall management district operations at the direction of the board of fire commissioners and serves as the district's chief executive officer.

Essential Job Functions

The deputy chief's essential job functions include:

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- Recommend and/or perform the full range of management duties (with appropriate executive review) including hiring, performance evaluations, transferring, promoting, disciplining, and terminating employment.
- Supervises full-time captains.
- Evaluate the performance of the full-time captains.
- Provides coaching and mentoring to district members.
- Prepares and manages or supervises management of program budgets that may include operations, training, life safety, and facilities and repair and maintenance.
- Monitors internal operations and procedures to ensure compliance with the collective bargaining agreement, rules, regulations, policies and procedures.
- Confers and collaborates with other agencies and community partners as necessary to accomplish the district's mission.
- Engages in planning activity to maintain the district's long term financial plan, strategic plan, standard of coverage, and other plans.
- Ensures safe and effective command of incident operations.

Other Job Functions

Other job functions include:

- Participates in ongoing education, training, and development activities to maintain and improve professional knowledge and skills as a fire officer.
- Represents the district on a local, regional, state, and national level as directed or approved by the fire chief.

Physical and Mental Demands

The deputy chief's routine work activity requires moderate strength, endurance, and aerobic capacity. However, emergency response operations may require significant physical capacity. Physical demands include:

- May occasionally involve manual labor while wearing structural firefighting personal protective equipment and self-contained breathing apparatus.
- Work outdoors in all types of weather conditions.
- Manual dexterity and visual acuity to operate a variety of mechanical and office equipment.
- Crawling, bending, stooping, kneeling, and performing repetitive lifting for an extended period of time.

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The deputy chief must be able to successfully meet the medical requirements outlined in National Fire Protection Association Standard 1582 *Standard on Comprehensive Occupational Medical Program for Fire Departments* (current edition).

Working Conditions

The deputy chief generally works an eight or ten-hour duty shift and spends a major proportion of their work hours in an office environment performing routine management and administrative duties. In addition, the deputy chief is subject to call back at all hours on an as available basis and is required to serve in the regular command duty officer rotation (specified periods of on-call, required availability for response).

Due to the need for timely response to emergency incidents, residency within the district or the cities of Camas or Washougal is required within six months of hire.

Key Relationships

As with all members of ECFR, the deputy chief must provide caring and compassionate service to the public. In addition, the deputy chief must work well with the community, other members of the district, labor organizations representing district members (e.g., International Association of Firefighters Local 2444 and Office Professional Employees International Union Local 11), and other public officials.

Qualifications

The deputy chief is expected to have the knowledge, skills, and abilities as defined in the National Fire Protection Association (NFPA) professional qualifications standards for Fire Officer III and Hazardous Materials First Responder-Operational, and Washington Department of Health Emergency Medical Technician (EMT)-Basic.

Knowledge

The deputy chief must have knowledge of leadership, supervision, public administration, fire suppression, fire prevention and emergency medical care, and incident management practices and procedures as specified in the professional qualifications standards and scope of practice identified under the qualifications section of this classification specification.

Skills & Abilities

The deputy chief must have the following skills and abilities:

- Provide leadership to other members in support of and consistent with the district's values, mission, and vision.
- The ability to effectively work within the context of the district's combination staffing model comprised of full-time and volunteer members.
- Ability to provide supervision and mentorship of directly reporting members.
- Ability to identify and apply best practice in fire and rescue services.

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- Working knowledge of laws, regulations, and standards that apply to or impact delivery of fire and rescue services by fire districts in the State of Washington.
- Knowledge of effective labor relations including collaborative bargaining and ability to maintain positive labor relations with the two unions representing district employees.
- Knowledge of and ability to engage in community risk assessment, development and maintenance of standards of cover and community risk reduction plans, strategic plans, and capital projects plans.
- Knowledge of and ability to apply the fire and emergency services self-assessment model developed by the Commission on Fire Accreditation International; (CFAI) in assessment of district operations.
- Knowledge of best practice in budgeting and fiscal management and ability to apply these practices in management of the district.
- Knowledge and ability to pursue non-tax revenue sources such as grants.
- Ability to act calmly and effectively in managing emergency incidents.
- Ability to provide compassionate and caring service under challenging circumstances.
- Skill in communicating orally and in writing with other emergency services personnel and the public.

Education and Experience

The deputy chief shall have a minimum of ten years of progressively responsible experience in a fire and rescue agency with at least three years in a second line supervisory or management role.

The deputy chief shall have a Baccalaureate degree from a regionally accredited college or university.

Licenses, Certification, and Other Requirements

The deputy chief must hold a Washington State Class C Driver’s License and meet the following additional requirements:

- Washington State EMT-Basic.
- IFSAC Fire Officer II (or equivalent).
- IFSAC Hazmat Operations (or equivalent).
- Hazmat Incident Commander.
- National Incident Management System (NIMS) ICS 700, 100, 200 & 300.
- Blue Card Incident Commander.
- IFSAC Instructor I (or equivalent).

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Candidates for the position of deputy chief must also meet the following requirements:

- Meeting the requirements of the district’s medical physical examination.
- Meeting the requirements of the district’s psychological exam.
- Successfully passed the district’s screening for illegal drug use.

Desirable Qualifications

The following qualifications are not required for hire or promotion to the position of deputy chief, but are desirable:

- IFSAC Instructor II Certification (or equivalent).
- IFSAC Safety Officer Certification (or equivalent).
- IFSAC Fire Officer III Certification (or equivalent).
- IFSAC and/or ICC Fire Inspector I
- IFSAC Fire and Life Safety Educator I
- Blue Card Incident Command Instructor Certification.
- NIMS ICS 400.
- Master’s Degree.
- Completion of the National Fire Academy Executive Fire Officer Program (EFOP).
- Designation as a Fire Officer (FOD) or Chief Fire Officer (CFOD) by the Center for Public Safety Excellence.
- Member Grade in the Institution of Fire Engineers (MIFireE).