

**POSITION:** Portland Airport Fire & Rescue Assistant Fire Chief

**SALARY:** \$98,224.00 - \$155,068.00 Annually

**OPENING DATE:** 04/29/22

**CLOSING DATE:** 05/22/22 11:59 PM

**GENERAL INFORMATION:**

Portland International Airport (PDX) is committed to ensuring the safety of the airlines, airport businesses and visitors. The Fire Department manages the Aircraft Rescue Fire Fighting (ARFF), Paramedic, Structural, Training and Inspections, and Water Rescue emergency programs at PDX. The role of the Assistant Fire Chief will perform management and oversight of day to day operations of the fire department to ensure effective emergency response, seamless implementation of department programs, policies and initiatives in alignment with the Fire Chief. This role is an integral part of ensuring compliance of all department programs including FAA, ARFF, EMS Inspections, Fire Prevention, Training and Safety Programs.

This individual will have strong leadership skills, excellent problem-solving skills and be an exemplary communicator who understands and wholly embraces the value and importance of diversity and inclusion and advancing practices, strategies and policies that achieve equitable outcomes and share prosperity with our community, especially those populations that have not historically benefited from the Port's actions.

**NOTE:** The Port of Portland is committed to ensuring the health and safety of our employees and community. As part of this commitment, all Port employees are required to be fully vaccinated against COVID-19 or have an approved medical or religious exception and accommodation as a condition of employment. **Candidates must provide proof of vaccination or have an approved exception and accommodation prior to beginning work at the Port.**

*\* This position is classified as FLSA exempt, therefore it is not eligible for overtime compensation for hours worked in excess of a 40-hour work week*

**SUMMARY OF ESSENTIAL RESPONSIBILITIES:**

- Provide daily direction, support and supervision to the Training and Inspection Battalion Chief to ensure programs are in compliance as prescribed by department procedures, FAA regulations, Oregon Department of Public Safety & Security requirements.
  - Ensure fire inspection and fire prevention requirements are met.
  - Ensure the appropriate level of training and certification among staff.
  - Assist in setting short term training plan in concert with Fire Chief's medium and long term plan.
- Provide direction and supervision for the 24-hour shift emergency response Battalion Chiefs.
  - Ensure shift Battalion Chiefs maintain consistent leadership principles and apply and adhere to policies and emergency response procedures in a uniform manner, including maintaining accurate departmental records.
- Assist the Fire Chief with administering daily department operations, including:
  - Performance and statistical data analysis.
  - Resource planning.

- Liaison between fire personnel and the Fire Chief.
- Soliciting input and requests for the annual budget preparation.
- Setting and managing Battalion Chief financial expenditures.
- Matters related to personnel and discipline.
- Maintain and update department policies as needed.
- Assist with oversight of promotional exams.
- Writing specifications, equipment orders, and purchase requests.
- Develop new operational, administrative and inventory control procedures.
- Oversight and management of software/technology platforms and Training for Computer Aided Dispatch (CAD), Mobile Data Terminals (MDT) and RMS data capturing system and personnel assigned to those duties.
- Assist and/or assume incident command of all aspects of firefighting and rescue operations at Portland Airport Fire & Rescue as needed.
  - Direct other agencies assisting in these operations.
  - Oversee effective performance of firefighting and emergency operations.
  - Respond to emergencies, makes decisions, and adjust to emergency situations, utilizing good judgment, and as outlined in unit procedures.
  - Assist Incident Commander by effectively controlling and supervising all of the agencies involved in an aircraft emergency or natural disaster at Portland International Airport (PDX).
- Oversee all Portland Airport Fire & Rescue department operations in the absence of the Fire Chief.

