CITY OF PULLMAN, WASHINGTON
CLASS SPECIFICATION

FIRE OPERATIONS OFFICER 3108

GENERAL PURPOSE:
Performs managerial and administrative work as the operations officer in the Fire Department. Assists the fire chief with program planning in the areas assigned, implements plans, directs through six shift officers, and evaluates activities such as fire suppression, departmental training program, reserve program, technical rescue, emergency medical services, and hazardous materials response.

CLASSIFICATION SUMMARY:
The Fire Operations Assistant Chief is responsible for managerial and administrative work as the officer in charge of fire suppression, emergency medical services, hazardous materials and technical rescue in the city's fire department. The incumbent may participate in labor negotiations as a member of the management team and assists the civil service chief examiner/secretary with recruitment and selection activities. The Assistant Chief - Fire Operations Officer manages the day-to-day activities of six shift officers and serves as chief of the department in the absence of the Fire Chief. In the absence of a shift captain, the Assistant Chief may take command of paid firefighters and reserves at the station and at the scene of a fire or emergency. As an exempt management position, the normal work week is forty hours. The Assistant Chief - Fire Operations Officer reports to the Fire Chief who reviews work through discussion and reports of the status and results of program activities, the state of readiness of equipment and personnel on the shift, and the attainment of operational goals and objectives.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plans, develops, organizes, assigns, directs, and evaluates department operations with the assistance of subordinate officers, with respect to equipment, apparatus, and personnel to keep loss of life and property due to fire and other emergencies at a minimum; conducts performance evaluations of fire captains and reviews captains' and lieutenants evaluations with the fire chief; reviews and comments on captains' and lieutenants' evaluations of firefighters.

Participates in the preparation and administers specific portions of the fire suppression, EMS annual budget, and coordinates annual training budget items with the training officer under the general policy guidelines established by the fire chief; participates as a member of the management team, in the development and coordination of department programs; purchases supplies and equipment; conducts periodic checks during the budget year to ensure compliance with budgetary requirements.

Supervises the activities of assigned personnel; in the absence of adequate staffing, may drive and operate fire and emergency apparatus and equipment; responds to emergencies as directed by the Fire Chief.

In the absence of the fire chief, is assigned responsible control of the department and performs the duties of the fire chief.

Coordinates monthly subordinate officers' meetings to monitor progress towards department goals and objectives; conducts quarterly reserve firefighter meetings.

Attends fire service conferences and conventions and other educational meetings to recommend improvement in existing or development of new department programs.

Assists the civil service chief examiner/secretary in the development and administration of firefighter recruitment and testing, and captain and lieutenant promotional examinations, in accordance with civil service regulations to maintain the efficiency, currency, and readiness of the city's fire service and to improve the department.

Participates in union negotiating sessions, as a member of the management team, to serve as a resource person on fire service matters; assists in interpretation and administration of union contracts.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

Maintains the department's apparatus records and assigns relief apparatus for replacement when necessary.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

SELECTION FACTORS:
(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:
- Management and supervisory principles and practices;
- Principles, practices, procedures, and equipment used in fire suppression, inspection, prevention, emergency medical services, and hazardous materials response, and technical rescue.
- Laws and codes in the field of suppression, prevention, inspection, investigation, emergency medical services, and hazardous materials, technical rescue.
- Fire training programs and practices;
- Fire behavior and principles of hydraulics;
- State of Washington Civil Services laws and regulations, and recruitment and selection procedures;
- State of Washington public employer-employee labor laws, and labor negotiations and contract administration procedures.

Ability to:
- Plan, direct, coordinate, motivate, and evaluate the work of fire captains;
- May participate in labor negotiations, to effectively represent management, to protect management's rights, and to interpret and apply union contracts;
- Assist in the development and management of department budget in a cost-effective manner;
- In conjunction with department training officer assure an efficient and effective training program.

- Establish and maintain effective working relationships with the fire chief, training officer, prevention officer, fire captains, fire lieutenants, department employees, and the public;
- Express ideas clearly and concisely, orally and in writing;
- Reason and react quickly and calmly in emergency situations;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Write clear, concise, and comprehensive reports;
- Physically perform the essential functions of the job;
- Possess and maintain a valid Emergency Medical Technician certificate.

MINIMUM QUALIFICATIONS:
(Persons applying for a position of this class should have any combination of the following experience and training.)

Five years total and three years of fire service experience in a supervisory or command position in a fire protection agency; or substituting successful completion of college level course work or training in business or public administration, fire science, or a related field for up to one year of the fire services work experience; or any equivalent combination of experience and training. Possession of valid driver's license and safe driving record.

TOOLS AND EQUIPMENT USED: Emergency aid motor vehicles, emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, personal computer, phone.

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 performed primarily in an office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. 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 and oils.

The employee occasionally works near moving mechanical parts and 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. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a 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.

FLSA Class: Exempt
Adopted: 2/95 Revised: 6/99, 08/01, 12/01, 8/06