



# Assistant Chief

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<b>DIVISION:</b>	ADMINISTRATION
<b>DIRECT SUPERVISOR:</b>	FIRE CHIEF
<b>SUPERVISION EXERCISED:</b>	CAREER & POCV MEMBERS VOLUNTEER COORDINATOR
<b>SALARY/WAGE STATUS:</b>	EXEMPT, CONTRACTUAL
<b>CIVIL SERVICE STATUS:</b>	No
<b>PERS STATUS:</b>	FIRE & POLICE
<b>BARGAINING UNIT:</b>	NO
<b>REVISION DATE:</b>	10/29/2024

## PRIMARY PURPOSE

The assistant chief's duties are professional, administrative, technical, and supervisory support to the fire chief and fire district; performs line operations as necessary and is responsible for the operational aspect of fire suppression and emergency medical services delivery of the fire district in accordance with state and local statutes and regulations. The assistant chief has considerable independent responsibility for carrying forward the work of the fire district in accordance with the plans, policies, and objectives of the fire chief and requires the ability to think quickly and make sound decisions in emergency situations. The fire chief is kept informed of the progress of work and adherence to policy through frequent consultations.

## ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to, the following duties and responsibilities:

1. Response to emergencies and the performance of incident command (IC) or incident safety officer (ISO) duties including limited off-duty emergency responses.
2. Ensures the operational readiness of all district apparatus and equipment designated for emergency response. May include annual apparatus and equipment operational readiness inspections. Supervises line members responsible for apparatus maintenance and repair.

3. Conducts and promotes the development, implementation, and enforcement of emergency response guidelines and protocols and administrative policies and procedures.
4. Conducts and directs the continual analysis of operations activities. Develops and implements short and long-range plans for the provision and improvement of services performed by WFD in accordance with District goals.
5. Evaluate, counsel, and discipline subordinate personnel in performing their duties. Makes decisions for hiring and termination. Conducts annual company skill evaluations of line personnel. May conduct annual performance evaluations of subordinates. Ensures personnel issues are handled in a timely, professional manner, following the terms of standard operating guidelines, civil service rules, and the collective bargaining agreement.
6. Coordinate and participate in District training activities in the preparation of staff for the delivery of emergency services including weekly evening paid-on-call staff drills, training blocks for career staff, and required continuing education for hazardous materials and emergency medical response.
7. Seeks out and coordinates the use of acquired structures for training including owner release of liability, preparation of the structure for training, and development of incident action plan for live fire training activities. Conducts live fire training events at fixed training facilities and acquired structures.
8. Oversees annual budget preparation and expenditures for assigned programs. Develops budget proposals for the acquisition and replacement of apparatus and equipment.
9. Develop and deliver training programs and classes for career and paid-on-call staff. Supervise recruit academy instructors and oversee incumbent and recruit training curriculum.
10. Serve as District Liaison with the Oregon Department of Safety Standards and Training (DPSST) for the accreditation of emergency response personnel.
11. Serves as the WFD safety officer. Investigates all reported injuries, maintain OSHA injury reporting requirements, and supervise the completion of quarterly safety inspections at all district facilities.
12. Serves as the WFD emergency medical services (EMS) program coordinator. Supervises the District's EMT recertification contract instructor.
13. Serves as chair of the following WFD administrative committees: Training, Operations, Safety, EMS Quality Assurance, Research & Development (R&D), and Apparatus Procurement.
14. Build positive and effective working relationships with non-union personnel, bargaining unit members, and leadership. Participates in contract negotiations with represented members as part of the management team.

15. Supervise the District's part-time volunteer recruitment and retention coordinator including oversight of the student resident volunteer program and facility maintenance of the district's volunteer-staffed stations.
16. Renders prompt efficient and courteous service to promote goodwill between WFD, the public, and WFD public safety partners.

