



REDMOND FIRE & RESCUE

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JOB DESCRIPTION

POSITION TITLE: Deputy Fire Chief of Operations
FLSA STATUS: Exempt
POSITION SALARY: \$132,148 – 143,036
EMPLOYEE GROUP: Senior Management Team / Non-Represented

PURPOSE OF POSITION:

The Deputy Chief manages the operations division within the district, including fire suppression, emergency medical service delivery, training, special rescue teams, and other non-emergent activities. This position performs executive-level activities such as planning, budgeting, and organizing the operation division activities. The Deputy Chief will focus on career development and succession planning of members within the district and requires strong interpersonal and communication skills and a collaborative mind-set.

Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans, and strategies that may require non-traditional methods to achieve established goals and objectives. The Deputy Chief exercises broad judgment in defining work objectives and determining methods and systems to meet objectives.

ESSENTIAL JOB FUNCTIONS:

Coordinate and supervise the overall activities of fire and emergency medical services including the delivery of training and special operations.

Ensure consistent operational practices and methods among and between shifts.

Develop and monitor Standards of Cover to meet the needs of the community in a safe, efficient, and effective manner through operational deployment response.

Assist in establishing strategic goals, service level priorities, district policies, and organization development plans.

Assist in short- and long-range district planning. Develops implementation plans for goals and objectives. Shares information to and from operations personnel to improve effectiveness of planning.

Coordinate special projects, programs and services with internal and external customers and stakeholders.

Oversee and coordinate the preparation of special reports, plans, policies, SOG's and studies.

Address citizen complaints and concerns and take the appropriate measures to ensure an expedient resolution and positive public relations.

Provide input and work closely with the Chief of Logistics in all aspects of emergency fleet equipment and communications systems maintenance and replacement.

Coordinate EMS service delivery with EMS Training personnel.

Work with Training personnel on staff development programs.

Provide succession planning counseling and plan development for individual district members. Coordinate individual plans with the Training Captain.

Participate with Human Resources in the development and planning of recruitment and promotional processes.

Work with Human Resources on personnel management and discipline. Interpret labor contracts and participate in grievance procedures. Participate in labor negotiations as part of management team.

Work in cooperation with senior management team and L3650 for the benefit of district members.

Provide strategic command during large scale and/or complex emergency incidents by managing the personnel, facilities, and equipment of the Operations Division.

Develop and administer division budget and participate and provide input into the district overall budget.

May serve as Acting Fire Chief in the absence of the Fire Chief.

Perform all other duties and tasks as assigned.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

The ideal candidate will be a proven leader backed by a history of strong leadership and management experiences. The Deputy Chief will have a strong incident command background. The Deputy Chief must maintain a high level of energy, drive, and commitment to ensure the Vision and Mission of Redmond Fire & Rescue is upheld. Three years' experience as a Battalion Chief or Shift Commander, Associate's degree in related field or a combination of experience and education as determined by the Fire Chief, NFPA Fire Officer III certification, and current or previous certification as an EMT or Paramedic. Possession of a valid Oregon driver's license or required to obtain within 30 days of hire. Must have a safe driving record and be insurable under the District's insurance provider.

Preferred Qualifications:

Operations Chief or Deputy Chief experience, Bachelor's degree in related field, National Fire Academy course experience, Executive Fire Officer graduate, and NFPA Fire Officer IV certification.

SUPERVISION RECEIVED:

Receive general direction from the Fire Chief.

SUPERVISORY RESPONSIBILITIES:

Exercise direct supervision over OPS Battalion Chiefs and training division staff.

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 job functions.

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

The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 200 pounds (while wearing protective clothing and SCBA). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

Job requires the use of computers, including word processing, data base, and internet; calculator, telephone, cell phone, two-way radio, copy machine, and fax machine. This position requires use of District vehicles and technical emergency response equipment.

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 job functions.

Work is performed in office, vehicle, and outdoor settings in all weather conditions, including temperature extremes, during day and night hours. Work is often performed at emergencies, under stressful conditions. The employee is exposed to hazards associated with fighting fires and rendering emergency medical assistance during emergencies involving smoke, noxious odors, and hazardous material

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts, is placed in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and may work with toxic or caustic chemicals. May be placed in an environment where there is a risk of electrical shock and may experience vibration. The employee may also be placed in high heat environments. Also work in a station office environment.

The noise level in the office environment is quiet and usually moderate in the field environment, except during certain firefighting or rescue activities when noise levels may be high.

Employees in this position are required to work in areas or around equipment which may meet or exceed the OSHA Hearing Conservation sound level. Employees in this position will participate in the District's Hearing Conservation Program.

This description covers the most significant duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.