

**JOB DESCRIPTION**

**JOB TITLE:** Assistant Fire Chief/Fire Prevention

**DEPARTMENT:** Fire

**REPORTS TO:** Fire Chief

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**PRINCIPAL PURPOSE OF JOB:** Under the direction of the Fire Chief, plans, organizes and directs the activities of the department to protect life and property through fire suppression rescue and fire prevention services. Responsible for the day to day operation of the Department's fire prevention, inspection, and investigation programs, including the enforcement of City and other fire codes and ordinances. Directs the planning and implementation of inspections and investigations and ensures that all necessary records are maintained and reports generated and distributed.

**LEVEL OF AUTHORITY:** Responsibilities are performed under general direction for achievement of objectives within established policies and guidelines. Operates within defined latitude for independent judgment and decisions commensurate with demonstrated ability. Accountable for the efficient and effective performance of assigned personnel. In emergency situations performs duties, and may have responsibility for assigning and supervising employees, where quick and sound decisions must be made, and where improper assignment, decision, or action could result in serious risk of physical harm to self and co-workers, harm to other individuals, costly damage to equipment, increased property loss, increased community insurance ratings, legal liabilities and costs, or detrimental public relations. In the absence of the Chief and the Assistant Chief/Operations shall direct all department operations.

**WORK ENVIRONMENT:** The work is divided between field inspection sites and an office setting at the station or other City and community buildings. Some of the time is spent at buildings and building sites engaged in various physical investigatory activities in, under, and around the buildings, inside and outside in all kinds of weather. As necessary, time is spent responding to fire and medical emergencies as a member of the firefighting team. The environment for that portion of the job is widely diverse depending on situational demands. When driving emergency fire or medical vehicles in response to calls, must navigate all kinds of road conditions at a steady speed and reacting quickly to other drivers' response to the emergency vehicle and siren. At site of medical emergency, depending on the type of emergency, hazards potentially encountered include possible explosion of automobile or gasoline spill, broken glass, traffic passing scene of accident, difficult and dark terrain, guard dogs, needle sticks, and exposure to contagious and infectious disease, including hepatitis and HIV, requiring strict adherence to protocols for infection control. At site of fire emergency, must

perform strenuous and life-threatening work in a noisy, hot, smoky, and extremely dangerous environment, wearing heavy and hot protective gear with self-contained breathing apparatus; working on slippery roofs; crawling in dark and smoke-filled spaces such as attics; working off aluminum ladders in heat, steam, smoke, and possibility of exposed power lines; and with the potential for explosion of stored flammable gases or liquids in burning building. Depending on the site and type of fire, may be exposed to a variety of potentially deadly hazards ranging from booby traps to toxic by-products of combustion.

**ESSENTIAL JOB FUNCTIONS:** Direct the day to day operations of the fire prevention, inspection, and investigation programs for the Fire Department to ensure that the applicable fire codes and ordinances are enforced for the protection of property owners and the public.

As directed by the Fire Chief, prepare and plan that portion of the Department annual budget related to fire prevention, inspection, and investigation.

Supervise and conduct inspections of all buildings and premises to assure compliance with applicable codes and ordinances.

Supervise and conduct investigations of fires to determine the cause, origin, and circumstances. As appropriate, make sure that other agencies (such as Police, State Fire Marshal, or County Emergency Management Director) are informed where arson is suspected.

Supervise and write reports and summaries of findings for all inspections and investigations.

Supervise and prepare pre-fire plans for all major structures or occupancies where large property loss or loss of life could occur.

Maintain knowledge of applicable codes and ordinances.

Supervise and monitor implementation of the self-inspection program.

Supervise the inspection and issuing of permits, as required, for all outside fires to assure compliance with fire and air pollution codes and ordinances.

Ensure plans for all commercial, industrial, and institutional construction are in compliance with applicable fire codes.

Supervise and conduct the inspection of buildings for fire and life safety requirements prior to issuance of occupancy certificate and business license.

Assure that current, accurate, and thorough records, manual and computer, are maintained for all buildings and all fire prevention activities.

Maintain excellent public relations by using appropriate judgment, communicating courteously where deficiencies or violations exist, and helping builders and owners to determine how they can come into compliance with codes.

As necessary, coordinate activities with the City Building Inspector and the Fire Chief. Ensure all work is performed in accordance with all safety policies and procedures.

Respond to fire alarms and serve as the Incident Commander until relieved by a superior officer.

Perform all job functions appropriate to certification skill level at medical alarms.

Perform any of the job functions of any positions of a lower classification or as may be contained in the Fire Department rules and regulations.

**ADDITIONAL JOB FUNCTIONS:** May perform portions of the work of higher classified positions occasionally, as assigned.

May perform duties of similar complexity in any City department as required or assigned.

