

Job Descriptions

Fire Chief

ADM-21-1

Section: Administrative
Effective: December 3, 2001
Revised: August 4, 2020
Reference: San Juan County Fire District # 4

JOB TITLE: FIRE CHIEF

JOB SUMMARY:

Under the direction of the Board of Fire Commissioners, the Fire Chief shall be responsible for the administration, operations, and functions of all Fire District activities, personnel, equipment, properties, assets, and liabilities. This requires a broad knowledge and a thorough understanding of modern emergency services administration, personnel management, fire and accident prevention, and fire and EMS training. In addition to administrative responsibilities, the Fire Chief may be expected to direct and supervise activities at emergency incidents. The Fire Chief shall be the executive officer of the Department and as such be an exempt employee and perform the following duties.

The position of Fire Chief is considered full time and exempt from the Fair Labor Standards Act FLSA.

The Fire Chief for our citizens and visitors requires a dedicated and highly responsible professional to provide leadership to our volunteer EMTs and Firefighters. This position works a schedule of Monday through Friday, with office hours from 0900 to Noon and 1300 to 1630, excepting Holidays. However this position is FLSA exempt and there is an expectation of attendance at meetings outside these hours, participation in drills & trainings and visibility and participation in the Lopez Island Community. The Fire Chief is provided with a District vehicle for official duties.

SPECIFIC DUTIES:

Communicate and articulate through words, deeds and actions the District missions, goals and objectives, values, standards and customer service philosophy to staff and members of the department and the community.

Plan, organize and direct the activities and programs of the Fire Department according to established District Policy and Standard Operating Guidelines, state and federal laws and rules and procedures of contract jurisdictions; develop, implement and coordinate Fire Department activities, operations and programs.

Develop, establish and implement policies, rules, regulations and general orders; communicate with the public; develop and implement training and educational materials and programs for individuals, community groups, citizens, department members and staff.

Prepare and develop the preliminary budget; supervise and control expenditures; assure compliance with established fiscal policies of the District.

Respond to major all-hazard emergency incidents, to include inter-agency incidents, and assume or delegate command, or serve in an inter-agency unified command structure or support role under the incident command system; deploy and direct personnel and resources to save and protect lives, protect property, stop property loss and protect the environment.

Assure proper code enforcement of county and state fire codes; propose new codes and ordinances; review and recommend amendments to county codes and ordinances.

Supervise and evaluate the performance of assigned personnel, both volunteer and paid; review and approve hiring, training and assignments; counsel, guide, discipline and terminate employees as appropriate; implement the collective labor agreement and personnel policy; address labor relation issues; receive and respond to grievances and recommend action as appropriate to the Board of Fire Commissioners.

Perform professional activities associated with the provision of comprehensive fire services to include fire suppression, paramedic-level emergency and non-emergency ambulance response and transport (EMS), airport aircraft-rescue-fire fighting (ARFF), rescue and extrication, hazardous materials response, all-hazard disaster response, fire prevention, code enforcement, fire and arson investigation and public education.

Attend and participate in a variety of meetings with individuals, informal groups, civic groups, county and state boards, committees and commissions; provide information to individuals, informal groups, civic groups, county and state boards, committees and commissions regarding departmental functions, activities and operations.

Communicate with the Board of Fire Commissioners, Fire Chiefs' Association, county and state boards, committees and commissions, individuals, informal groups, civic groups, community leaders and outside agencies to resolve problems, coordinate activities, exchange information and provide expertise.

Direct the operation of a variety of Fire Department resources, equipment, apparatus and facilities; evaluate department operational requirements and recommend appropriate purchases of supplies and equipment.

Analyze, review and supervise the preparation of comprehensive oral and written reports and records related to personnel, property, activities and operations of the department.

Research and prepare technical reports on Fire Department activities and operations; initiate or respond to oral and written communications concerning Fire Department activities and operations.

Maintain the Fire Department Strategic Plan and annually review and report to the Commission the status of the action items.

Participate and represent the District and the Fire Department in a wide variety of community organizations and events. Serve as a member of inter-agency task forces or work groups as needed.

Perform related duties as assigned.

