

DEFINITION

This senior level professional position is responsible for and manages the department's operations functions, including supervision of the line staff, fleet maintenance and replacement, emergency readiness and response, and department facilities.

The Deputy Chief of Operations is responsible to assist the Fire Chief in general aspects of the management of the district as well as specific areas of responsibility which include, but are not limited to: fire and EMS operations, oversight of the administration of all shifts, and performing general command and management duties. The Deputy Chief of Operations works independently within the guidelines established by policy, procedure and the Fire Chief.

Work is performed in both office and field settings, usually on an 8-hour, 5-day work schedule, but requires flexibility to provide optimum contact with 24-hour shift personnel and volunteers. The Deputy Chief of Operations will respond to emergencies and assume emergency scene duties up to and including Incident Commander as required or directed. The Deputy Chief of Operations position is an exempt (non-civil service) position. The Deputy Chief of Operations must be physically able to perform work as an emergency responder in the hazard zone.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fire Chief, who reviews work to ensure conformity with fire district policy and accepted fire service practice. Exercises direct supervision over shift commanders as well as over all fire district personnel assigned to operations including both volunteer and career personnel.

EXAMPLE OF DUTIES

Duties may include, but are not limited to the following:

1. May assume responsibility for the administration and supervision of the department in the absence of the Fire Chief.
2. Plans, coordinates and supervises the overall operational activities of the fire and emergency medical services: plans, develops, and implements section goals and objectives; develops, recommends and implements approved policies and procedures; establishes schedules and methods for providing effective services.
3. Evaluates operations and activities of all shifts; develops, recommends and implements appropriate operational changes. Assists in the evaluation of volunteers. Mentors all district personnel. Treats all personnel with kindness.
4. Recommends, develops, implements and evaluates programs and special operations.

5. Plans, assigns, reviews and supervises the work of subordinates; leads staff meetings as necessary; reviews department service delivery, procedures and activities.
6. The Deputy Chief of Operations is responsible for key programs including the Health and Safety Program and acts as the Department Health and Safety Officer. He/she oversees the Department Safety Committee.
7. Assists the Fire Chief in preparing and administering District budget; participates in implementing department strategic plan.
8. Coordinates Operations section activities with other fire departments and agencies; represents the fire department at inter-agency and statewide meetings.
9. Responds to emergency incidents and may assume command of large scale and/or complex emergency situations.
10. Writes comprehensive and accurate grant applications.
11. Assists in the development and planning of recruitment, promotional processes and staff development programs.
12. Oversees the Department Apparatus and Equipment Committee.
13. Supervises the purchase and distribution of personal protective equipment, radio equipment, SCBA, medical equipment, and small tools and equipment. Oversees the equipment and building maintenance programs for the department.
14. Assists in administering the regulations, rules, guidelines, policies and procedures as set by the Board of Directors and the Fire Chief. Is responsible for the regular updating of district policy and procedure manuals.
15. Enforces rules and regulations of the department and ensures compliance with standard operating procedures; assists with review of complaints and problems related to service delivery. Works on special projects and committees as assigned by the Fire Chief. Attends and participates in various meetings, committees and task forces; represents the District in other organizational meetings as assigned by the Fire Chief. Identifies and responds to public issues and concerns.
16. Attends fire district board and budget meetings. Assumes weekend duty on a rotational basis. May work as Shift Commander. Performs other duties as assigned by the Fire Chief.
17. Attends conferences, schools, classes and other meetings to keep abreast of new developments and techniques.
18. Supervises the resident volunteer / student program and assists with volunteer recruitment and record keeping.
19. Serves as the Training Officer for the District and is responsible for coordinating training delivery and processing of applications for certification. Coordinates with the Department of Safety Standards and Training.
20. Ability to utilize current technology in performance of duties. Seeks efficiency through utilization of technology and industry best practices.

RESPONSIBILITY:

The Deputy Chief of Operations must conduct themselves in a manner that will bring credit to the fire district. They must maintain all accreditations required for the position.

They must have knowledge of current methods and techniques through training and education.

