



SPOKANE COUNTY FIRE DISTRICT 8

12100 E Palouse Highway, PO Box 345, Valleyford, WA 99036

www.scfd8.org

JOB DESCRIPTION

Deputy Fire Chief

Basic Function

Major responsibilities of the Deputy Fire Chief include independent action, supervision and strategic planning for programs in Fire Operations, Fire Prevention, Information Technology, Emergency Medical Services, Support Services, Training, Apparatus and Equipment Maintenance, Facilities Management, and Public Education. This work requires effective interpersonal relationship skills, sound judgment, strong communication skills, extensive managerial knowledge, effective teamwork, and independent decision making. Work is performed under the most general supervision, and is evaluated primarily on the basis of results achieved.

Reports to: Fire Chief- Chief Executive Officer

NOTE: This position is confidential in nature and is **FLSA EXEMPT**

Essential Duties and Responsibilities:

All of the following are to be performed while adhering to SCFD8 policies, procedures, and applicable state laws and procedures.

Management:

- In the absence of Fire Chief, serves as acting Fire Chief in all fire suppression, rescue, prevention, emergency medical response, hazardous materials response, emergency preparedness, and routine District operations. Works with and maintains an open line of communication with the Board of Fire Commissioners, keeping them informed in a timely fashion of all newsworthy incidents or situations involving District personnel.
- Cooperates with other staff in the management, selection, advising, evaluation, performance management, and training of staff.
- Maintains a confidential relationship with the Fire Chief and other District Senior Staff.
- Ensures compliance with all District policies and procedures.
- Represents the District to other agencies, elected officials, and the general public.
- Monitors and evaluates efficiency and effectiveness of service delivery methods and procedures.
- Responds to, investigates, and resolves public and internal inquiries.
- Conducts periodic inspections of District facilities, apparatus and equipment to ensure its proper use, maintenance, security and readiness.
- Assists with research and development of bid specifications on equipment, products and materials.
- Documents and maintains accurate records as necessary.



SPOKANE COUNTY FIRE DISTRICT 8

12100 E Palouse Highway, PO Box 345, Valleyford, WA 99036

www.scfd8.org

- Under the direction of the Fire Chief, assists in the development, negotiation and administration of personnel policies and collective bargaining agreements.
- Job duties may be reassigned and other duties assigned to support the needs of the District.

Financial Resource Management:

- Assists with and prepares budget requests, adjustments, and procedures.
- Monitors expenditures.

Staff Management:

- Responsible for effective performance management, including supervising and administrative duties such as coaching and counseling, employee evaluations, hiring, and disciplinary actions.
- Assists Fire Chief and other management in grievance procedures.
- Consults subordinate managers and supervisors regarding staff performance, effectiveness, and efficiency.
- Reports recommendations and/or concerns to Fire Chief.

Emergency Response:

- Performs Duty Chief (820) shifts as scheduled or requested. Must be familiar with incident command and the aspects of managing all types of emergency incidents.
- Responds to all manners of alarms including major emergency alarms.
- Participates in any training necessary to maintain skills required to operate as a command officer.

Knowledge, Skills, and Abilities:

- Must possess the knowledge, skills and willingness to perform administrative functions necessary to the completion of assigned duties, including the use of assigned computer hardware and software.
- Must demonstrate advanced knowledge and ability in fire, rescue and emergency medical services.
- Must have demonstrated successful experience in fire service management and supervision of an increasingly responsible nature.
- Must be capable of analyzing systems and processes to ensure efficient and effective use of resources.
- Must be capable of implementing new processes and programs in an effective and efficient manner.
- Must be knowledgeable in NFPA and Washington State fire service training and performance standards, safety and health standards and District standard operating policies, procedures and standards.



SPOKANE COUNTY FIRE DISTRICT 8

12100 E Palouse Highway, PO Box 345, Valleyford, WA 99036

www.scfd8.org

- Must demonstrate knowledge and skill which meet or exceed the requirements of NFPA 1021 (Fire Officer I and II) and 1041 (Fire Instructor I and II) professional qualifications standards.
- Must be a team builder with strong motivational and interpersonal skills.
- Must demonstrate an aptitude for adult education, motivation and training.
- Must demonstrate an aptitude for emergency incident management.
- Must demonstrate the ability to remain calm and cool during periods of extreme stress.

Qualifications

- Must possess and maintain a valid driver's license and a good driving record. A three-year driving abstract must be submitted with application and the position will be subject to periodic submission of driving abstracts during tenure of employment.
- Must be capable of and willing to work a minimum of 40 hours per week and be available to serve in a rotation as a duty officer for emergency fire and medical calls.
- Must be at least 21 years of age.
- Must have proof of eligibility for employment in the United States.
- Must undergo a criminal background check.
- Must obtain and maintain CPR/First Aid certification.
- Must be in sufficient good health and physical condition to fully perform the requirements of this position and to pass District required medical examinations to demonstrate health and fitness in accordance with minimum state medical standards for firefighters.
- Must not be drug or alcohol dependent, and a non-user of tobacco.
- Must possess a minimum of a high school education and an Associate's degree in Fire Science, Fire Command, Fire Administration or other educational equivalent or an acceptable combination of education and experience as determined by the Fire Chief and Board of Fire Commissioners. A Bachelor of Arts in Public or Business Administration is preferred. Successful completion of the NFA Executive Fire Officer Program and/or CPSE Chief Fire Officer Designation is desirable.
- A minimum of ten (10) years of progressive fire service experience and must have held a permanent position as Chief Officer for a minimum of three (3) years.
- Must obtain Washington State Hazardous Materials Incident Commander certification within one year of appointment.
- Must obtain NFA Incident Safety Officer certification within one year of appointment.
- Must successfully complete a one-year probationary period for the position.
- Must successfully complete an annual performance evaluation to include an incident management skills assessment.



SPOKANE COUNTY FIRE DISTRICT 8

12100 E Palouse Highway, PO Box 345, Valleyford, WA 99036

www.scfd8.org

Working Conditions:

Working conditions are typically in an office environment but may include exposure to physically and mentally stressful situations as well as extreme temperatures, contaminated atmospheres, adverse weather, confined areas, and similar conditions related to the emergency scene.

Physical Requirements:

Must pass and maintain District's minimum medical and health standards and physical.