Skagit County Fire District #8

20464 Prairie Road, Sedro-Woolley WA. 98284
Office: 360-724-4703 Email: info@skagitfire8.org

POSITION DESCRIPTION

Skagit County Fire District #8

Position: Assistant Fire Chief (Operations and Training)

Nature of Work:

This is an exempt position under FLSA.

The **primary duties** of the Assistant Chief are non-emergency response related in nature and include, but not limited to: 1) supervise the delivery of services to reduce risks to life, property and community vitality, 2) incident command, 3) provide leadership and administrative support to the Chief of the Fire District to establish strategic direction for the organization, 4) plan, organize, and coordinate the District's Training program; develops and coordinates curricula, lesson plans, examinations, and scheduling of courses, 5) assists with the District's Public Education and Community Risk Reduction programs, 6) develop standard operating guidelines, develop standard operating procedures, rules and/or regulations for recommendations and approval, 7) represent the Fire District in an official capacity at the national, state, and local levels, and 8) operations, personnel supervision and management.

The **secondary duties** of the Assistant Chief include night and weekend command duty rotation, and emergency response in cases where available firefighter staffing is insufficient: fire suppression, hazardous material response, and providing emergency medical services.

Supervision:

Accountable to the Fire Chief of the District.

Job Duties and Responsibilities:

- Perform such services for the district as directed from time to time by the Fire Chief in the manner and to the extent permitted by the laws of the State of Washington and in accordance with the policies of the district as established by the Board of Commissioners.
- Operationally responsible for directly supervising training officers, department/company officers, firefighters and other department line/support personnel. Assumes all responsibilities of the Fire Chief in his/her absence or when designated.
- Required to respond to emergency incidents at all hours-including nights, weekends, and holidays – under high-stress, physically demanding environments.
- Make strategic and tactical decisions as to the best methods of mitigating emergencies and assert the need for additional mitigation resources. May serve as any command staff or

supervisory position on “all risk” incidents, including rotation for Command Duty. Incident Command responsibilities will include scene safety, suppression, life safety threats, and exposure protection using the National Incident Management System (NIMS).

- Ensures the safety of firefighters and emergency response personnel; investigates employee accidents to determine the cause and measures to prevent such accidents in the future. Conducts after-action reviews and critiques of personnel involved in emergency incidents.
- Oversee all training and safety instruction to all firefighting and emergency response personnel, including operations and maintenance of buildings, grounds, props, and tools, and other training projects as assigned. Responsible for ensuring instructional resources, staff, facilities, records, and reports are in place for required training and making appropriate changes to adapt or develop training programs based upon recognized standards. Coordinates, provides, and receives effective coaching to all instructors and provides after action discussion; works to identify areas of strength and weaknesses to ensure program needs of the department are met.
- Collaborate with the Fire Chief in the planning, development and implementation of Community Risk Reduction activities, training programs and budgets, department 5-year plan needs, including but not limited to apparatus purchase, apparatus maintenance and repair, facilities maintenance, supply and equipment purchase, uniforms and personnel equipment, and other projects as assigned.
- Develop strategic training program to encompass structural training to WAC 296-305 and NFPA standards, Emergency Medical Services continuing education for EMTs, First Aid and CPR, Officer Development, Driver training program to meet WA State EVIP standard and VFIS training requirements. With a focus on training volunteer firefighters in preparation for IFSAC certification for Firefighter 1 & 2 compliant to NFPA 1001 and Hazardous Materials Awareness & Operations.
- Serves as advisor to the district on state & federally mandated training and educational requirements set forth by National Fire Protection Association, Washington Survey & Rating Bureau, Department of Health and WAC 296-305.
- Establish and maintain effective internal and external relationships. Utilize excellent organizational skills with the ability to work well under pressure of deadlines and constantly changing priorities. Develop and sustain a network of contacts within the community to create awareness of volunteer opportunities; also make presentations to community groups, government agencies, or businesses.
- Develop recognition programs and assist with current recognition programs.
- Ensure requirements are being met for both internal policy and State mandates that apply.
- Act as a deputy liaison with other agencies not limited to other Fire Departments or Districts, Law Enforcements, Washington State Departments of Natural Resources, United States Forest Service, and local news media.

