

## Assistant Chief

### 1005.1 POSITION OVERVIEW

The Assistant Chief directs, manages, and oversees the comprehensive administrative and tactical operations of assigned divisions. This role serves as a key member of the executive leadership team, adapting dynamically to fill administrative gaps while executing high-level command decisions during emergencies.

#### 1005.1.1 CLASSIFICATION

Full-time, salaried, FLSA-exempt, non-represented, management position.

#### 1005.1.2 SUPERVISION RECEIVED

Works under the general supervision of the Fire Chief.

#### 1005.1.3 SUPERVISION EXERCISED

Provides direct supervision, tactical leadership, and performance management for assigned career personnel, administrative staff, and volunteer department members.

### 1005.2 ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the position will be determined based on District operational needs.

1. **Program Management & Training:** Supervise, lead, and manage assigned department programs (such as Operations, Training, or EMS). Develop, schedule, and implement modern training programs compliant with WAC, NFPA, and IFSAC standards.
2. **Volunteer Program Advocacy:** Actively lead and support volunteer recruitment, retention, and onboarding initiatives. Ensure volunteer training pathways are accessible and aligned with district operational metrics.
3. **Fiscal Accountability & Grants:** Collaborate with the executive leadership team to build and track divisional budgets. Proactively research, draft, apply for, and manage state and federal grant opportunities (e.g., FEMA AFG/SAFER, DNR grants) to support district infrastructure.
4. **Personnel Management:** Direct selection, mentoring, coaching, and regular evaluation of personnel. Administer progressive discipline when necessary following District policies.
5. **Emergency Response & Command:** Respond after hours to major incidents within the district or via regional mutual aid requests. Effectively establish and execute roles within the Incident Command System (ICS), serving as Incident Commander, Duty Chief, or Safety Officer.

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6. **Interagency Collaboration:** Represent the District at regional, county, and state levels. Coordinate closely with neighboring fire districts, Jefferson County EOC, and the Washington Department of Natural Resources (DNR).

#### **1005.3 MINIMUM QUALIFICATIONS**

- At least five years of increasingly responsible experience in Fire or EMS services, including a minimum of four years in a supervisory rank (e.g., Lieutenant, Captain).
- International Fire Service Accreditation Congress (IFSAC) Firefighter II.
- Washington State Emergency Medical Technician (EMT) certification or higher.
- IFSAC Fire Officer I, II, III.
- IFSAC Fire Service Instructor I, II.
- IFSAC Fire Inspector I.
- IFSAC or NFA Incident Safety Officer (ISO).
- Blue Card Incident Command.
- National Incident Management System (NIMS) IS-700, IS-800, ICS-100, ICS-200, ICS-300, and ICS-400.
- National Wildfire Coordinating Group (NWCG) Firefighter I / Crew Boss.
- Washington State Driver License with an insurable driving record.

#### **1005.3.1 PREFERRED QUALIFICATIONS**

- Bachelor's or Associate's degree in Fire Administration, Public Administration, or Emergency Management.
- Experience with labor management, collective bargaining, and small-district cost-containment.
- Certification as a Washington State Senior EMS Instructor (SEI) or EMS Evaluator (ESE).
- Washington State Advanced EMT (AEMT) or Paramedic certification.
- Documented history of successful grant writing and grant project administration.
- Primary residence is located within the District boundary lines.

#### **1005.4 REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

The Assistant Chief must maintain a thorough working knowledge of:

- Structural fire suppression, Wildland-Urban Interface (WUI) fire tactics, large-scale EMS delivery, and hazardous materials response.
- The local geography, complex rural water supply constraints (shuttles, tenders, dry hydrants), and target hazards unique to the District.

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- Relevant state regulations, including Washington Administrative Code (WAC) 296-305 (Safety Standards for Firefighters).

The Assistant Chief must demonstrate the skill and ability to effectively:

- Make decisive, safe operational calls in high-stress, immediately dangerous to life and health (IDLH) environments.
- Communicate transparently and build high-morale working teams combining both career and volunteer staff members.
- Prepare concise administrative records, analyze operational deployment trends, and recommend systems improvements.
- Meet and maintain the stringent physical capacities necessary to operate on scene under adverse regional weather conditions.

#### **1005.5 PHYSICAL DEMANDS AND WORKING CONDITIONS**

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the classification, but which may be reasonably considered to be incidental in the performance of their duties just as though they were written out in this classification.

##### **1005.5.1 ENVIRONMENTAL**

Exposure to extreme heat, cold, humidity and temperature swings working indoors and outdoors; excessive noise of emergency equipment; the noise level may be very loud when responding to emergency calls and when working at a fire or other emergency incident; exposure to dust, gases, chemicals, smoke, and blood-borne pathogens; occasional exposure to explosives at fires or other hazardous materials calls; works in and around heavy equipment with exposure to moving mechanical parts; exposure to vibration from equipment and vehicles; operations of foot controls or repetitive foot motion; may work at substantial heights; wears appropriate personal protective equipment including goggles, ear plugs or other auditory protective equipment, face protector, turn-outs, safety shoes, gloves and a self-contained breathing apparatus.

##### **1005.5.2 PHYSICAL**

Primary functions require sufficient physical ability to work both indoors in an office-type setting and outdoors in extreme weather conditions.

**CONTINUOUS** sitting and upward and downward flexion of neck; side-to-side turning of neck; twisting and bending at the waist; and reaching below the shoulders; lifting and carrying of objects weighing up to 100 pounds.

**FREQUENT** standing; walking and walking on uneven ground; reaching at or above the shoulder; power grasping and pushing and pulling of objects and equipment; fine finger dexterity, simple grasping, and repetitive use of hands to manipulate equipment controls, keyboard, and other office equipment.

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**OCCASIONAL** running, crawling, kneeling, climbing, balancing, and squatting; lifting and carrying objects more than 100 pounds with or without assistance. The Assistant Chief may also be required to work under the following conditions: wearing protective gear, carrying appropriate tools, and wearing self-contained breathing apparatus, weighing a combined total of up to or over 100 pounds, while performing emergency duties.

**VISION** with or without correction to 20/20 in one eye and at least 20/30 in the other eye with limited color deficiencies. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**HEARING** in the normal audio range with or without correction. Able to hear in-person, as well as distinguish radio and telephone conversations, recognize differences or changes in sound patterns and loudness or pitch.

Vision and hearing must be sufficient to meet NFPA Medical Evaluation Criteria.

**SMELL** sense sufficient to detect natural gas, gasoline, smoke, sewage, and other odors.