1. **Position Summary**

The Assistant Fire Chief – Operations serves as second in command to the Fire Chief in association with the Assistant Fire Chief – Support Services and assists in planning, directing, managing, and overseeing the activities and operations of the Fire Department. This includes fire suppression, emergency medical services, hazardous materials response, marine rescue, technical rescue, disaster preparedness, and related programs, services, and operations; coordinates assigned activities with outside agencies; serves as a Command Duty Officer and responds to incidents; may represent the Fire Department in the absence of the Fire Chief; and provides highly responsible and complex administrative and management support to the Fire Chief.

2. **Supervision Received**

Responsible to, and reports directly to, the Fire Chief.

3. **Supervision Exercised**

Supervises Career and Volunteer Captains, the Training Division, and the EMS Division.

4. **Essential Duties and Responsibilities**

The Assistant Chief – Operations shall consistently perform the following duties and have the listed responsibilities:

4.1 Recommend and/or perform the full range of management duties (with appropriate executive review) including, performance evaluations, transferring, promoting, and disciplining.

4.2 Ensure the success of the volunteer firefighter and part-time firefighter recruitment and retention process.

4.3 Provide coaching and mentoring to all District members.

4.4 Assist in the preparation and supervision of program budgets that may include operations, EMS, and training.
4.5 Monitor internal operations and procedures to ensure compliance with the collective bargaining agreement, rules, regulations, policies and procedures.

4.6 Confer and collaborate with other agencies and community partners as necessary to accomplish the District’s mission.

4.7 Engage in planning activity to maintain the District’s strategic plan, standard of coverage, and other plans.

4.8 Ensure safe and effective command of incident operations.

5. Periodic Duties

On occasion the Assistant Chief – Operations may:

5.1 Participate in ongoing education, training, and development activities to maintain and improve professional knowledge and skills as a Fire Officer

5.2 Represent the District on a local, regional, state, and national level as directed or approved by the Fire Chief

6. Knowledge, Abilities, and Skills

The Assistant Chief shall demonstrate the following knowledge, skills, and abilities:

6.1 Knowledge of:

6.1.1 Modern administration principals, practices, and terminology related to public administration and fire department operations.

6.1.2 The Incident Command System in all disciplines.

6.1.3 Principles, practices, and emerging trends of modern firefighting and emergency operations, including: fire suppression/attack, EMS programs, hazardous materials programs, rescue systems, and all hazards risk reduction.

6.1.4 Related ordinances, laws, rules and regulations, national codes and standards.

6.1.5 Effective labor relations, contract negotiations, and conflict resolution techniques.

6.1.6 Program development and administration techniques.
6.1.7 Modern fire service technology, computer operating systems, and software applications.

6.2 Ability to:

6.2.1 Work effectively with others.

6.2.2 Establish and maintain effective working relationships with other employees and volunteers, supervisors, Fire Commissioners, and the general public.

6.2.3 Remain clear-headed and diplomatic in stressful situations.

6.2.4 Provide effective written and verbal communications to subordinates.

6.2.5 Maintain high morale and discipline throughout the department.

6.3 Skills:

6.3.1 Necessary to maintain minimum qualifications and required certifications.

6.3.2 Decisive in work setting, a skillful problem solver, a demonstrated team player.

7. Work Environment

The Assistant Fire Chief – Operation’s routine work activity requires moderate strength, endurance, and aerobic capacity. However, emergency response operations may require significant physical capacity.

7.1 Work is performed primarily in an office, in vehicles, and/or in outdoor settings in all weather conditions, including temperature extremes, during daytime and at night. Work is often performed in emergency and stressful situations. Exposure to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils can occur.

7.2 On occasion works near moving mechanical parts in high precarious places and is occasionally exposed to wet and/or humid conditions, extremes in temperatures, fumes or airborne particulate, toxic or caustic chemicals, the risk of electrical shock and vibrations.

7.3 The noise level in the work environment is usually quiet in the office setting and loud at the emergency scene.
7.4 The duties and responsibilities, physical requirements, and work environment outlined herein are intended only as 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.

8. Tools and Equipment

Able to operate department apparatus, ancillary fire/rescue/EMS equipment and tools, personal computer, telephone, copier, facsimile machine

9. Physical Demands

The physical demands described here are representative of those occurring in the performance of the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

9.1 The employee occupying this position will routinely encounter emergency situations that may require rapid evacuation of an area in order to avoid personal injury or to provide medical assistance, and therefore must have the physical ability to walk and run.

9.2 The employee must have the ability to conduct coherent voice communication in person as well via portable radio and telephone. The employee must have the physical ability to climb ladders and stairs and work in confined spaces.

9.3 Sustained physical activities with intense concentration at fire, emergency medical and disaster scenes, for long periods of time.

9.4 Requires manual dexterity and visual acuity to operate a variety of fire department equipment.

9.5 Requires the ability to climb stairs and ladders, to be on one's feet for long periods of time, to move heavy objects weighing 50 lbs. or more for distances of more than 20 feet, and to work safely without presenting a direct threat to self or others. Requires pulling of 50 lbs. or more, repeated bending or stooping over time, and use of protective clothing to include self-contained breathing apparatus.

9.6 While performing the duties of this job, the employee is frequently required to stand, sit, walk, talk, and hear; use hands to operate objects, tools, or controls; and reach with hands and arms.
9.7 The employee is occasionally required to climb and balance; stoop, kneel, crouch or crawl.

9.8 Hand-eye coordination is necessary to operate drawing instruments, computers and various pieces of office equipment.

10. **Minimum Qualifications**

   As a member of the Executive Team the Assistant Chief is expected to have the following educational background and experience:

   10.1 An AA degree in Fire Science or related field from an accredited university or college with additional specialized training in fire department operations and administration.

   10.2 Ten (10) years of progressively responsible experience as a firefighter or officer in a combination or full paid department / district with at least five years of divisional responsibility.

   10.3 Camano Island Fire and Rescue reserves the right to evaluate and consider, at its discretion, any combination of education and experience that tends to indicate the applicant possesses the skills, knowledge, and abilities listed herein.

11. **Desired Qualifications**

11.1 A BS degree in Fire Science or related field from an accredited university or college with additional specialized training in fire department operations and administration.

11.2 Experience successfully leading both career and volunteer firefighters.

11.3 Knowledge of computerized administrative functions, including Microsoft Office.

11.4 Graduation from the Executive Fire Officer Program (EFOP) or certification as a Chief Fire Officer through Center for Public Safety Excellence (CPSE)

12. **Certifications and/or License Requirements**

12.1 Firefighter II (IFSAC)

12.2 Hazard Materials Operations or higher (IFSAC)

12.3 Fire Officer I or higher (IFSAC)
12.4 Fire Instructor I or higher (IFSAC)
12.5 Washington State EMT or Paramedic
12.6 NWCG Wildland Firefighter Type 2 or higher
12.7 NIMS-400 with current Blue Card certification

13. Salary and Benefits

13.1 The Board of Fire Commissioners will publish the base salary in December of each year including a Cost of Living Adjustment.

13.2 The current salary range and a complete list of benefits are available in the CIFR Personnel Policy Handbook.

JOB STATUS: Full-Time, FLSA Exempt

EMPLOYMENT STATUS: At-Will

HOURS: As required to fulfill position duties

APPROVED: ____________________________

DATE: ________________