



SNOHOMISH REGIONAL FIRE & RESCUE



## Classification Description

<b>Job Title:</b> Deputy Chief	<b>Reports to:</b> Assistant Chief
<b>Former Job Title:</b> n/a	<b>Department/Division:</b> Various
<b>Union:</b> n/a	<b>Bargaining Unit:</b> n/a
<b>Supervisory:</b> Yes	<b>FLSA:</b> Exempt
<b>Date Reviewed:</b> 3/1/2024	<b>EEO:</b> Professional

### Summary

The Deputy Chief position shall work within and provide overall direction and management of the assigned division. The Deputy Chief shall be responsible for, and have authority over all officers, members, employees, equipment and apparatus assigned. Deputy Chiefs will be responsible for the direction and oversight of all division activities and provide leadership and motivation to their staff and assigned area. They drive the mission and vision of the organization through operational integration and provide ongoing support and leadership to their team.

### Distinguishing Career Features

The Deputy Chief is responsible for and has authority over all officers, members, employees, equipment and apparatus assigned to his/her division, assuring that all policies, procedures, rules and regulations established by the district are followed. Deputy Chiefs are part of the Executive Staff Team and must work together, across business lines, to ensure efficient and effective operations of the Fire District.

Deputy Chiefs are distinguished from the other Fire staff by the overall responsibility for the operations and direction of their assigned division, as well as their direct involvement and leadership to set the strategic direction for their assigned division in alignment with the overall strategic plan of the District. Incumbent operates with considerable autonomy and independent judgment under general direction of an Assistant Chief.

### Essential Duties and Responsibilities

- Plans, organizes, directs, coordinates and evaluates assigned program(s) in support of the overall operational goals and objectives of the organization;
- Supports the mission, vision, and values of the organization;
- Supports goals and objectives for all career and volunteer personnel, initiating training and/or guidelines to meet established program requirements;
- Ensures performance requirements and trainings are achieved for all assigned line personnel and specialized teams and the division maintains an effective service delivery system;
- Maintains records pertaining to all division activities;
- Supervises the instruction and evaluation of assigned staff;

- Develops and updates division materials;
- Issues and accounts for assigned equipment and supplies as necessary;
- Responds to major incidents, assisting in their control and observing activities to establish division needs;
- Researches, develops and standardizes methods used and equipment employed in emergency services;
- Prepares, submits and administers annual budget for assigned division;
- Manages special projects as directed by the Assistant Chief or designee;
- Determines, assigns and supervises employee workloads;
- Conducts employee performance evaluations, recommending personnel actions where required (i.e. hiring, termination, and disciplinary measures);
- Participates in planning and directing fire department operations;
- Implements incident command procedures as necessary;
- Reports to and confers with the Assistant Chief on internal and external matters of the department;
- Participates in the establishment and enforcement of all departmental procedures;
- Administers the end results of collective bargaining agreements;
- May be selected to participate in Special Operations Teams as qualified;
- May make public presentations or assist in presenting training classes for other staff, volunteers, community groups, or fire personnel from other districts;
- Performs other varied duties as directed and/or required.

### **Qualifications**

- Knowledge of and Skills in

- Effective communications in a variety of situations and with a variety of medium to promote co-worker and public trust;
- Working as reliable team member, establishing and maintaining effective working relationships with co-workers and auxiliary professionals outside the department;
- Writing clear and concise reports;
- Reading and interpreting a variety of technical materials, including manuals and periodicals;
- Demonstrating sufficient computer skills to enter data and generate reports;
- Possessing inclusive practical understanding of the Incident Command System;
- Possessing comprehensive knowledge of applicable codes, requirements and techniques;
- Developing and maintaining considerable knowledge of the geography of Fire District 7, it's buildings and it's street systems, and is able to apply this understanding when under stress;

- Abilities

- Promote respect and loyalty within the "chain of command" system through strong leadership capabilities;
- Exhibit flexibility and creativity when working with assigned personnel and their issues;
- Memorize data, recall details, and identify objects;
- Make quick and sound decisions;
- Handle high levels of personal stress, maintain composure and control of self and situation under a variety of adverse and difficult conditions;
- Perform duties and maintain personal conduct, attitude and appearance that reflects professionalism and strictly conforms with policies, procedures and discipline within a "chain of command" system;

- Physical Abilities and Working Conditions

Work is predominately performed indoors in an office environment. Work requires movement to other locations for meetings and may be required to attend evening meetings. The work requires sitting, talking and hearing; frequently requires the use of hands-to-fingers, handling writing instruments, computers and office supplies which require repetitive arm wrist and hand movement. Occasionally, requires standing and reaching with arms and hands, climbing, stooping, kneeling, bending or crawling. May require occasional lifting not to exceed 30 pounds.

Although daily assignment will normally be in a standard office environment, work is performed in widely diverse environments depending on the situational demands. Incumbents may be exposed to a wide variety of health and safety hazards in these environments, including potentially deadly hazards ranging from infected needles and booby traps to toxic by-products of combustion and traffic hazards.

- Education and Experience

- Bachelor's Degree in Fire Science, Business, Public Administration or related field **AND** three (3) or more years of experience in applicable area **AND** a minimum of five (5) or more years in emergency response or fire prevention activities in a supervisory role; **OR**
- Any combination of education and experience that provides the desired knowledge, skills and abilities to perform the essential duties of the position.

- Licenses and Certificates

- Valid Washington State Driver's License with certification of Emergency Vehicle Accident Program (EVAP)
- Must meet and continually comply with departmental standards of conduct as demonstrated by background checks, including driving and police records
- Once in position, incumbent(s) shall have or actively work toward annual required trainings and certifications as identified by the department and relevant to the assigned position

*This class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, and skills required of the job. Individuals may be called upon to perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.*