



POSITION:
REVISED:
FLSA CLASSIFICATION:
BARGAINING UNIT:

Fire Chief
08/2020
Exempt
Not represented

SUMMARY

The Fire Chief is the administrator and executive officer of Pierce County Fire District #5, also known as Gig Harbor Fire & Medic One (GHFMO). The Fire Chief is appointed by, and works under the direction of, the Board of Commissioners. Provides executive level leadership to the District in support of its mission, vision, core values, and guiding principles. Responsible for strategic planning, development of short and long range goals and policies to ensure operational readiness, effective life and property protection, successful administrative programs, and financial stability of the District within a reasonable time and at an acceptable cost to Pierce County Fire District #5 and mutual aid areas.

The Fire Chief shall make a personal commitment to:

- model the District's core values in focusing on accountability, continuous improvement, customer service, excellence, integrity, safety, and teamwork.
- serve the members of GHFMO with passion, competence, respect, dignity, and pride.
- be a role model for the fire service and the position.
- teach, mentor, and demonstrate care and concern for all members of the organization.

REPORTING RELATIONSHIPS

The Fire Chief reports to the Board of Commissioners. The position requires policy direction from the Board of Commissioners and is expected to take accountability for the actions of District personnel.

The Fire Chief directly supervises four Assistant Chiefs and the Executive Assistant. The balance of the career and volunteer staff report through the chain of command. The Chief may take charge at an incident, involving direct supervision of many officers and firefighters, depending on the size and nature of the incident.

ESSENTIAL DUTIES

The duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. COMMUNITY RELATIONS

- Requires the effective application of political acumen, diplomacy, tact and integrity in building coalitions within the community among a wide range of persons and groups, including elected officials, all government agencies and other fire service agencies.
- Ensures positive public relations by developing and maintaining effective working relationships with the community, other jurisdictions, regulatory agencies and with the general public.
- Participates in professional, civic and service groups as a representative of the District.
- Welcomes community involvement in planning for the District of the future. Uses community input to shape the District to community needs.
- Acts as a liaison between the District and its related organizations and the state legislature to provide input on any legislative issues that may affect fire and EMS concerns for the citizens of the state.

2. PLANNING AND DEVELOPMENT

- Work with the command staff in strategic planning, policy development, problem solving, formulating new ideas, and developing and implementing continuous improvement plans related to all areas of service delivery to meet the overall District mission.
- Plans strategically to maintain an appropriate level of District services in a growing community by making periodic assessments of District capabilities and community needs in order to establish short and long term organizational goals and objectives.
- Makes decisions using accepted risk management techniques, considering cost, risk, the effects of a course of action, and other pertinent facts.

3. DISTRICT OPERATIONS

- Directs and conducts research into new fire service technologies and trends; recommends programs and equipment to help the District achieve its objectives more efficiently.
- Be responsible for insuring incident readiness and response capabilities of personnel and equipment for incidents of fire, medical, mass casualty, hazardous materials exposure, natural disasters, and other emergencies.
- Assumes a rotating on-call assignment, as well as respond evenings, weekends, or holidays for the purpose of being the duty chief, attending meetings, drills, or special events.
- Responds to fire incidents, serving as an active member of the Incident Management System (IMS) team, as assigned by the incident commander.
- Identifies and provides direction of all necessary actions to improve District performance to meet desired outcomes.
- Performs other related duties, responsibilities, and project activities that may be assigned by the Board of Commissioners.

4. ADMINISTRATION

- Board of Commissioners
 - Attends Board of Commissioners meetings on a regular basis to provide report, ongoing advice, guidance, and counsel to the Board regarding District affairs. Makes public presentations and responds to questions and comments as appropriate.
 - Act as District Secretary in preparation of agendas for Commissioners meetings and ensuring appropriate distribution of the minutes of meetings.
 - Responsible for developing, implementing, and managing public documents, and the District budget as adopted by the Board of Commissioners
 - Insures compliance with policies of the Board of Commissioners, resolutions, rules, regulations and laws that govern the operations of the District and its personnel.
- Human Resources
 - Oversees the recruitment and selection of all personnel to ensure effective orientation, training, and programs are in place to develop and maintain a highly-skilled workforce.
 - Hires, promotes, and transfers personnel.
 - Responsible for discipline of personnel, including authority to reprimand, suspend, or terminate any member of the District for cause or such a manner as is provided by the collective bargaining agreements and policies established by the Board of Fire Commissioners.
 - Ensures that a performance management system is in place that provides well-founded personnel policies and includes an effective evaluation and career development process.

