

RIVERSIDE FIRE AUTHORITY

CLASSIFICATION DESCRIPTION

JOB TITLE: ASSISTANT CHIEF of OPERATIONS & TRAINING

REPORTS TO: FIRE CHIEF

DATE: 07/2026

GENERAL FUNCTIONS / POSITION PURPOSE:

The Assistant Chief of Operations & Training shall perform the following functions:

1. Provide leadership and oversight of the Authority's Operations and Training sections.
2. Effectively supervise assigned personnel and manage Authority programs including, but not limited to services and operations, personnel training, communications systems, fleet & equipment, and facilities.
3. Assume command of the Authority in accordance with policy and operating guidelines.
4. Respond to emergencies, and perform fire and EMS services that are necessary to bring the emergency under control;
5. Fulfill the duties of Incident Commander or other ICS positions and ensure effective and safe emergency actions at the scene of emergencies.
6. Fulfill the responsibilities of the Fire Chief on an interim basis during his/her extended sick leave, vacation or other vacancy.

This position is a confidential management position and is non-union.

JOB DUTIES AND RESPONSIBILITIES

Essential Functions:

- Employ leadership and management principals to achieve program goals.
- Develop and implement a full spectrum of personnel training and education programs that align with Authority goals and objectives.
- Provide direct supervision for subordinate officers and program coordinators.
- Evaluate the performance of assigned personnel and provide counsel for their on-going professional development.
- Enforce Authority policies, rules and regulations and recommend or take corrective actions in accordance with policy.

- Receive and process a variety of employee complaints/concerns.
- Receive and process complaints and concerns from citizens, and the recipients of Authority services.
- Assist in the recruitment, hiring and retention of full-time and volunteer personnel.
- Ensure the objectives and goals for assigned areas are met.
- Participate in Labor Management activities and Collective Bargaining.
- Assist in the development of the budget. Administer assigned areas of the budget and maintain accurate records of expenditures and revenue.
- Oversee quality assessment and improvement programs.
- Participate in Master/Strategic planning processes.
- Participate in Authority meetings including those of the Board of Fire Commissioners, career staff, and volunteers.
- Assist with the development and implementation of Authority policies and procedures. Monitor existing policies and procedures for appropriateness and accuracy and update as needed.
- Develop, implement Authority programs, projects and activities and monitor their compliance with Authority policies, procedures, rules, regulations and applicable Federal, State and local laws.
- Maintain effective working relationships with other emergency service providers, county, city and state authorities regarding Authority issues and services.
- Maintain a communicative and respectful relationship with members of the public and the Authority.
- Participate in community development meetings with city and county officials as a representative of the Authority on proposed development projects, standards and regulations that may affect the Authority.
- Ensure that the Fire Chief is properly informed of issues affecting the Authority.
- Plan, organize and direct the Authorities emergency management programs. Including continuity of operations, emergency coordination, recovery, and prevention programs.

- Maintain accurate records of Authority activities and prepare reports as required or requested.
- Other duties as assigned

AUXILIARY JOB FUNCTIONS:

Maintain proficiency by attending training conferences, meetings and meeting with others in similar areas of responsibility. Attend a variety of public and professional forums representing the Authority.

JOB QUALIFICATION REQUIREMENTS:

Associate Degree or greater in Fire Science and/or Fire Administration or closely related field is preferred.

Any combination of skills, knowledge, experience and education that demonstrates competence to perform the essential functions may be considered in lieu of higher education for evaluating candidates during the recruitment and selection process.

A minimum of 10 years of progressive fire service experience is required, with at least 5 years serving as a Lieutenant or above.

The Assistant Chief of Operations/Training must possess a thorough knowledge of fire services administration, fire suppression, and EMS programs. They must demonstrate proficiency in incident command and disaster management. Knowledge of personnel management practices, collective bargaining, public budgeting, federal, state and local laws affecting areas of responsibility, risk analysis and safety programs.

SPECIAL REQUIREMENTS / LICENSES:

- Continuously possess a valid/unrestricted Washington State Driver's License
- Current EVIP - Emergency Vehicle Incident Prevention Endorsement
- IFSAC FF II
- IFSAC Fire Officer II
- NFA Incident Safety Officer
- IFSAC Instructor II
- Emergency Medical Technician- Basic
- Blue Card Hazard Zone Management
- HazMat On-Scene IC
- NWCG FF2 or higher
- ICS 100, 200, 300, 400
- Reside within 20 minutes of Station 1 or 2 for participation in Duty Chief program
- Must pass criminal history and drivers licensing background check and maintain satisfactory record during course of employment.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to stand, kneel, reach and manipulate objects, tools or controls. The position requires mobility and the ability to operate firefighting, rescue, and EMS equipment. Duties involve moving objects and materials weighing up to 30 pounds on a regular basis and will require moving adult individuals, fire hose and fire/rescue equipment, which will weigh over 100 pounds more than once per day. Must be able to fulfill the respiratory standard requirements of 2 in 2 out for on-scene operations. Manual dexterity and coordination are required while operating equipment such as motor vehicles, EMS, rescue and fire suppression equipment, etc.

WORKING CONDITIONS:

Most work occurs under fire station/indoor working conditions, additional work is performed at medical/fire/rescue/training sites with exposure to fire, smoke, and typical hazards and noise levels associated with emergency operations and may require hearing protection.

SUPERVISORY RESPONSIBILITIES:

Responsible for assigned career and volunteer personnel and programs.

SUPERVISION RECEIVED:

The Assistant Chief of Operations & Training works under the direction and authority of the Fire Chief.

WORK HOURS:

Approximately 40 hours per week during normal business hours. Work hours may be extended or modified due to training course requirements, training course instruction, emergency incidents, meetings or extended situations including disaster response. Participation in after normal business hours department activities and the on-call Duty Chief program.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

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