

GRANT COUNTY FIRE DISTRICT NO. 8

POLICY

Effective Date: 11/12/2025

Approved by: Board of Commissioners

Replaces:

Last Reviewed Date: 11/12/2025

Also See: Employee Handbook

Last Reviewed by: Commissioners

POL 4.1.3 - ASSISTANT FIRE CHIEF JOB DESCRIPTION

POLICY: The Assistant Fire Chief position is established to provide a highly responsible officer to assist the Fire Chief in daily operations and supervision of the Grant County Fire District No. 8 (District). The major emphasis of this position shall be assisting the Fire Chief with the day-to-day operations of the District, facilities and equipment maintenance, training, and safety.

SCOPE: This policy is applicable to the Assistant Fire Chief of the District.

RESPONSIBILITY:

1. The Fire Chief shall ensure adherence to this policy.
2. The Assistant Fire Chief will adhere to this policy.

Job Summary

The Assistant Fire Chief assists the Fire Chief in the supervision of the day-to-day operations of the District and performs a variety of technical, administrative, and supervisory work in planning, organizing, directing, and implementing fire prevention, suppression, and emergency medical services according to the policies of the District to prevent or minimize the loss of life and property by fire or medical conditions. The Assistant Fire Chief is also the District Training Officer and Safety Officer.

Responsibilities

To perform this job successfully, an individual must satisfactorily perform each of the essential duties and responsibilities listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of this job.

Supervision Received

1. The Assistant Fire Chief shall report directly to the Fire Chief.
2. The Assistant Fire Chief shall accept delegated command of the District in the absence of the Fire Chief. In this capacity, the Assistant Chief shall follow the Fire Chief's job description.
3. The Assistant Fire Chief shall be required to work without direct supervision.

Supervision Exercised / Human Resources

1. Assigns personnel and equipment to such duties and uses as required
2. Establishes and maintains effective working relationships with volunteers, career staff, business and civic groups, the public, news media, and other local and state officials
3. Plans, organizes, trains, evaluates, and directs the work performance of assigned personnel
4. Serves as a member of various employee committees
5. Chairs meetings as directed, or assigns a responsible designee

Operations

1. Enforces all adopted standard operating procedures and safety standards for firefighters and EMS personnel
2. Maintains and issues equipment such as monitors, communications equipment, structure gear, wildland gear, EMS PPE, flashlights, straps, spanners, uniforms, etc.
3. Responds to alarms and may assume the position of incident commander at the scene of major emergencies as required

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4. Responds to emergency incidences during assigned crew shifts (A, B, or C shift) as Duty Officer
5. Accepts and works on special or short-term projects or assignments as agreed upon with the Fire Chief
6. Works with the Resident Coordinator making sure the Resident Program is fulfilling the needs of the District and the Residents are complying with the duties and responsibilities of the Resident Program
7. Conducts other reasonable duties as directed by the Fire Chief
8. Maintains a clean work area, including the office area and Stations

Strategic Planning & Financial Management

1. Assists the Fire Chief with plans for and implementation of fire suppression services, emergency management, and fire prevention programs to carry out the policies and goals of the District
2. With the Fire Chief, reviews District performance and effectiveness and formulates programs to correct deficiencies and promotes and oversees programs that add to District effectiveness as assigned by the Fire Chief
3. Maintains complete knowledge of the District budget
 - a. Is responsible for budget preparation and expenditure control of those BARS lines assigned to this position, including purchasing of budgeted and other approved items
4. Ensures the efficient and economical use of funds, workforce, facilities, equipment, and time

Training

1. Attends fire and EMS training drills
2. Attends continuing education conferences/seminars as needed to maintain required knowledge

Public Relations

1. Shall continually work to promote the positive image of the District and be party to no act or omission that may detract from a positive public image
2. Represents the District in a variety of meetings and committees
3. Attends scheduled Board of Commissioner meetings, and any other meetings as directed
4. Shall be the authorized representative of the District at agreed upon state, county, and local organization functions
5. Attends periodic schools, conferences, workshops, and seminars as directed by the Fire Chief to maintain a high degree of ability, knowledge, and understanding of fire service and emergency medical services methods, practices, developments, and attitudes

Training Officer & Safety Officer

1. See Training Officer and Safety Officer job descriptions for further details

Job Qualifications

To perform this job successfully, an individual must meet the minimum qualifications listed below, which are representative of the knowledge, skill, and/or ability required to perform this job.

Education/Experience

- High School Diploma or a General Education Degree (GED)

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- Previous experience working as a firefighter
- Minimum 5 years progressive supervisory experience
- Thorough knowledge of modern fire suppression and prevention
- Working knowledge of emergency medical services and resuscitation techniques
- Strong knowledge of all applicable federal, state, and local laws
- Minimum of five (5) years related experience and/or training as a Battalion Chief or an equivalent combination of education and experience

Certificates/Licenses

- Current valid Washington State Driver's License
- Washington State Emergency Vehicle Incident Prevention Program (EVIP)
- Washington State EVIP Trainer the Trainer
- Washington State Emergency Medical Technician Certification (EMT-B or AEMT) or NREMT (see EMT job description)
- IFSAC/ProBoard Firefighter II Certification
- IFSAC/ProBoard Instructor III Certification
- IFSAC/ProBoard Fire Officer II Certification
- NWCG Wildland Firefighter II (Red Card)

