BLACK BUTTE RANCH RFPD

JOB OPPORTUNITY

DEPUTY FIRE CHIEF

The Deputy Fire Chief works under the general guidance and direction of the Fire Chief and exercises supervision over department personnel directly or through subordinate personnel. The Deputy Fire Chief also performs a variety of supervisory, technical, and administrative work in the supervision and administration of fire suppression, emergency medical service, hazardous materials, fire prevention and training activities of the fire department. Is second in command of the fire district and assists the Fire Chief in general aspects of the management and command of the district as well as specific areas of responsibility that include, but are not limited to; operations, training, and personnel management.

SALARY

Range is $84,012 - $116,061 annually, paid monthly. Forty hours per week with additional hours as necessary. This position is exempt under FLSA and non-exempt under Civil Service.

MINIMUM REQUIREMENTS

Associate's degree or higher from an accredited college. Eight (8) years of experience in the fire service with a minimum of the last five (5) being at the company officer level or, eight (8) years of experience in the fire service with five (5) years *(three (3) years as a Firefighter/Paramedic/Engine Boss and two (2) years as a Captain/Paramedic/Engine Boss)* at the career level with Black Butte Ranch RFPD. Oregon Certified Emergency Medical Technician or ability to obtain within six (6) months; NFPA Certified Fire Officer 1 or higher; Strike Team/Task Force Leader qualified or higher; NFPA Certified Driver; NIMS Compliant to ICS-400; Hazardous Materials "On-Scene Incident Commander"; Maintain current and valid Class C Oregon Driver's License. *(Other equivalent certification or experience will be considered)*

ESSENTIAL DUTIES AND RESPONSIBILITES

- Supervises and coordinates the activities of company officers in the delivery of fire suppression and emergency medical operations; the planning and implementation of training; and the planning and implementation of incident command procedures.
- Assists the Fire Chief in the strategic planning and goal setting for the departmental long-range operational needs with respect to equipment, apparatus, training, and personnel; supervises the implementation of such plans.
- Assists the Fire Chief in the establishment of policies and procedures for the District in order to implement directives from the Board of Directors.
- Assists the Fire Chief in the formulation, issuance, and enforcement of departmental rules, regulations, and procedures in accordance with applicable District policies for all department members; assists with grievances, maintains departmental discipline and the general conduct of assigned personnel to the standards set forth by the Fire Chief and Board of Directors; assists in labor/management meetings with union representatives regarding department matters; assists with applicable contract negotiations.

- Assists the Fire Chief in coordinating the preparation and presentation of the annual department budget; the expenditures of departmental appropriations; and the evaluation and recommendation for the purchase of new equipment and supplies.

- Assists the Fire Chief in coordinating monthly reports to the Board of Directors regarding the department's activities, as well as a variety of other reports as appropriate or assigned, including the annual report of activities.

- Attends schools, conferences, and other meetings to keep abreast of current trends in the field; represents the department in a variety of local, county, state, and other meetings.

- Performs the duties of the Fire Chief in his/her absence; responds to alarms and may direct activities at the scene of incidents or perform the work of subordinate personnel as required.

- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the principles and practices of effective supervision and administration as it applies to the fire service; considerable knowledge of fire suppression and prevention principles, procedures, techniques, and equipment; considerable knowledge of fire and EMS training rules, regulations and requirements; considerable knowledge of fire and EMS practices, techniques, and application; considerable knowledge of other agency operations and protocols.

- Thorough knowledge of wildland and wildland/urban interface firefighting techniques

- Skill in the operation of standard fire service and EMS tools, equipment, and apparatus.

- Must conduct him/herself with a high degree of integrity and in a manner that will bring credit to the fire district; must have the ability to be both a team player and a team leader.

- Must be able to develop and organize instructional materials; ability to instruct effectively, maintain discipline, stimulate interest and command the respect of all staff, volunteers, and students.

- Must be able to utilize various types of visual aids, office equipment, computers, and computer applications effectively.

- Ability to analyze the effectiveness of departmental operations, to diagnose problems, and to correlate department activities with changing conditions within the community; ability to train and supervise subordinate personnel in the duties of their position; ability to apply standard firefighting and emergency medical techniques to specific situations; ability to act effectively and within the districts best interest in emergency and stressful situations; ability to follow verbal and written instructions; ability to communicate effectively orally and in writing; ability to establish effective working relationships with employees, other agencies and the general public; ability to perform strenuous or peak physical efforts during emergency or training activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.

- Must be available to respond to alarms and other department business off duty and assume duty officer status on a regular basis.

- Must be physically fit for fire service and EMS activities, emergency response, and be able to pass and maintain fitness standards as determined by the District.

DESIRABLE QUALIFICATIONS

- NFPA Fire Officer 2 or higher, NFPA Instructor 2 or higher, NFPA Aerial Operator, NFPA Pumper Operator, previous positive experience at the Battalion Chief Level or higher. National Fire Academy

Executive Fire Officer Certification. Bachelor's degree from an accredited college or university with an emphasis on business or other fire and EMS management-related skills. Blue Card certified.

WORKING CONDITIONS

- Work is predominately performed in an office setting. Occasionally, work is performed in emergency and stressful situations and the employee may be exposed to hazards associated with fighting fires and rendering emergency medical care, including smoke, noxious odors, fumes, chemicals, solvents, and oils. During these emergency situations, the employee works in outside weather conditions, including temperature extremes, during the day and night.

- The employee occasionally works near moving mechanical parts, in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. It is reasonably anticipated that the individual will be exposed to blood-borne pathogens and other infectious materials in the course of their duties.

- The noise level in the work environment is usually quiet, except during certain firefighting or EMS activities when levels may be loud.

RESIDENCY REQUIREMENT

- *Residency shall be within a reasonable distance of the District.*

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the functions or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

To be considered for this position, qualified candidates must submit the following:

- Application
- Attached formal Cover Letter (required)
- Attached formal Resume (required)
- Attached valid Credentials, Certifications and Licensing (if applicable)

Applicants must provide certification that they are a veteran or disabled veteran to receive veteran's preference.

PLEASE SUBMIT BY MAIL TO:

Chief Dan Tucker
PMB 8190 POB 8000
Black Butte Ranch, OR 97759

SUBMISSION DEADLINE IS: TUESDAY, MARCH 15, 2022 @ 4:00 P.M.

Black Butte Ranch RFPD is an equal opportunity employer.
