



PIERCE COUNTY FIRE PROTECTION DISTRICT #16 JOB DESCRIPTION

Title:	Assistant Chief	Effective Date:	1-1-2023
Division:	Operations	Work Shift:	Days
Reports To:	Fire Chief	F.L.S.A. Status:	Exempt
Salary/Wage:	Per SOG 6.1	Bargaining Unit:	None
Safety Sensitive:	Yes	Supervision Exercised:	Yes

PRIMARY PURPOSE

The primary purpose of the Assistant Chief's position is to support the Fire Chief with the overall emergency, and administrative operations of the District. These operations are broad in nature and require that the Assistant Chief has a depth of knowledge, skills, and abilities to carry out the leadership, and supervision that is required of these operations.

ESSENTIAL FUNCTIONS

Based upon the Assistant Chief's area of assignment:

- Responsible for the day to day operations that drive the progress towards meeting the established District goals
- Responsible for the supervision, professional development, and discipline for subordinate staff
- Responsible to assist in the development, and management, of the District's annual budget
- Responsible to assist in the development, maintenance, and administration of District policies and guidelines
- Responsible for the acquisition, tracking, and maintenance of the District's capital equipment, including fleet and facilities
- Working within a structured command system, provides for the successful mitigation of emergency incidents
- Responsible to maintain a positive community connection, which may require public speaking, public presentations, and representation of the District during non-traditional business hours
- Responsible to represent the District, and create positive working relationships, via several, and varied, venues throughout Pierce County and the State of Washington
- Respond to emergency incidents, serving as an active member of the ICS team, as assigned by the incident commander. The position will serve as the incident dictates, usually in a division and/or command team assignment, but may be required to actively, physically participate in fire suppression to effectively control/extinguish the fire and prevent further damage.
- Assumes all operational and administrative District supervision in the absence of Fire Chief or when so assigned

- The Assistant Chief reports and is responsible to the Fire Chief. The Assistant Chief supervises the 3 Battalion Chiefs, and a Division Chief of Emergency Medical Services and Training.

SECONDARY FUNCTIONS

Based upon the Assistant Chief's area of assignment:

- May act as the District's Safety Officer
- Conducts research and writes reports
- Utilizes an array of computerized equipment, and programs, to facilitate work completion
- Works in the capacity of "Duty Chief" based upon a planned schedule rotation
- May work in any capacity when necessary, during times of significant emergency operations, disasters, or when the District's Emergency Operations Center (EOC) is operating

JOB QUALIFICATIONS

- The ideal candidate will possess a minimum of 7-10 years of full-time experience in a comparable agency with experience in a management or supervisory role, such as operations chief, battalion chief, training officer, shift officer, or station officer.
- Associate's degree required, Bachelor's degree with major coursework in fire science, public administration, business administration, or a closely related field is desired. The most highly qualified candidates will hold Executive Fire Officer (EFO) certification and/or Chief Fire Officer (CFO) credentials.
- Incident Safety Officer and Fire Officer 1 & 2, or completion within 1 year
- While the Assistant Chief is exempt from maintaining an EMT certification, EMT Basic certification is preferred.
- Must be a citizen of the United States or lawfully permanent resident and able to read and write the English language as specified in RCW 41.

SPECIAL REQUIREMENTS

- Must possess (or have the ability to obtain) and maintain a valid Washington State Driver's License with certification in emergency vehicle accident program (EVAP) without record of suspension or revocation in any state
- Must successfully pass thorough background process and District medical exam
- Must establish permanent residency within 15 minutes drive of District border

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.

While performing the duties of this job, the employee shall have the demonstrated physical ability to:

- Act in emergency and life-threatening situations during emergency incidents
- Move about an emergency scene unencumbered.
- Withstand and work in extreme heat, fire, dusty/smoky conditions and toxic materials when participating as an active member of the IMS team at the scene of an emergency incident.

- Wear a self-contained breathing apparatus (SCBA).
- Stand, sit, communicate, reach, manipulate objects, tools or controls, and regularly lift/move objects weighing up to 15 pounds, such as files, books, office equipment, etc.

Approved reasonable accommodation requests will be made to enable individuals with disabilities to perform the essential functions of the job.