



<b>CLASSIFICATION TITLE:</b> Deputy Fire Chief	<b>JOB NUMBER:</b> 7219	<b>AFFILIATION:</b> Unaffiliated (Non-Union)
<b>REPORTS TO:</b> Fire & Emergency Services Director	<b>PAY GRADE:</b> 31	<b>FLSA STATUS:</b> Exempt "At-Will"

## GENERAL SUMMARY

Performs difficult professional work planning, organizing, controlling, and directing the activities of assigned personnel, resources and operations of the Richland Fire & Emergency Services Department, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Fire & Emergency Services Director (supervisor). Departmental supervision is exercised over assigned personnel.

## CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

## ESSENTIAL JOB FUNCTIONS

*To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.*

- Plans, organizes, controls and directs the activities of assigned functional areas of the Department which include Emergency Medical Services (EMS), fire suppression, community risk reduction initiatives, and training program delivery; assists in the development of departmental policies and programs and administration of labor agreements; conducts current and long-range planning studies relative to Department operations; assumes responsibilities of the Fire & Emergency Services Director in his/her absence.
- Supervises assigned staff; evaluates and reviews work performance; works with employees to correct deficiencies; plans, coordinates and arranges for appropriate training of subordinates; documents corrective action and applies City policy, as needed; conducts workplace investigations; participates in the interview and

selection process of new employees; recommends merit increases, reassignment and promotions according to established guidelines.

- Directs utilization of personnel and resources for EMS fire suppression, incident command, and rescue activities, in response to emergencies, which threaten death and/or destruction of property to citizens of the community, including natural and man-made disasters.
- Assists with developing and implementation of departmental policies, rules, regulations and general orders designed to prevent and minimize the loss of life and property in major emergency situations; analyzes staffing needs and apportions work among the divisions; assists with defining reporting relationships and delegating authority as needed to accomplish department mission and strategic goals.
- Plans and organizes Fire Department operations and activities with respect to equipment, apparatus and personnel to ensure maximum efficiency and effectiveness.
- Responds to major emergency incidents and assumes or delegates command; directs appropriate actions to protect life and property and control fire spread.
- Formulates, prepares, directs and implements plans for continual improvement of the Department in community risk reduction, fire suppression and emergency medical services; recommends laws, ordinances, and agreements; provides special analysis and reports concerning zoning, planning and community risk profiles.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.*

### Knowledge of:

- Applicable Federal, State and local laws, rules, codes, and regulations related to assigned activities.
- Administrative principles and practices of municipal fire department administration, including program development, implementation and evaluation, project management and supervision of staff, either directly or through subordinate levels of supervision.
- Fire Department organization, policies, rules, and regulations.
- City organization, operations, policies and objectives.
- Principles and practices of modern emergency medical services, fire behavior, fire suppression strategies and tactics, and community risk reduction.
- Development of long-range plans and objectives for a large organization.
- Principles and practices of budget development and administration.
- Maintenance, repair, purchase and operation of a variety of emergency services equipment and apparatus.

- All-Hazard Incident Command System (ICS).
- Modern office practices, methods, procedures, and equipment.
- Record-keeping principles, procedures, and techniques, including Washington State public records acts requirements.
- Effective communication techniques.

#### Skills and Abilities to:

- Work in a leadership environment built upon servant and adaptive leadership styles.
- Plan and organize diversified programs in department administration, operations, and training.
- Implement community risk mitigation programs within the Operations division.
- Formulate, develop and implement policies, plans and strategic goals in a growing emergency response organization.
- Manage and direct emergency incident operations.
- Assist with the preparation and management of the Department's budget.
- Respond to major emergency situations and assume or delegate command.
- Direct the maintenance and repair of department property, equipment, and apparatus.
- Physically participate in fire suppression and emergency command activities as needed.
- Learn, read, interpret, apply and explain rules, regulations, policies, and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Train, supervise, and evaluate assigned staff.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet critical time deadlines.
- Operate modern office equipment and personal computers using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

#### **SPECIAL REQUIREMENTS**

- Washington state Hazardous Materials Incident Command training within six (6) months of hire.
- I-700 and I-800 National Incident Management System Certificates within six (6) months of hire.
- Valid driver's license.

## EDUCATION AND EXPERIENCE

Bachelor's degree in EMS/medical administration, fire administration, public administration, business administration, or related field and at least six (6) years experience in fire and emergency operations, including three (3) years in Public Safety management (at the rank of Captain or higher), or equivalent combination of education and experience.

## COMPETENCIES

### Managerial

- Develop Effective Intra- and Inter-Departmental Relationships: Works collaboratively with partners within the City and outside of the City to accomplish the best possible outcomes for all parties.
- Manage Resources Effectively: Effectively applies the organization's assets. Makes efficient use of time, money, people, and other resources to accomplish the organization's goals. Provides direction, guidance, and expectations for resource allocation to ensure service is balanced with fiscal responsibility.
- Think and Plan Strategically: Champions new ideas and initiatives and creates an environment that supports continuous improvement. Considers the City's strategic plan when establishing work unit goals and priorities.

### Supervisory

- Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

**Foundational**

- **Use Technical/Functional Expertise:** Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- **Be Accountable for Performance:** Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- **Provide Excellent Customer Service:** Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- **Communicate Effectively:** Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- **Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

**PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

*The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This work requires regular and punctual attendance at the office or other assigned locations: work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather

**Authorization (for Archive)**

*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.*

*The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.*

  
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Human Resources Manager Date 8/23/2021

  
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Department Head Date 8/23/2021

  
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City Manager or Authorized Designee Date 8/23/2021