QUALIFICATIONS:

Minimum qualifications:

1. 5 years experience as command officer or above in a career or volunteer department.
2. 10 years experience as a career firefighter.
3. Associates degree in Fire Science or related field. Bachelor's degree preferred.
4. Maintain current and valid Oregon driver license.
5. Meet minimum Oregon ambulance driver requirements.
6. Fire code enforcement experience.
7. Fire cause investigation experience.
8. Fire prevention/public education experience.
9. Major incident management experience.
10. Demonstrated ability to work with volunteer and career personnel.
11. Live within the district's residence requirements as set by policy.
12. NFPA Fire Officer 2 or above.
13. Executive Fire Officer Certification desirable.
14. Possession of Hazmat Incident Commander Certification.
15. Oregon Certified EMT B or higher. Paramedic preferred.
16. NWCG Strike Team / Task Force Leader. Division Supervisor preferred.

GENERAL SKILLS, KNOWLEDGE AND ABILITIES

1. Modern firefighting, emergency medical service, fire administration and organization.
2. Fire prevention methods, principles, practices, procedures and administration.
3. Budget principles and practices.
4. State and Federal law regarding safety including safe and effective methods and practices for fire and emergency medical services.
5. Modern firefighting, emergency medical service, fire administration and organization.
6. Fire prevention methods, principles, practices, procedures and administration.
7. Budget principles and practices.
8. Has ability to exercise independent judgment in the supervision of personnel, equipment, training programs and public relations.
9. Must have thorough knowledge of all aspects of firefighting, EMS and emergency scene management.
10. Must be able to implement and formulate written and oral instructions, plans, documents, memoranda and orders.

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11. Act quickly and calmly in emergency situations and command large-scale incidents, effectively utilizing personnel and equipment under emergency conditions.
 12. Works well with subordinates, department personnel, other fire departments, other agencies and the general public. Provides quality customer service.
 13. Builds positive relationships with management staff.
 14. Develops and administers effective policies and procedures and makes effective, sound decisions.
 15. Interprets and applies Federal, State, and local laws, ordinances, regulations, policies and procedures.
 16. Assists Fire Chief to prepare annual department budget and administers/oversees assigned program budgets.
 17. Requires physical ability to perform the essential functions of the position, including, but not limited to, regular sitting, standing, walking and otherwise being mobile; frequent bending, stooping, twisting, turning, climbing, balancing, reaching and grasping; occasional lifting, carrying, pushing and pulling up to 25 lbs; all other physical activities required for the performance of the essential and secondary functions.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Candidate must be in good physical health.
2. Candidate has a thorough knowledge of all aspects of firefighting, EMS, and emergency scene tactics.
3. Candidate has knowledge of principles of policies, procedures, and standard operating guidelines.
4. Candidate must be able to implement and formulate written and oral instructions, plans, memoranda, and orders.
5. Candidate has proven skills to supervise employees and volunteers.
6. Candidate has knowledge of hazardous materials and hazardous materials release response.
7. Candidate has the ability to interpret codes, ordinances and applicable laws.
8. Candidate has the ability to exercise independent judgment in the supervision of personnel, equipment, training programs and public relations.

TOOLS AND EQUIPMENT USED

Emergency medical units, fire apparatus, fire pumps, hoses and other firefighting equipment, ladders, medical aid equipment, radios, pagers, personal computers and phones.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; walk; use hands and fingers to handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crawl, and smell.

The employee frequently must lift and move up to 10 pounds and occasionally move up to 150 pounds. Vision abilities required are close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must pass a hearing test within normal range.

The employee must meet the physical requirements as outlined in the Sisters-Camp Sherman Fire District Medical Release Form.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in offices, vehicles and outdoor settings in all weather conditions including temperature extremes during day and night. Work is often performed in emergency and stressful situations. The individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents or oils. During firefighting activities, an employee is exposed to restricted environment with temperature variance and periods of extreme physical exertion.

The employee occasionally works near moving mechanical parts and in highly precarious places and is exposed to wet or very dry conditions, fumes, airborne particles, toxic or caustic chemicals and a risk of electrical shock and vibration.

The noise level is usually quiet in the office setting and loud at the emergency scene.