

WOODINVILLE FIRE AND LIFE SAFETY DISTRICT

Job Title:	Deputy Fire Chief/Chief Operating Officer	Bargaining Unit:	Not Eligible
Effective Date:	February 1, 2010	FLSA Status:	Exempt

BASIC FUNCTION:

Under the direction of the Fire Chief/CEO, assist in planning, organizing, directing and controlling the activities, resources and operations of one of the sections of Woodinville Fire and Life Safety District.

REPRESENTATIVE DUTIES:

Human Resource Management:

Evaluate the needs of their respective section regarding assignment of employees based on the ability of the prospective employee to perform the necessary body of work.

Participate in and contribute to the development and maintenance of a work environment that supports the values of the Woodinville Fire and Life Safety District, including the maintenance of positive relationships between the governance, leadership and service delivery segments of the District.

Assist in planning, organizing and directing of employee training, education and development activities.

Maintain an awareness of employee assistance options available to District employees and recommendations as appropriate.

Recognize employees for performance as appropriate to include the recommendation of employees for District and other types of appropriate recognition.

Investigate, propose and implement, as necessary, corrective action for substandard performance of employees.

Operate in the best interests of District management and in conformance with collective bargaining agreements with labor unions and District policies relative to non-represented employees.

Evaluate the performance of direct reporting employees in their assigned section.

Community/Government Relations:

Represent the District at community and other government activities and meetings as appropriate.

Maintain an overall awareness of local, state and national requirements and standards and be conversant in, as a minimum, those that affect their assigned section of the District.

Communicate both orally and in writing with District officials, community leaders and outside agencies to coordinate activities, exchange information, provide expertise, respond to questions and resolve issues regarding District operations and services.

Recommend revisions in District, state or national regulations or national standards when in the interest of the District and/or services provided by the District are affected.

Administration:

Recommend long range plans for the effectiveness of District lines of business in accordance with the mission and values of the District.

Participate in developing long and short-range plans, goals and objectives and assess progress in achieving established goals for their assigned section of the District.

Develop appropriate District policies for programs originating in their assigned section of the District and recommend policies for programs originating in other sections of the District.

Coordinate operations and activities between sections of the District.

Propose performance measures for their assigned section of the District that support the vision, mission and values of the District.

Serve as acting fire chief/chief executive officer of the District in the absence of the Fire Chief/CEO.

Manage assigned budget and provide status reports to the Fire Chief/CEO, as required, on fiscal management issues in the section.

Assure the maintenance and repair of District equipment, apparatus and facilities.

Approve specifications for supplies and equipment as required.

Perform related duties as assigned.

Inspection/Investigation:

Assure proper enforcement of applicable codes; direct code enforcement activities as required.

Emergency Service Delivery:

Develop plans, programs and criteria for response to incidents and events that would involve multiple agencies and jurisdictions.

Respond to emergency incidents within the jurisdiction of the District and operate within the Incident Management System in command or general staff capacities as required.

Health and Safety:

Serve as District Safety Administrator and fulfill management's responsibility under the Washington State Safety Standards for Firefighters as well as applicable District safety policies.

Emergency Management:

Represent the District and fulfill appropriate functions in accordance with the District Emergency Management Plan or as directed by the Fire Chief/CEO.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- National Incident Management System
- National Response Framework
- National Fire Protection Association Standards
- State laws and codes related to special purpose district operations
- State codes and administrative rules on Occupational Safety and Health
- Government budgeting and financial practices
- Human resource management principles including selection, training, development, equal opportunity
- Labor management including the labor contracts between the District and bargaining units in the District
- Emergency management principles and practices
- Development of long-range plans and objectives for a large organization
- Principles and practices of administration, management and supervision
- Principles and practices of modern fire suppression strategies, tactics and procedures
- Principles and practices of mass casualty strategies, tactics and procedures
- Principles and practices of hazardous material strategies, tactics and procedures

- Principles and practices of technical rescue strategies, tactics and procedures
- Fire apparatus and equipment specification processes
- District organization, policies and operations
- Oral communications, including public speaking
- Technical and business writing skills

ABILITY TO:

- Demonstrate a willingness to represent the values of the District
- Function as a part of the executive team of the District
- Demonstrate interpersonal skills using tact, patience and courtesy
- Establish and maintain cooperative and effective working relationships with peers and subordinates
- Execute direction from the Fire Chief/CEO as required
- Assist the Fire Chief/CEO in planning and organizing diversified programs in fire suppression, rescue, hazardous materials, occupational safety, training, community risk reduction and emergency management
- Meet schedules and time lines
- Maintain a working environment free of harassment and/or discrimination; identify and correct potentially illegal discrimination.
- Establish and maintain a safe and healthy work environment
- Train, supervise and evaluate employees
- Formulate, develop and implement policies, plans and goals for their assigned function in the District
- Manage the activities of a division(s) of the District
- Manage District programs as projects as assigned
- Administer appropriate portions of the District 's budget
- Plan and organize their work and the work of others
- Communicate orally and in writing at a level that would be acceptable in conducting business in a District government
- Enforce federal, State and District Fire codes, laws and ordinances
- Operate a "command" type or staff vehicle under emergency response and incident scene circumstances
- Operate as a member of management in labor/management activities
- Physically participate in incident management activities, as needed
- Utilize appropriate personal protective equipment

EDUCATION AND EXPERIENCE:

Bachelor's degree in Fire Command, Fire Administration, Public Administration, Business Administration or related field. Master's degree preferred.

Post probationary company officer in a fully career emergency services organization that serves primarily an urban and/or suburban area.

LICENSES AND OTHER REQUIREMENTS:

Valid driver's license or the ability to obtain a driver's license in Washington State within 30 days of appointment.

Documented National Incident Management System qualification at an advanced level, including the ability to serve in a command or general staff position at major incidents or events.

Chief Fire Officer designation, member status in the Institution of Fire Engineers or other equivalent credentials.

WORKING CONDITIONS:

This is an exempt, non represented position that is responsible for a body of work as assigned by the Fire Chief/CEO.

Work could be performed in any possible environment though generally in an office setting.

Work could involve the handling and transmission of confidential information, handling of critical situations and may require meeting important time deadlines which may invoke a variety of types of mental and emotional stresses.

****Essential Job Functions in *Italics***

Last Updated: February 3, 2010

Effective February 1, 2010