KNOWLEDGE OF:

State, federal and contract jurisdiction ordinances and codes related to fire suppression, EMS, ARFF, rescue and extrication, hazardous materials response, all-hazard disaster response, fire codes, code enforcement, fire and arson investigation and public education.

Principles of Fire Department administration, leadership, management and quality customer service. Fire Department organization, policies, rules and regulations.

Recruitment, retention and management of volunteer members.

Principles and practices of modern fire suppression, EMS, ARFF, rescue and extrication, hazardous materials response, all-hazard disaster response, fire codes, fire prevention, code enforcement, fire and arson investigation and public education.

Budget preparation and management.

Operation and purchase of fire suppression, EMS, ARFF, rescue and extrication, hazardous materials response, all-hazard disaster response equipment and apparatus.

Strategies, tactics and procedures related to fire suppression, EMS, ARFF, rescue and extrication, hazardous materials response and all-hazard disaster response.

Oral and written communication skills and techniques. Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Principles and practices of administration, leadership, management, customer service, supervision and training.

District organization, operation, policies and objectives.

Area-wide emergency operations plan.

EMS operations, quality control and quality improvement programs.

Quality customer service techniques and practices.

Master planning and benchmarking.

Labor relations and employment practices.

Collective Labor Agreement and District Personnel Policy.

ABILITY TO:

Plan, organize and direct the activities and programs of a full-service Fire Department.

Recruit, retain and manage volunteer members.

Formulate, develop and implement policies, plans, goals and objectives of the Fire Department.

Prepare and manage the Fire Department budget.

Manage and direct fire suppression, EMS, ARFF, rescue and extrication, hazardous materials response, all-hazard disaster response, fire codes, fire prevention, code enforcement, fire and arson investigation and public education.

Understand federal, state and county fire codes, laws and ordinances, rules and procedures of contract jurisdictions and refer noted violations to the proper authority..

Respond to major all-hazard emergency situations and assume or delegate command, or serve in an inter-agency unified command structure or support role under the incident command system.

Direct operation of Fire Department resources, property, equipment and apparatus.

Communicate effectively both orally and in writing. Train, supervise, guide, counsel and evaluate personnel. Establish and maintain cooperative and effective working relationships with others.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Analyze situations accurately and adopt an effective course of action. Plan and organize work.

EDUCATION AND EXPERIENCE:

- A Bachelors Degree in fire administration or public administration or closely related field is preferred. However the Commission will consider an AA Degree with a successful combination of education, training and experience that clearly demonstrates the knowledge, skills and abilities to perform the essential functions of the position.
- Ten (10) years of progressively responsible, full-time, paid experience in a career or combination career/volunteer Department, at least four (4) years of which are in a command, management or supervisory level position (Battalion Chief or higher).
- Working in a combination career and volunteer workforce preferred.
- Management experience in the delivery of training and paramedic EMS programs preferred.
- Experience in interagency coordination with wildland fire protection agencies.
- Must pass the District's medical requirements and a thorough background investigation.
- Must relocate and reside within the fire district within 60 days of appointment to the position.

LICENSES AND OTHER REQUIREMENTS:

- Must hold, or be able to obtain, a valid Washington State driver's license.

WORKING CONDITIONS & ESSENTIAL PHYSICAL ABILITIES:

Office environment includes climbing stairs and sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.

Indoor and outdoor working environment, subject to evening or variable hours, emergency callout, adverse weather conditions and driving to conduct work.

Physical activities include dexterity of hands and fingers to operate all types of fire vehicles; climbing, crawling, stretching, walking and standing for long periods of time; bending, pulling, pushing, lifting and carrying objects weighing up to 150 pounds; physical agility and stamina; reaching overhead, above the shoulders and horizontally; sufficient eyesight, with or without corrective lenses, to operate vehicles and equipment; sufficient hearing, with or without a hearing aid, to communicate with victims and firefighting personnel.

May be exposed to extreme heat and flames, toxic smoke, fumes and gases, chemicals and hazardous materials, flammable liquids, bodily fluids, and high voltage. May be necessary to work at significant heights, and work with and around high-pressure hose.

Jim Ghiglione, Acting Fire Chief