## **QUALIFICATIONS:**

### **Technical**

Must have and maintain a current and thorough knowledge of City policies, rules, and regulations and other applicable laws, ordinances, and codes pertaining to fire prevention and investigation.

Desirable to have college level work in fire prevention or administration.

Must be thoroughly familiar with the organization and function of county and state agencies concerned with the regulation and evaluation of building design, use, and safety and related investigative activities.

Must have at least five years experience as a firefighter.

Must have at least three years experience as a fire prevention officer.

Must be certified by the State of Washington in Advanced Life Support (Paramedic) or as a Washington State Emergency Medical Technician (EMT) and maintain that certification.

Must possess a valid Washington State Driver's license.

Must satisfactorily complete Emergency Vehicle Accident Prevention (EVAP) course and maintain certification.

For new hires to the City of Anacortes Fire Department, as a prerequisite for consideration for employment, must successfully complete job-related physical agility tests and the testing format prescribed by the City Civil Service Commission.

For new hires, following a job offer, must satisfactorily pass an examination by a licensed medical doctor to ensure that no physical, emotional, sensory, or mental conditions exist which could adversely affect performance of duties, personal safety, or safety of others. Also must pass physical and medical requirements of State L.E.O.F.F. Retirement System.

For new hires, must consent to investigation of background and of driving and police record prior to employment and meet Fire Department standards in those areas.

### **Physical Capabilities**

Physical strength and ability to perform intermittently very heavy labor for extended periods of time under extremely dangerous and uncomfortable conditions, often while wearing bulky protective gear, including self-contained breathing apparatus. Very heavy labor is defined as, for example, exerting force sufficient to lift and carry up to 200 pounds of body weight and occasionally as a team member to lift and maneuver onto a gurney body weight up to 600 pounds, or as necessary lift whatever weight is required to handle the emergency or rescue. Often the lifting must be done in spaces where use of correct lifting techniques is not possible.

Physical stamina and agility sufficient to perform physical activity such as climb up and down stairs, raise and climb ladders, crawl into confined spaces, wield axes, haul hose, etc., without interruption while wearing bulky protective gear.

Hearing ability sufficient, for example, to use stethoscope to assess heart and lung sounds where ambient noise is a factor, and to communicate with team members and use portable radio while wearing self-contained breathing apparatus.

### **Other Capabilities**

Ability to establish and maintain effective working relationships with other City departments, related agencies, and the general public.

Ability to direct a program and to plan, schedule, and review the work and performance of others in a manner conducive to proficient performance and high morale.

Various capabilities necessary to completing an investigation, including careful observation and analysis, interviewing, and taking photographs.

Ability to organize facts and to think in a logical, orderly manner.

Excellent communication skills, for example, to calm individuals experiencing a medical emergency, handle abusive behavior, create public trust, give and receive information on the radio under emergency situations, and provide informational presentations about the department.

Ability to read and interpret a variety of technical materials, including codes, manuals, and periodicals.

Ability to write clear and concise reports.

Computer skills sufficient to learn to use a software program for inspection file management and to generate necessary documents.

Mechanical aptitude sufficient to do basic repairs and fabrications to maintain the operation of all Fire Department equipment.

Ability to handle high level of personal stress, and to maintain composure and control of self and the situation, under a variety of adverse conditions, including verbal and physical abuse, witnessing death and critical injuries, and experiencing risk of personal harm. Must cope with situations firmly, courteously, tactfully, and with respect for all the rights of citizens.

Ability to perform duties and maintain personal conduct, attitude, and appearance that conform with strict policies, procedures, and discipline, within a “chain of command” management system.

Ability to work as a reliable team member, and establish and maintain effective working relationships with co-workers and other outside the department.

Ability to memorize and recall detail, such as names, faces, addresses, incidents, and identification of objects.

Considerable knowledge of the geography of the City and its buildings, street systems, and special areas requiring pre-fire knowledge or special firefighting techniques.

### **Use of Tools and Equipment**

Ability to operate any and all vehicles as assigned and qualified, including fire engines and mobile intensive care unit (MICU). Ability to use all apparatus and equipment as assigned, including connect and use fire hose, ladders, bars, hooks, safety belts, and rope; use power equipment, including chain saw, gas-powered circular saw, portable pump, hydraulic-powered rescue tools, portable light generator, and electric saws and drills. Use hand tools, such as axes, shovels, pike poles, piercing nozzle, self-continued

breathing apparatus (SCBA), and various small hand tools. Ability to use medical aid equipment consistent with skill and certification, in a pre-hospital setting.

**OTHER:**

As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form, both on and off the job.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or other wise to balance the work load.

Following an offer of employment, and prior to starting work, individuals must have a pre-employment physical examination by a physician designated by the City of Anacortes. The examination will be paid for by the City. Satisfactory clearance to perform essential job functions will be required for employment.