

NORTH WHATCOM FIRE AND RESCUE

JOB DESCRIPTION

Title: Deputy Fire Chief Operations

Effective Date: January 17, 2025

Division: Administration

Pages: 1-5

FLSA Class: Exempt

Wage Range: \$13,179.33-\$13,179.33 (month)

Approved By: Board of Commissioners

JOB DESCRIPTION SUMMARY

Under general direction, assists the Fire Chief in managing and directing the Fire District; assists in the development and implementation of Fire District goals, objectives, guidelines, and priorities; directs, manages, coordinates, and supervises personnel and activities of the Operations and Training/Safety Divisions; commands and coordinates emergency incidents including fire suppression, rescue, emergency medical services, and hazardous material response; provides responsible administrative support to the Fire Chief and others; and performs related duties as required.

The Deputy Fire Chief of Operations serves as the second in command to the Fire Chief, providing leadership in the absence of the Fire Chief.

ESSENTIAL FUNCTIONS

Essential functions will vary according to the work environment and may include, but are not limited to, the following:

Incident Command: May lead fire suppression operations at complex emergency scenes, making strategic decisions regarding personnel deployment, tactics, and resource utilization.

Staff Supervision: Manage and supervise Operations and Training/Safety Divisions, and other emergency responders during shifts and incidents.

Training and Development: Oversee training/safety programs for firefighters, ensuring proficiency in fire suppression techniques, emergency medical services, hazardous materials response, and other relevant skills.

Policy Implementation: Develop and enforce Fire District policies and procedures related to operations and training, including standard operating guidelines (SOPs) and safety protocols.

Incident Reporting: Review and analyze incident reports to identify trends, areas for improvement, and potential safety concerns.

Personnel Management: Ensure personnel assigned to shifts and staffing are appropriate to maintain operational readiness.

Assist with the development and implementation of standardized personnel management procedures.

Communication: Establish and maintain cooperative written and verbal communication with the public, elected officials, partner agencies, and department personnel.

Budgeting and Procurement: Assist in developing and maintaining operational budgets, including equipment needs, and procurement processes.

Contracts and Agreements: Collaborate with the Fire Chief on the negotiation of contract and agreements, including labor negotiations and labor management relations.

The duties and responsibilities identified herein are intended to be illustrations of the various types of work that may be performed. The omission of any specific statements of duties and/or responsibilities does not exclude them from the position if the work is similar, related, or a logical assignment for the position.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Knowledge of applicable laws, administrative codes, and Fire District policies and procedures.

Knowledge of principles and industry best practices in regard to modern fire prevention, fire suppression, and emergency medical activities.

Knowledge of management and supervisory techniques and practices.

Knowledge of safety regulations and practices applicable to the Fire District, including work hazards, safety procedures, and public safety matters.

Knowledge of incident management practices, including National Incident Management System (NIMS).

Skills in:

Skills to communicate effectively in a professional manner, with the ability to handle difficult individuals tactfully and diplomatically.

Skills in public relations and public speaking to deliver pertinent information to the citizens of the Fire District effectively.

Skills in organizing resources and establishing priorities.

Skills in managing change and promoting innovative approaches within the agency.

Skills in personnel management commensurate with the skills for upper-level managers who supervise subordinates. Display skill and ability to empower and influence employees to accomplish district goals.

Ability to:

Ability to speak, read and write the English language and communicate effectively in a manner consistent with the requirements of a chief executive officer.

Ability to meet with the general public and respond to concerns or requests in a courteous and professional manner and be able to promote a positive image of the Fire District.

Ability to conduct performance evaluations for subordinate managers and administrative staff and review the work and performance of others in a manner conducive to proficient performance and high morale.

Ability to exercise sound judgment in evaluating situations, and then independently make appropriate decisions under pressure that require the application of skills, knowledge, and ability along with previous experience.

Ability to establish and maintain effective working relationships with other employees, volunteers, supervisors, and the public.

Ability to inspire and mentor staff, fostering professional development and accountability.

Ability to behave in a professional manner and demonstrate self-control. Manage time and priorities to best meet the operational needs of the district.

Ability to take initiative and resolve new, unusual, or particularly troublesome situations.

Ability to address and resolve conflict constructively.

Ability to work cohesively with other fire service agency training departments.

Ability to deliver appropriate disciplinary action to all levels of district staff up to and including termination of an employee.

SUPERVISORY RESPONSIBILITIES

The Deputy Fire Chief of Operations assists with the supervision of all subordinate employees within the Fire District either directly or indirectly through supervisors.

EDUCATION/EXPERIENCE

Required: Must be a graduate from an accredited high school or have GED equivalency and have acquired additional specialized training in fire department operations, training, and administration.

Associate's degree in Fire Science, Public Administration, or a related field of study AND at least 10 years of fire suppression and EMS experience including at least four (4) years of supervisory level experience OR an equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential functions of the job such as those listed above.

Must be able to demonstrate a thorough knowledge of modern fire suppression, fire service training, fire and life safety prevention and emergency medical services, principles, procedures, techniques, and equipment. Must demonstrate a working knowledge of emergency medical care to include resuscitation techniques.

Preferred: Bachelor's degree in Fire Science, Public Administration, Business Administration, or a related field of study OR an equivalent combination of qualifying education and experience will be considered on a case-by-case basis. Stressful completion of the Fire Academy Executive Fire Officer Program.

CERTIFICATES AND LICENSES

- Valid WA State Driver's License
- Fire Instructor I Certification
- NIMS Certification 100,300,400,700
- Ability to obtain CPR/AED Certification

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of the job, the Deputy Fire Chief of Operations is frequently required to talk and hear, use hands or fingers to handle and feel, and use the telephone and computer while communicating with internal and external clients. Requires manual dexterity and visual acuity to operate a personal computer and other standard office equipment. Employees will sit for several hours a day but will also need mobility and the ability to stand and walk for periods of time and reach with arms and hands. Employees may need to lift up to 20 pounds on occasion. This position may require the employee to work under stressful conditions due to deadlines and time constraints.

Corrected vision and auditory aids are permitted.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work area is a typical office setting with a frequent travel to various locations to attend meetings and/or perform Department activities.


Work is performed primarily in an office, in vehicles, and/or in outdoor settings in all weather conditions, including temperature extremes, wet and or humid conditions, during daytime and at night.

The noise level in the work environment is usually quiet in the office setting and loud at the emergency scene where hearing protection is required.

The duties and responsibilities, physical requirements, and work environment outlined herein are intended only as an illustration of the various types of work that may be performed and the various working conditions that may prevail. The omission of specific statements of duties or working conditions does not exclude them from this position, if the work is similar, related, or a logical assignment for the position.

SPECIAL REQUIREMENTS

- Employee must be insurable under the District's existing vehicle and umbrella liability insurance carrier.
- Ability to pass a comprehensive background check.
- Ability to pass a pre-employment drug screening examination and any subsequent testing.
- North Whatcom Fire and Rescue is a tobacco free work environment.

Approved: 
Chairman, Board of Fire
Commissioners

North Whatcom Fire & Rescue

Date: 