CITY OF BELLINGHAM
JOB DESCRIPTION

JOB TITLE: **Assistant Fire Chief** **E-PLAN**
SG:E-PLAN, SECTION 2
DEPARTMENT: **Fire** **CS:N**
FLSA:N
EEO4/SOCCODE:OA/33-1021

JOB SUMMARY:

The individual in this position is a member of the Executive Leadership Team of the Fire Department. Directs the activities of the Battalion Chiefs, Division Chiefs, and Division Managers in conducting the services provided by the Department. Assists the Chief with long-range planning, budget preparation and collective bargaining. Oversees either the Response Operations Branch or the Internal Services and Community Preparedness Branch of the department, depending on assignment. May be delegated to direct all activities of the Department in the absence of the Chief.

SUPERVISORY RELATIONSHIPS:

Reports to the Fire Chief. Responsible for daily supervision of staff officers and administrative support staff. Works under various federal and state regulations, inter-local agreements, as well as the City's municipal code, policies, and procedures and labor agreements.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Oversees and supervises the daily operations of the assigned branch of the Fire Department. Develops and/or reviews Department policies and procedures. Compiles regular reports from subordinates concerning Department activities for the Chief's review. Reviews and monitors operations on a regular basis. Oversees and reviews the work of subordinate staff. Provides direction for subordinates' work plans. Informs staff of operating policies and procedures.

2. May assume full administrative responsibility for the Department in the Chief's absence.

3. Works closely with the Human Resources Department to ensure all ordinances, rules/policies, and collective bargaining agreements are properly enforced and interprets them for subordinate personnel. Coordinates Departmental records with the City's central record system. Conducts regular performance evaluations of assigned Battalion/Division chiefs and Division Managers. Advises supervisors concerning appropriate disciplinary action when necessary. Oversees assigned subordinates in determining and scheduling assignments, scheduling vacation, holidays and sick leave to ensure minimum staffing levels. Participates and advises in the hiring and promotion of Departmental personnel, including interviewing and background checks.

4. Assists the Chief with collective bargaining. May serve as a member of the City bargaining team; develops proposals, presents issues important to the Department, and researches issues in preparation for and during negotiations. Regularly attends labor relations meetings with appropriate bargaining units.

5. Represents the Chief at City government and board meetings when necessary. Serves on boards and committees in the City, County, and State at the Chief's request.

6. Assists the Chief in preparation of the Departmental budget, budget control, long- and short-range planning, and recommends revisions in operating procedures and/or expenditures.

7. Supervises the purchasing, inventory control, and maintenance of facilities, equipment, materials and supplies.

8. Responds to all 'involved' emergency operations and assists in emergency strategies. May assume supervisory authority of an area of responsibility within the emergency event or assume overall command and control of the event.

ADDITIONAL WORK PERFORMED:

1. Attends classes, seminars, conferences, courses, etc., to maintain and improve job knowledge, emergency and non-emergency management and communication skills.

2. Performs other related duties as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):

Knowledge of:
- Modern fire fighting methods, practices, and equipment, as well as fire prevention methods.
- Emergency medical services, hazardous materials, disaster mitigation, preparedness, response and recovery.
- Communication system management and 911 dispatching practices.
- All Hazard Incident Management practices.
- Departmental regulations and procedures, collective bargaining agreements and labor laws, and fire prevention ordinances.
- Non-emergency and emergency management systems.
- Layout of the city, including fire target areas, high life risk areas, etc.

Skill in:
- Using various information and communications systems and computer technology/office systems.
- Effectively supervising and coordinating the efforts of subordinates in daily and emergency conditions.
- Planning and implementing long- and short-term programs related to Departmental operations.
- Strong management skills including leadership/supervisory skills, problem analysis and decision-making, consensus building, planning and organizing, interpersonal sensitivity, management control, adaptability/flexibility, stress tolerance, and time management.
- Excellent oral communications skills for working with a diversity of personnel, public officials, and citizens.
- Excellent writing skills.

Ability to:
- Conduct self at all times in an ethical, professional and respectful manner.
- Establish and maintain cooperative and effective working relationships with citizens and stakeholders, both internal and external. Willingness and ability to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physically perform the essential functions of the position, including:
  - correctable visual acuity to read a computer screen and a typeset page;

- fine finger dexterity to manipulate computer keyboard and mouse; and ability to talk and hear sufficiently to communicate with employees and the public.

WORKING ENVIRONMENT:

Work is performed in an office setting using computer and other electronic business applications and equipment and also at emergency scenes on or off the normal workweek schedule. The emergency environment may require the use of alternative modes of communication and management/ performance of hazardous tasks under conditions that require exposure to the elements, strenuous exertion with limited visibility, exposure to hazardous or toxic chemicals and gases, extremes in temperature, cramped surroundings, exposed heights, activities in and around water and/or exposure to infectious diseases requiring the use of protective equipment. It may also involve working with citizens experiencing a wide range of emotions (rage, grief, confusion, etc.) as a result of an emergency.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Five years progressive responsibility in fire or emergency management services including a minimum of three years' experience as Battalion or Division Chief or similar position as an administrative staff officer in a municipal fire department with progressive responsibility for a major function and its personnel, exercising significant judgment and authority.
- Bachelor's degree in emergency management, fire service administration, public administration or related field required.
- Current enrollment or completion of the National Fire Academy Executive Fire Officer program preferred.
- Record of successful staff and program management.
- In place of the above requirements, an equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and abilities to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.
- Willingness and ability to report to an emergency scene at any time, including weekends, evenings or nights.
- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted at the time of hire, with periodic submission of driving abstract per City policy.

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