#### **MINIMUM REQUIREMENTS/SKILLS AND ABILITIES:**

- Course work or experience equivalent to a degree in Fire Science, Business Administration, or related field or the equivalent combination of education and/or relevant experience.
- Minimum of eight (8) years' of progressively responsible experience (such as experience as a battalion chief, operations chief, or other responsible supervisory position) in the operation and management of an airport fire department or a municipal fire department is required.
- Experience at a municipal airport fire department or command experience in airport ICS structure is preferred.
- Must have working knowledge of the following:
  - Firefighting and suppression equipment and safety practices.
  - Emergency medical and rescue principles and practices.
  - Emergency medical service and emergency rescue principles and practices.
  - Fire and emergency equipment.
- Experience with airport firefighting apparatus is preferred.
- Advanced knowledge of personnel management, leadership skills, planning, project development, problem solving and decision making.
- Aware of fire science trends and advances in firefighting and fire prevention skills and technology.
- Knowledgeable of safety practices involved in fire suppression and firefighting and emergency rescue.
- Proficient with personal computers, specifically RMS software and computer aided dispatch (CAD) programs, word-processing and spreadsheet software.
- Ability to obtain and maintain a valid state driver's license required.
- Required to obtain and maintain a valid PDX secured area security badge as a condition of employment.

#### Skills and Abilities:

- Demonstrate the Port's commitment to valuing differences among individuals and a passion for being inclusive.
- Make effective decisions on operational day to day issues and under stressful conditions.
- Effectively and efficiently exercise firefighting and emergency response duties and knowledge of all related equipment.
- Provide positive leadership and promote effective teamwork while showing the utmost respect for others and is a proven team player.

- Ability to understand and apply administrative policies and procedures.
- Communicates clearly in writing and orally using both technical and non-technical language.
- Able to maintain good communication within the Fire Department as well as internal and external stakeholders.
- Willingness to assist with formulating, recommending, and channeling directives.
- Apply basic Port of Portland management principles.

## **ADDITIONAL INFORMATION:**

- **Safety:** The Port promotes safety as a guiding principle and practice in accomplishing work by complying with safety and health policies and procedures and consistently seeking improvements that support operational excellence.
- **Diversity and Inclusion:** At the Port, we don't just accept difference; we value and support it to create a culture of inclusiveness and fun. We are proud to be an Equal Opportunity Employer.
- **EEO/Affirmative Action Policy Statement:** The Port of Portland is dedicated to maintaining and improving a work environment, which extends equal opportunity to all individuals, regardless of their race, color, sex, age, religion, national origin, marital status, veteran status, disability or sexual orientation. Employment decisions shall be made in such a manner as to further the principle of equal employment opportunity and to comply with state, federal and local laws. We affirm through this policy statement our continuing commitment to the principles of nondiscrimination and affirmative action.
- **Veterans Preference:** Under Oregon law, qualified veterans may be eligible for veterans preference when applying for Port of Portland positions. If you are a veteran and would like to be considered for a veterans preference for this job, please provide the qualifying documents as instructed during the application process.
- **Background Checks and Drug Testing:** The Port of Portland will conduct background checks and/or drug tests for positions where such tests are required by regulation and for other safety-sensitive positions.
- **ADA Accommodation:** Accommodations will be considered for applicants or candidates with a qualifying disability that prevents them from participating in this process. Accommodations will be made where the Port can reasonably do so without imposing an undue hardship on the business or compromising the integrity of the recruitment process. An applicant with any disability who believes that they need an accommodation should contact Human Resources at 503.415.6000

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.portofportland.com/Careers>

Position #01531  
PORTLAND AIRPORT FIRE & RESCUE ASSISTANT FIRE CHIEF  
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7200 NE Airport Way  
Portland, OR 97218  
503-415-6000

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## **Portland Airport Fire & Rescue Assistant Fire Chief Supplemental Questionnaire**

- \* 1. Briefly explain how you are uniquely qualified for this position.
- \* 2. Do you have experience with airport firefighting apparatus?  
 Yes    No
- \* 3. Do you have command experience in airport ICS structure?

\* Required Question