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Minimum Qualifications:

- Must be 18 years of age or older
- Must possess or be able to obtain at time of hire, a valid Washington State Driver's License without record of suspension or revocation in any state.
- No felony convictions or disqualifying criminal history.
- ICS 100, 200, 700
- IFSAC Firefighter II
- IFSAC Hazardous Material Awareness and Operations
- Washington State or National Registry Emergency Medical Technician – EMT-B
- A minimum of ten (10) years of fire experience, preferably with a volunteer and/or combination department, or an equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities required for the position.
- Current Candidate Physical Ability Test (CPAT)
- Must reside within the district's response area within 6 months of hire.

Desired Qualifications:

- ICS 300, 400 **(Must have within 1 year of hire or at first offering)**
- IFSAC Fire Officer I
- IFSAC Fire Service Instructor II **(Must obtain within 1 year of hire or at first offering)**
- EVIP Driver Instructor **(Must obtain within 1 year of hire)**
- Washington State EMS Evaluator (ESE)
- Associate or bachelor's degree preferred in fire-related field, or equivalent experience with managing employees and/or volunteers.

Knowledge, Skills, and Abilities:

- Experience operating and enhancing volunteer and/or combination department programs.
- Ability to read, write and effectively communicate orally the English language.
- Experience developing and executing community outreach programs, regional and/or multi-agency training & integration exercises
- Experience developing, organizing, analyzing, marketing and managing programs or projects geared towards a diverse department membership and community population.
- Knowledge of budget development/management and human resources.
- Must have strong administrative abilities.
- Have working knowledge of RMS systems.
- Proficient with the use of Microsoft Office (particularly Word, Excel and PowerPoint programs), and other software as required.
- Excellent communication (oral and written) and interpersonal skills and ability to develop positive relationships with diverse groups and individuals.

- Self-motivating with the ability to demonstrate initiative and creativity on projects.
- Ability to adapt to changing needs, solve problems, and keep projects moving in a positive direction.
- Have the aptitude for developing new and creative means of attracting and retaining volunteers, including innovative and engaging methods of maintaining adequate training and volunteer engagement in department activities and offerings.
- Accept and offer advice and coaching, follow adopted rules or policies, convey a positive, professional attitude and contribute to the general well-being of the district.
- Be dedicated to continuing their education and applying new ideas and techniques.
- Be knowledgeable about District policies affecting personnel.
- Have experience in negotiations with labor groups

Physical Demands:

- The individual must have the ability to conduct coherent voice communication in person as well as via portable radio and telephone.
- Must have the ability to lift, move and carry a minimum of 120 pounds when required during equipment checks or emergency scene management.
- Ability to safely drive and operate mobile fire and emergency apparatus under emergency response conditions.
- Must have a current CPAT certification and maintain good physical fitness.
- Must pass the department's pre-hire background, medical and drug screening.
- Ability to work at heights of 40 feet or more.
- While performing the duties of this job, the individual is frequently required to stand, sit, walk; talk and hear; use hands to operate objects and reach with hands and arms.
- Hand-eye coordination is necessary to operate drawing instruments, computers, and various pieces of office equipment.
- All employees who perform at emergency incidents in a capacity where they may be required to wear an SCBA, must demonstrate their ability quarterly.

Work Environment:

Normally works a standard 40-hour work week. Normal working hours are defined by a separate agreement between the employer and employee. The work schedule may be adjusted to meet the needs of the district. Attendance at meetings, standby at incidents, and responses to certain incidents during evening hours, weekends, holidays, and participation in the rotating duty officer program for coverage are an essential component of the position. Work is conducted primarily in an office environment and public assemblies. The employee may be exposed to adverse weather conditions, hazardous chemicals, heat, cold, light, dark, and atmospheres immediately dangerous to life and health (IDLH). Work is performed both in office and field environments.

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The employee is required to adhere to all district policies, regulations and procedures. The statements contained herein reflect general details necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but it should not be considered an all-inclusive listing of work requirements. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the district.