Preferred Certificates/Licenses/Experience

- Current valid Washington State Commercial Driver's License (CDL)
- Heavy Equipment Operator (Wildland Dozer Operator)
- NWCG Wildland Firefighter I
- NWCG Incident Commander Type 5
- NWCG Taskforce Leader (TFLD)
- NWCG Heavy Equipment Boss - Single Resource (HEQB)
- IFSAC/ProBoard Fire Officer III

Other Job-Related Requirements

- Must be eligible to work in the United States
- Must be a minimum of twenty-one (21) years of age at time of hire
- Must be able to read, write, and verbally communicate in the English language
- Ability to meet District physical standards
- Must maintain residence within a reasonable response time (agreed upon by the Fire Chief)

Tools and Equipment Used

- Fire apparatus, fire pumps, ladders, hoses, and other standard firefighting equipment
- Ambulance, emergency medical and first aid equipment
- Radios, pagers, personal computer, telephone, and cell phone
- Office equipment such as personal computer and phone

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Physical Abilities

- Frequently stand, walk, use hands to operate tools and equipment, grasp controls, reach with hands, lift and move up to 50 pounds
- Regularly speak, hear
- Occasionally sit, climb, stoop/crouch, crawl, taste, or smell, lift and move up to 100 pounds
- Clearly see 20+ feet, with or without corrective lenses and differentiate between colors (no color blindness), have depth perception and peripheral vision
- Maintain District physical standards

Mental and Other Skills/Abilities

- Adaptability: ability to adapt to changes, delays, or unexpected events in the work environment; ability to manage competing demands and prioritize tasks; ability to change approach or method to best fit the situation; must be able to respond to EMS or fire calls during normal work hours and on-call hours; must be able to respond and work appropriately in stressful situations
- Analytical Ability: ability to maintain focus for extended periods of time; ability to complete research projects with resourcefulness and persistence; ability to synthesize complex or diverse information; ability to use intuition and experience to complement existing data
- Computer/Technical Ability: **Must** have basic knowledge of computer maintenance; working knowledge of standard computer programs to include:
 - Word Processing software
 - Spreadsheet software
 - Accounting software
 - Internet software
- Dependability: ability to follow instructions, both in written and verbal format; ability to respond to management direction; ability to complete tasks on time or notify the appropriate person with an alternate plan when necessary
- Interpersonal Skills: ability to maintain satisfactory relationships with others; provide excellent customer service; possess a good overall understanding of appropriate human relations; ability to treat others with courtesy and respect
- Judgment: ability to make prudent and timely decisions; ability to exhibit sound and accurate judgment; ability to explain reasoning for decisions
- Language Ability: ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; ability to write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
- Mathematical Ability: ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent to draw and interpret bar graphs
- Motor Coordination: the ability to coordinate eyes, hands, fingers, and feet accurately and handle precise movements

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- **Problem Solving Ability:** ability to identify and/or prevent problems before they occur; ability to formulate alternative solutions to problems when necessary; ability to transfer learning from past experiences to new experiences of similar nature
- **Quality Management:** ability to complete duties, on time and with absolute precision, at least 95% of the time; ability to edit the accuracy and thoroughness of one's work as well as the work of others; ability to constructively apply feedback to improve performance; ability to generate ideas to improve and promote quality in work
- **Reasoning Ability:** ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- **Supervisory Skills:** ability to carry out supervisory responsibilities in accordance with District policies and applicable laws; applicable supervisory responsibilities include:
 - interviewing, hiring, training, and coaching employees
 - planning, assigning, and directing work
 - reviewing performance
 - appraising/disciplining employees when necessary
 - addressing complaints and questions and resolving problems

Workplace Environmental Conditions

- **General Work Environment:** work may be performed in various settings such as an office, vehicle, or outdoors
- **Noise Conditions:** exposed to constant or intermittent sounds at a quiet to loud level depending on the duties being performed
- **Heat:** subject to high temperatures due to either outdoor weather conditions, including humidity, or while responding to and working to suppress fires
- **Cold:** exposed to low temperatures due to outdoor weather conditions including rainy, wet, icy, and/or snowy conditions
- **Injury Exposure:** exposed to workplace hazards while responding to and working on emergency and fire calls
- **Atmospheric Exposures:** exposed to dusts, fumes, smoke, vapors, or mists, toxic, or caustic chemicals; risk of electrical shock; vibration; may work in high, precarious places; may work near moving mechanical parts

NOTHING CONTAINED IN THIS JOB DESCRIPTION OR ANY OTHER WRITTEN POLICY OF THE DISTRICT IS INTENDED TO BE PART OF ANY EMPLOYMENT RELATIONSHIP OR CONTRACT. THIS JOB DESCRIPTION FOR THIS DISTRICT. ANY OTHER WRITTEN POLICIES OF THE DISTRICT ARE MERELY STATEMENTS OF DISTRICT POLICY AND DO NOT AMOUNT TO PROMISES OF SPECIFIC TREATMENT. FURTHERMORE, THE DISTRICT RESERVES THE RIGHT TO MODIFY THE AFOREMENTIONED JOB DESCRIPTION AND DISTRICT POLICIES AT ANY TIME.