

BAINBRIDGE ISLAND FIRE DEPARTMENT

Job Description: Chief of Operations

Official Job Title: Chief of Operations

Classification: Salaried, non-union, exempt (not overtime eligible)

Rank: Assistant Chief

Reports To: Fire Chief

Date Adopted: June 24, 2026

Salary Range: \$184,140-\$204,600

Benefits: Standard medical, dental and retirement package

Major Function and Purpose:

Responsible for the planning, coordination, and execution of all emergency response operations, including deployment, staffing, incident command systems, and operational readiness. This position serves as the Department's primary authority on emergency operations and ensures effective service delivery.

Reporting Relationships:

The Chief of Operations reports directly to the Fire Chief. The Chief of Operations is the second highest-ranking officer in the Department.

Supervision Responsibilities

This is a supervisory position. The Chief of Operations directly supervises the shift Battalion Chiefs, Chiefs of Training and EMS Divisions, and other assigned personnel on a day-to-day basis, developing annual goals and objectives and monitoring progress on a continual basis. The Chief of Operations provides direction and leadership to employees in all assigned program areas. May be assigned by the Fire Chief to act in the Fire Chief's capacity during the Fire Chief's absence.

Essential Job Functions

- Directs emergency response operations and staffing across all hazards.
- Evaluates and ensures readiness, staffing, and operational effectiveness.
- Provides strategic direction and oversees the Chiefs of the Training Division and EMS Division.
- Oversees shift Battalion Chiefs and line personnel.
- Develops, maintains, and implements operational policies, procedures, and standards.
- Evaluates and implements action to ensure compliance with applicable local, state, and federal laws pertaining to operations.
- Make real-time operational decisions without prior approval.
- Participates in incident command at major incidents.

- Oversee deployment models and resource allocation, including coordination of mutual aid and regional response systems.
- Compiles and manages operations-related budget.
- Oversee hiring and promotional processes for suppression positions.
- Attends Board of Fire Commissioner meetings, as directed by the Fire Chief.
- Represents the Department at outside meetings pertaining to operational readiness and emergency response.
- Participates as a member of the labor-management team.
- Mentors and evaluates personnel, including recommendation and administration of applicable discipline.
- Commits to continuing education efforts (college, certifications, conferences, etc.) in job-related field to maintain knowledge on industry trends and best practices.
- Performs other duties as assigned.

Qualifications:

(1) Required Qualifications:

- 10 years progressive fire service experience.
- 5 years of progressive experience in a fire command position, e.g., Battalion Chief, Assistant Chief or Chief of Operations rank and/or company officer with program management experience, or as approved by the Fire Chief.
- A bachelor's degree in fire or business administration or related field or a combination of education and experience as approved by the Fire Chief.
- Proven incident command experience at emergency scenes.
- Excellent communication skills and the ability to work effectively with diverse individuals and groups including staff, volunteers, public officials, and citizens.
- Skill in managing personnel, work programs, projects, and budgets and in achieving results.
- Experience in the use of Office 365 software applications and integrated database programs.
- Valid Washington State Driver's License, proof of current insurance, and the ability to be insured by the Department's insurance provider.
- Must be a U.S. citizen or eligible to work in the United States.

(2) Desirable Qualifications:

- A graduate degree from an accredited institution in a related field and/or completion of the National Fire Academy Executive Fire Officer Program (EFO).

(3) Other Qualifications:

Prior to receiving a final offer of employment, a selected candidate must pass a comprehensive background check, medical examination, and a psychological suitability profile test.

(4) Personal Attributes:

This position requires a mature, self-confident individual who has the interpersonal skills to work well with all members of the organization and the general public. The individual is expected to actively engage in-person with Department members. The individual is expected to work with limited supervision, demonstrate initiative on projects, and show a willingness to learn new information, be a problem solver, and exercise good judgment. The individual must be able to:

- maintain their emotional self-control in all situations;
- accept advice and coaching from others, follow rules and regulations, and adapt to changing working conditions;
- convey a positive, professional attitude and contribute to the general well-being of the Department;
- embrace the mission and core values of the Department; and
- continue the individual's education and apply new ideas and techniques.

(5) Continuing Education or Certification Requirements:

Ability to obtain and maintain required certification through continued education or testing as required by the Fire Chief.

Working Conditions and Other Information

Working conditions are typically in office or meeting environments. Desk work or computer terminal work may be for extended periods of time. Will be required to be available 'on-call' outside of normal working hours to respond to emergency incidents as per Department policy. At emergency incidents, the Chief of Operations may assume overall command or fill necessary positions. Due to the nature of firefighting and emergency service work, the Chief of Operations will be exposed to potential hazards, e.g., extreme heat and smoke, unstable structures, live electrical lines, toxic gases and blood borne pathogens. Therefore, the Chief of Operations is required to use protective clothing and equipment.

Chief of Operations must have the overall stamina and ability to perform moderate physical activity. Vision must be sufficient to perform all duties. Corrective lenses may be utilized. The candidate must be able to hear alarms and have the ability to audibly identify the presence of a danger or hazard.

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