

JOB DESCRIPTION – DEPUTY FIRE CHIEF

POLICY: The Deputy Fire Chief position is established to provide a highly responsible officer to assist the Fire Chief in the administration and supervision of the Ephrata Fire Department. The major emphasis of this position shall be facilities/equipment maintenance, training, fire inspections, pre-fire plans and fire investigation. This position will be an exempt status (Non-Bargaining)

SCOPE: This Policy and Procedure is applicable to the Deputy Fire Chief of the Ephrata Fire Department.

RESPONSIBILITIES:

- A. The Fire Chief shall ensure that EFD and City policy and procedure is adhered to.
- B. The Deputy Fire Chief shall adhere to EFD and City policy and procedure.

PROCEDURE:

A. SUPERVISION RECEIVED

- 1. The Deputy Fire Chief shall report to the Fire Chief.
- 2. The Deputy Fire Chief shall accept delegated command of the Ephrata Fire Department in the absence of the Fire Chief. In this capacity, the Deputy Fire Chief shall follow the Fire Chief's position description.
- 3. The Deputy Fire Chief shall be required to work without direct supervision.

B. SUPERVISION EXERCISED

- 1. Supervises all career and volunteer officers directly, and other department staff, officers or volunteers through subordinate officers.
- 2. Shall participate as a team member in contract negotiations.

C. ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1. Shall work primarily a forty (40) hour week as coordinated and scheduled with the Fire Chief.
- 2. Shall respond to and actively participate in the mitigation of emergency incidents.
- 3. Shall attend all officer meetings and provide input.
- 4. Shall enforce all adopted safety standards for firefighters.
- 5. Shall continually work to promote the positive public image of the Ephrata Fire Department and be party to no act or omission that may detract from a positive public image.
- 6. Training
 - (1) Scheduling
 - (a) Establish and publish the Ephrata Fire Department training on a quarterly basis.
 - (b) Seek input from officers on training needs.
 - (2) Standard evolutions
 - (a) Develop written standard evolutions with input from officers.
 - (b) Establish written performance standards for all evolutions.
 - (c) Evaluate all standards at least once each year.
 - (3) Records
 - (a) Establish and maintain an up-to-date training records system.

- (4) Instruction
 - (a) Provide instruction for all training administered in house, this can be done personally or with other qualified instructors.
- (5) Provide Lesson Plans
 - (a) Assure completeness, accuracy and currentness of all lesson plans.

D. PERIPHERAL DUTIES

- 1. Attend periodic schools, conferences, workshops and seminars as directed by the Fire Chief to maintain a high degree of ability, knowledge and understanding of fire service methods, practices, developments and attitudes.
- 2. Serves as a member of various employee committees.
- 3. Shall maintain a complete knowledge of the Ephrata Fire Department Budget.
 - (1) Shall be responsible for budget preparation and expenditure control of those BARS lines assigned to this position.
 - (2) Shall coordinate all purchases with the Fire Chief.
 - (3) Shall be the authorized representative of the Ephrata Fire Department at those agreed upon state, county and local organizations.

E. KNOWLEDGE ABILITY AND SKILLS

- 1. Ability to meet and deal with the public in a courteous and professional manner and promote a positive image of the Ephrata Fire Department.
- 2. Must possess leadership and communication skills to effectively work with other employees, supervisors and the public.
- 3. Thorough knowledge of modern fire suppression, prevention and emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State EMT-B Certification; Considerable knowledge of applicable laws, ordinances, departmental policy and procedures and regulations.
- 4. Skill in the operation of the listed tools and equipment used.
- 5. Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; and the ability to meet the special requirements listed below.

F. SPECIAL REQUIREMENTS

- 1. Must be twenty-one (21) years of age or older at time of hire.
- 2. Must have high school diploma or GED equivalent.
- 3. Have not been convicted of a job related crime or released from prison within the last 10 years.
- 4. Ability to read and write in the English language.
- 5. Must possess a Washington State EMT-B or higher certification at time of hire.
- 6. Accredited classes on fire codes, building codes and enforcement.
- 7. Accredited classes on Incident Command Systems or sufficient training.
- 8. Basic Firefighting certification or sufficient training.

9. Must possess, or be able to obtain by time of hire, a valid State Driver's License with certification of Emergency Vehicle Accident Prevention Program (EVAP) without record of suspension or revocation in any state.
10. Ability to meet Departmental physical standards. As his/her services require he/she shall be continually available to take command of an emergency incident, he/she shall be required to reside within a seven mile radius of the headquarters fire station.
11. Must be able to pass a pre-employment drug/alcohol test, and be subject to random drug/alcohol tests.

G. TOOLS AND EQUIPMENT USED

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, and phone.

H. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.
2. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

I. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Work is performed in office, vehicles, and outdoor settings, in all weather conditions, including extreme temperatures, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oil.
2. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
3. The noise level in the work environment is usually quiet in the office settings, and loud at an emergency scene.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

NOTHING CONTAINED IN THESE JOB DESCRIPTIONS OR ANY OTHER WRITTEN POLICY OF THE EPHRATA FIRE DEPARTMENT IS INTENDED TO BE PART OF ANY EMPLOYMENT RELATIONSHIP OR CONTRACT. THESE JOB DESCRIPTIONS FOR THIS FIRE DEPARTMENT OR ANY OTHER WRITTEN POLICY OF THE EPHRATA FIRE DEPARTMENT ARE MERELY STATEMENTS OF EPHRATA FIRE DEPARTMENT POLICY AND DO NOT AMOUNT TO PROMISES OF SPECIFIC TREATMENT. FURTHERMORE, THE EPHRATA FIRE DEPARTMENT RESERVES THE RIGHT TO MODIFY THE AFOREMENTIONED JOB DESCRIPTION AND EPHRATA FIRE DEPARTMENT POLICIES AT ANY TIME.