



Benton County Fire District #1

JOB DESCRIPTION

Job Title:	Deputy Chief	Position Type:	Career Exempt
Reports To:	Fire Chief	Level/Salary Range:	Personal Service Contract
Fitness Level:	Moderate		

Job Description

Basic Function: Directs and administers Fire District Operations. Responds to emergency incidents and fulfills any command function as needed. Assure that District Policies and Procedures are implemented in all areas of responsibility. Act as the agency Health and Safety Officer.

Duties and Responsibilities:

- Responsible for planning, directing and managing day-to-day activities of assigned operations personnel and programs as assigned.
- During the absence of the Fire Chief, assumes full responsibility for overall department operations.
- Serves as the agency Health and Safety Officer and chairs the Safety Committee.
- Assist in the preparation of and authorize purchases within the annual budget.
- Maintains appropriate records as required by law or under direction of the Fire Chief.
- Review and update SOGs in accordance with updated policies.
- Assigns duties, evaluates performance and ensures compliance with policies and procedures of the fire district.
- Physically participate in fire suppression and emergency command activities as needed.
- Responds as a Duty Officer per the current duty officer rotating schedule.
- Attend and participate in professional meetings and participate in regional work groups as requested by the Fire Chief. Attend workshops and trainings as needed outside regular business hours.
- Supervises shift captains and battalion chiefs.
- Provides highly responsible and complex administrative support to the Fire Chief.
- Works with and mentor subordinate leaders.
- Capable of assuming any command function on a Type 4 incident.
- Maintains standards of performance, training, and physical standards to meet the requirements of Fireline Qualification.
- Participate in the development and management of the District's Strategic Plan.
- Ensure that all apparatus, equipment, facilities, and property are in compliance with the law and District standards and policies.
- Responsible for the safety of all personnel assigned.
- Coordinate district activities with other agencies, prepare staff reports and represent the district in a positive and professional manner.
- Promote a positive work environment.
- Communicate effectively both orally and in writing. Effectively use all forms of communication using concise and understandable methods.
- Operate modern office equipment and personal computers including Microsoft Office Suite and Microsoft Outlook Email and calendar.
- Pursues professional development opportunities.
- Monitor and evaluate performance of subordinates.
- Review and distribution of memos, announcements, and notifications.
- Attends District All-Officer meetings.
- Performs additional duties as directed by the Fire Chief or designee.
- Assist/direct promotional and hiring testing processes.

Organizational Relationship:

Reports to: Fire Chief

Receives Organizational Correspondence from: Fire Chief, Battalion Chiefs, Other District Administrative Personnel

Authority:

- Oversee all components of the agency's operations:
 - i. State and Federal requirements
 - ii. Regular evaluation of changing standards and standards.
- Assume command of incidents as appropriate or needed.
- Manages and directs actions and activities of assigned personnel.
- Initiates discipline or commendations per district Policy and Procedures.
- Assign tasks and functions to assigned personnel.
- Assist personnel in growth and development to achieve their goals.
- Responsible for all functions of the agency Health and Safety Officer

Prior to Appointment:

General Knowledge of:

- District policies, procedures, and standards.
- Regulatory requirements applicable to emergency response.
- Administrative principles and practices of fire department administration, program development, implementation, and evaluation. Project management principles and supervision of staff either directly or through the chain of command.
- Operation, use, and maintenance of Fire District equipment and apparatus.
- Hazardous materials incident response.
- Medical emergency response (including MCI).
- Fire investigation concepts.
- Safety issues.
- Incident Command System.

Proficiencies:

- Read, write, and speak in the English language
- Fire suppression tactics and techniques.
- Oral and written communication.
- Current computer applications utilized by the Fire District.
- Report preparation.
- Time management and organization.
- Personnel development.
- Budget development.
- Meeting management.
- Counseling.
- Work within a leadership environment based upon servant leadership style.

Specific Qualifications Prior to Appointment:

- 10 years of progressively responsible experience in Fire/EMS
- 5+ years in a leadership position with a combination or fully career agency
- Preferred: Bachelor's degree in Fire Administration, Emergency Management, Leadership, Business, or other related field, or: equivalent combination of education and experience that clearly demonstrates the knowledge, skills, and abilities required for the position
- Maintains a Moderate level of fitness
- Valid Washington State Driver's License with satisfactory driving record
- Certifications/Qualifications.
 - IFSAC/Pro-Board Fire Officer II
 - IFSAC/ Pro-Board Fire Instructor I
 - NWCG STEN/TFLD or higher
 - NWCG ICT4 or higher
 - EVIP Certification
- Courses
 - Incident Safety Officer (ISO)
 - Hazardous Materials On-Scene Incident Commander
 - ICS 400

Within First Year of Appointment:

- Courses
 - Health and Safety Officer (HSO)
 - Completion of the NFA Leadership Series

Other Special Requirements:

- Reside within five (5) ground-miles of the Fire District Boundaries

Approved By:		Date:	
Last Update:	RPN: August 7, 2026		

