

Eastside Fire & Rescue Job Description

Position Title: **Deputy Director/Deputy Chief**
Department: **Administration**
Reports To: **Fire Chief**

FLSA Status: **Exempt**
Revised: **4/2021**

Deputy Director/Deputy Chief Value Statement:

The Deputy Director/Chief is an executive level administrator and team member who demonstrates character, humility, vulnerability, wisdom, and discernment as leaders in the Agency.

Executive team members understand that our culture is the result of our behaviors, our personal commitment, our curiosity, how we collaborate, and the ways that we courageously share our perspectives and encourage others to do the same. We are committed to cultivating and preserving a culture of inclusion and connectedness throughout the agency.

We continuously strive to build trust and to influence the right things to happen, for the right reason, at the right time. Our purpose is to serve something greater than ourselves while upholding the Agency's mission and values.

Eastside Fire & Rescue's executive level administrators shall be assigned duties as directed by the Fire Chief. Job functions, KSA's, education and experience, experience, physical requirements, and working conditions may include any combination of the following as determined by the Fire Chief:

Deputy Director/Chief Job Functions:

- Maintains current knowledge and capabilities in relevant laws, regulations, codes, operations, and procedures.
- Leads, supervises, directs work, evaluates, and coaches the performance of direct reports.
- Prepares and conducts performance evaluations of subordinates in accordance with Agency policy, procedures, and standards.
- Participates in hiring, firing, and advancement decisions concerning division staff.
- Assists the Fire Chief as directed with all assigned tasks, duties, and objectives.
- Provides necessary support to the labor negotiation team.
- Acts as a confidential liaison for the Fire Chief with the Board of Directors, Board of Commissioners, and all relevant elected officials.

- Provides reports and overviews of respective divisions to the Fire Chief and the Board of Directors.
 - Oversees financial audits of the Agency by the State Auditor's Office or other outside audit firms.
 - Establishes Agency programs, priorities, and objectives within the assigned area.
 - Oversees the completion of the Agency's strategic planning process.
 - Assumes responsibility for the Agency during the absence of the Fire Chief including authority over all personnel actions as well as operational control in response to alarms as required.
 - Prepares, recommends, and implements budgets for assigned areas.
 - Assists in establishing standards for Agency divisions.
 - May be assigned outside of agency to serve in various capacities in support of the agency's overall mission.
 - Serve on Boards, Commissions and or advisory groups that represent the agency's interests or regional needs.
 - Assists the Agency in policy decisions, planning, development, and performance related duties.
 - Responds to emergency incidents, training needs, and all routine activities.
- Performs other duties as assigned.

Deputy Director/Chief Knowledge, Skills, and Abilities:

- Ability to maintain schedules, meet deadlines, and manage multiple roles with different priorities and timeframes.
- Manages change, deals with situations as they arise and works independently and as part of a team.
- Ability to coordinate with Agency leaders on various aspects of operations including personnel, duties, and assignments.
- Understands, prepares, recommends, and implements budgets for assigned areas.
- Assigns appropriate work to subordinates.
- Ability to maintain accurate records of work and other activities performed.
- Demonstrates necessary discretion, confidentiality, and independent judgment in the performance of duties.

- Ability to establish and maintain effective work relationships with others and promote effective relationships.
- Ability to be responsive to internal and external customer requests and concerns.
- Communicates effectively verbally and in writing.
- Proficiency in written and oral communications.
- Actively participates in training to remain proficient in assigned areas.
- Effectively leads employees and maintains discipline while using sound judgment.
- Continually seeks, maintains, develops, and implements industry “Best Practices.”
- Maintains a valid Washington State driver’s license and good driving record as required by Agency policy, and EVIP certification or equivalent.
- Knowledge of RCWs and Agency policy to effectively maintain records and documents.
- Knowledge of labor laws, collective bargaining agreements, and negotiation practices.

Deputy Director/Chief Education and Experience:

- AA degree in a job-related field, or any combination of education and experience as determined by the Fire Chief. Bachelor’s or Master’s degree preferred.
- Experience, or ability to learn and perform at an Executive level in the following areas: Human Resources, Fire Administration, Finance, Labor-Management relations.
- Experience in leading under stressful situations while maintaining discipline utilizing sound personal and professional judgment and control.
- Experience in the recognition and avoidance of conflict-of-interest situations.
- Growth and development measured by the ability of this position to perform duties and activities as assigned and to the satisfaction of the Fire Chief.

Deputy Director/Chief Physical Requirements:

- Must be able to see and comprehend the totality of an operation or incident; must be able to read a computer screen, and various reports, letters, documents, and training materials.
- Must be able to drive personal and Agency vehicles.

- Must be able to frequently communicate, express oneself, convey, converse, and exchange information with others either in person, telephone, or through radio; must be able to remain in a stationary position for long periods.
- Frequent movement is necessary in an office setting, in meetings, at conferences, for long periods.
- Occasionally ascends/descends stairs; occasionally positions self to reach high/low workspaces; occasionally kneels; seldom stoops, crouches, or crawls.
- Must be able to move, transport, and/or position material up to 25 pounds.
- Frequently operates a computer and other office productivity machinery (e.g., calculator, copy machine, computer printer, etc.).
- Works in an indoor office setting; occasionally required to work for prolonged periods without rest during disasters or in inclement weather.
- Must pass the Agency's pre-hire background, medical, drug screen, and psychological testing.

Deputy Director/Chief Working Conditions: Normally works a 40-hour week. The normal working hours are defined in a separate agreement between the employer and the employee. The work schedule may be adjusted to meet the needs of the Agency. Attendance at meetings, standby at incidents, and responses to certain incidents during evening hours, weekends, and holidays is an essential component of the position. The employee may be exposed to adverse weather conditions, hazardous chemicals, heat, cold, light, dark, and atmospheres immediately dangerous to life and health (IDLH). Work performed both in office and field environments. Work utilizes standard office software, hardware, and equipment.

Deputy Director/Chief General Sign-Off: The employee is required to adhere to all Agency policies, regulations, and procedures. The statements herein are intended to describe the general nature and level of work performed by employees but are not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment, and are subject to change at the discretion of the Agency.

Signature: _____ Date: _____