### **SECONDARY FUNCTIONS**

1. Meets with the public and other agencies to process inquiries, complaints, and concerns.
2. Attends monthly officers' meetings and delivers operational and committee chair reports.
3. Assists management team in labor negotiations.
4. Coordinate the hosting of regional training at the Woodburn Fire District.
5. Performs periodic inspections of all District facilities to ensure adequate maintenance and cleanliness.
6. Ensures effective and efficient regional emergency response coordination with WFD's mutual-aid partners.
7. Represents WFD at community events.
8. Prepares and releases information to the media for the promotion of awareness of WFD emergency response and community involvement activities and the safety of WFD residents.
9. Attends administrative and management level conferences, schools, seminars and classes related to enhancement of the position and the ability of the district to deliver effective fire and life safety services to the public.
10. Performs duties of the fire chief's office in the absence of the fire chief
11. Performs other duties as assigned by the Fire Chief

### **MINIMUM QUALIFICATIONS**

- Two-year associate degree in Fire Protection Technology (or related field) **or** 4-year degree from an accredited institution in any discipline.
- State of Oregon EMT-B certification
- Five years of paid (career) fire service experience in the performance of managerial roles **or** any non-probationary WFD company officer

- NFPA Fire Officer II and Instructor I (within 1 year of appointment).
- Must reside within 30 minutes of the district main station (within six months of employment).
- Valid driver's license and maintenance of a driving record insurable by the district's insurance provider.
- Must meet National Fire Protection Association (NFPA) standards for health and fitness.
- Must successfully pass comprehensive background checks and pre-employment screenings.

### **REQUIRED KNOWLEDGE SKILLS AND ABILITIES**

- Basic knowledge of procedures and requirements for the maintenance of the apparatus and equipment for emergency response.
- Extensive knowledge of modern firefighting, emergency medical services, and rescue principles, practices, techniques and procedures.
- Basic knowledge of fire prevention practices, techniques and procedures.
- Extensive knowledge and effective use of the incident command system in the development and implementation of an incident action plan to mitigate hazards to life, property, and the environment.
- Extensive knowledge of scientific studies from Underwriters Laboratory Fire Safety Research Institute (UL-FSRI), National Institute Standards and Training (NIST) and the ability to apply research findings in the development of training programs and the delivery of emergency response.
- Ability to read, understand and communicate effectively in English, both orally and in writing.
- Ability to efficiently and effectively utilize a wide variety of computer software in the performance of administrative duties. Ability to prepare and maintain important records and reports.
- Ability to effectively use technology in the performance of administrative and emergency response duties.
- Knowledge of effective methods to counsel, motivate and inspire others.
- Ability to foster a culture of cooperation, teamwork, and professionalism among subordinates.

- Ability to maintain professional appearance and demeanor when interacting with other District members and the public.
- Knowledge of effective methods of adult instruction.
- Ability to work independently.

### **WORKING CONDITIONS**

- The typical work schedule for this position is Tuesday through Friday from 0700-1700 hrs. Attendance at evening and weekend scheduled events will be achieved through hour flexing. Response to emergencies as command support after hours on a rotating basis is required. Off-duty emergency response is compensated by overtime, comp time, or hour flexing at the discretion of the employee.
- Must effectively perform essential job functions under stressful physical and mental conditions.
- Ability to perform the physical abilities required for the essential functions which include, but are not limited to, regular sitting, standing, and the continual ability to be mobile; frequently talk in person and over the phone both individually and to large groups; intermittently lift, carry, push, and pull, as well as extend arms, twist, turn, pivot, and otherwise move flexibly as needed in emergencies; and all other physical activities and movements as required to perform the essential functions of the job.
- Positions in this job class involve working primarily in an office setting, but exposure to adverse environmental conditions, including inclement weather, extreme temperatures, noise, dust, fumes, and other conditions may be required while performing essential and secondary functions of the position. It requires frequent travel within and outside the district. Will require working long hours. Will respond to the district on major alarms, disasters, or when required for command coverage. Climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.