

**CITY OF BELLINGHAM  
JOB DESCRIPTION**

**JOB TITLE: Assistant Fire Chief: Personnel and Operations**

**DEPARTMENT: Fire**

**E-PLAN  
SG:E-UM-2  
CS:N  
FLSA:N  
EEO4CODE:OA**

**JOB SUMMARY:**

The individual in this position is second-in-command of the Fire Department and is responsible for the daily operations of the Department. Directs the activities of the Battalion Chiefs and Division Chiefs in conducting firefighting/Emergency Medical Services (EMS) and administrative operations. Assists the Chief with long-range planning, budget preparation and collective bargaining. Acts as the personnel officer for the Department. Serves as senior member of the Department's management team. Directs all activities of the Department in the absence of the Chief.

**SUPERVISORY RELATIONSHIPS:**

Reports to the Fire Chief. Work is performed under general guidance and direction and the guidance of federal and state regulations, inter-local agreements, as well as the City's municipal code, policies, and procedures and labor agreements. Responsible for daily supervision of staff officers and administrative support staff.

**ESSENTIAL FUNCTIONS OF THE JOB:**

1. Oversees and supervises the daily operations of the Fire Department. Develops and reviews Department policies and procedures. Compiles regular reports from subordinates concerning Department activities for the Chief's review. Reviews and monitors operations on a regular basis. Oversees and reviews the work of subordinate staff officers. Informs staff of operating policies and procedures.
2. Assumes full administrative responsibility for the Department in the Chief's absence.
3. Acts as personnel officer for the Department. Works closely with the Human Resources Department to ensure all ordinances, rules, policies, and collective bargaining agreements are properly enforced and interprets them for subordinate personnel. Coordinates Departmental records with the City's central record system. Conducts regular performance evaluations of assigned Battalion and Division Chiefs. Advises supervisors concerning appropriate disciplinary action when necessary. Oversees the Battalion Chiefs in determining and scheduling assignments, scheduling vacation, holidays and sick leave to ensure minimum staffing levels. Participates and advises in the hiring and promotion of Departmental personnel, including interviewing and background checks.
4. Assists the Chief with collective bargaining. Serves as a member of the City bargaining team, develops proposals and presents issues important to the Department. Researches issues in preparation for and during negotiations.
5. Represents the Chief at City government and board meetings when necessary. Serves on boards and committees in the City and County at the Chief's request.

6. Assists the Chief in preparation of the Departmental budget, budget control, long- and short-range planning, and recommends revisions in operating procedures and expenditures.
7. Supervises the purchasing, inventory control, and maintenance of facilities, equipment, materials and supplies.
8. Responds to all 'involved' emergency operations and assists in emergency strategies. May assume supervisory authority of an area of responsibility within the emergency event or assume overall command and control of the event.

**ADDITIONAL WORK PERFORMED:**

1. Attends classes, seminars, conferences, courses, trainings, etc., to maintain and improve job knowledge, emergency and non-emergency management and communication skills.
2. Performs other related work of a similar nature and level.

**PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):**

Knowledge of:

- Modern fire fighting methods, practices, and equipment, as well as fire prevention methods.
- Emergency medical services, hazardous materials, disaster mitigation, preparedness, response and recovery.
- Communication system management and 911 dispatching practices.
- All Hazard Incident Management practices.
- Departmental regulations and procedures, collective bargaining agreements and labor laws, and fire prevention ordinances.
- Non-emergency and emergency management systems.
- Layout of the city, including fire target areas, high life risk areas, etc.

Skill in:

- Using various information and communications systems and computer technology/office systems.
- Effectively supervising and coordinating the efforts of subordinates in daily and emergency conditions.
- Planning and implementing long- and short-term programs related to Departmental operations.
- Strong management skills including leadership/supervisory skills, problem analysis and decision-making, consensus building, planning and organizing, interpersonal sensitivity, management control, adaptability/flexibility, stress tolerance, and time management.
- Excellent oral communications skills for working with a diversity of personnel, public officials, and citizens.
- Excellent writing skills.

Ability to:

- Conduct self at all times in an ethical, professional and respectful manner.
- Establish and maintain cooperative and effective working relationships with citizens and stakeholders, both internal and external.
- Maintain consistent and punctual attendance.

- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Frequently communicate accurate information and ideas with others;
  - Travel between worksites may be required;
  - Occasionally transport objects weighing up to fifty (50) pounds.

**WORKING ENVIRONMENT:**

Work is primarily performed in an office setting using computer and other electronic business applications and equipment and also at emergency scenes on or off the normal workweek schedule. The emergency environment may require the use of alternative modes of communication and management/performance of hazardous tasks under conditions that require exposure to the elements, strenuous exertion with limited visibility, exposure to hazardous or toxic chemicals and gases, extremes in temperature, cramped surroundings, exposed heights, activities in and around water and/or exposure to infectious diseases requiring the use of protective equipment. It may also involve working with citizens experiencing a wide range of emotions (rage, grief, confusion, etc.) as a result of an emergency. There is a possibility of exposure to hostile and offensive language from interactions with the public.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- Five years progressive responsibility in fire or emergency management services including a minimum of three years' experience as Battalion or Division Chief or similar position as an administrative staff officer in a municipal fire department with progressive responsibility for a major function and its personnel, exercising significant judgment and authority.
- Bachelor's degree in emergency management, fire service administration, public administration or related field required.
- Current enrollment or completion of the National Fire Academy Executive Fire Officer program preferred.
- Record of successful staff and program management.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered.

**NECESSARY SPECIAL REQUIREMENTS:**

- Employment contingent upon passing a criminal convictions check and child and vulnerable adult abuse records check.
- Willingness and ability to report to an emergency scene at any time, including weekends, evenings or nights.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire. Periodic submission of a driving abstract may be required per City policy.

**PREPARED BY:** Mike Leigh  
Kathryn Hanowell  
7/84

**REVIEWED BY:** \_\_\_\_\_  
Bill Boyd  
Fire Chief

**REVISED BY:** Bill Boyd  
Kathryn Hanowell  
2/06

R. Christensen  
A. Sullivan  
10/12