- Promotes a positive and effective working relationship with representatives of the Union.
 - Coordinates administration of labor contracts, including participating in contract negotiations and/or providing appropriate information to assist with negotiations.
 - Informs the Board of Commissioners issues concerning labor and employee relations.
 - Provides ongoing administration (support staff, volunteers, organized employees) of collective bargaining agreements, personnel contracts, policies of the Board of Commissioners, and state and federal laws.
- Finance Administration
 - Ensures the financial soundness and integrity of GHFMO to ensure its capability to meet commitments and continue to provide the high quality of service to the communities it serves.
 - Manages all District fiscal matters, prepares the annual budget, approves official expenditures within the approved budget, and oversees the District's financial investment program.
 - Responsible for long-range planning designs for efficient use of financial resources.
 - Provides ongoing administration of contracts for EMS Services, service to other agencies, mutual and automatic aid, and purchasing contracts.
 - Monitors expenditures to assure compliance with approved budget and purchasing procedures, and maintain District inventory system. Ensure appropriate research and investigation is accomplished in order to recommend major purchases.
 - Develops, recommends, implements, and maintains policies, procedures, rules, regulations, practices and guidelines necessary for the efficient and effective operation of the District.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of:
 - Principles, practices, federal, state, and local laws, regulations, and codes pertaining to fire suppression, fire prevention, and emergency service administration.
 - Standards and methods to evaluate fire service delivery.
 - Job responsibilities of subordinate positions and the ability to plan, assign, coordinate activities and establish priorities.
 - Business laws, labor laws, and statutes, laws and regulations governing Fire Districts, or ability to acquire such knowledge.
 - Technology used in the area of fire suppression and EMS.
 - Strategic planning and implementation of tactical plans.
- Skilled in:
 - Strategic planning, personnel management, project management, problem analysis, decision-making, critical thinking, judgment, conflict resolution, and time management.
 - Public speaking, verbal and written communications, and presenting complex ideas and information to various audiences.
 - Partnering with, and providing excellent customer service to, members of the District and the community.
 - Financial management, budgeting with insights and ability to conceptualize and implement effective fiscal controls, practices, and programs.
- Ability to:
 - Lead and cultivate an effective workforce and maintain a positive work environment consistent with the mission, vision, and core values of GHFMO.

- Create and maintain effective working relationships to maximize service potential and maintain an environment in which all District employees are engaged and proud to work for GHFMO.
- Express ideas and information clearly and concisely, verbally, and in writing.
- Mediate conflicts and assist those involved in reaching resolution.
- Work cooperatively with others as the leader of a service-oriented team.
- Work under pressure to consistently meet timelines and District objectives, and adjust to changing priorities.
- Prepare and direct the preparation of comprehensive reports, budgets, District materials, and correspondence.
- Develop and execute strategic and operational plans, while maintaining an effective organizational structure, to support both growth and maintenance of the District.
- Respond to major emergency situations and assume or delegate authority appropriately.
- Investigate, gather, and evaluate information, identify problems, and make logical decisions.
- Negotiate and administer labor agreements; communicate effectively with organized personnel.
- Take personal accountability for one's actions and responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.

Required

- A minimum of ten (10) years of progressively responsible, full-time, paid experience with a complex fire service organization, with at least five (5) years of supervisory or command experience or higher; and,
- A Bachelor's Degree in fire service, business or public administration, or in a related field; or
- Any combination of experience and training that provides the desired skills, knowledge, and abilities to effectively manage the District.
- Successful and demonstrated leadership experience in a similar-sized fire district or department.
- Successful and demonstrated experience with a labor union to include contract negotiations, labor relations, and employment laws.
- Valid Washington State driver's license within 90 days of hire.

Preferred

- Successful completion or current enrollment in the Executive Fire Officer program, or a comparable leadership program.
- Knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment.
- Substantial knowledge of applicable federal and state laws, ordinances, District standard operating procedures and regulations in fire service and District operations.
- Experience in budget development and management, strategic planning, and organizational development.
- Experience in the Incident Command System and National Incident Management System.

MACHINES, TOOLS, AND EQUIPMENT

Typical business office machinery and equipment including but not limited to: computers, calculators, telephone systems, postage machine, copy machine, printers, fax, radios, and other office equipment appropriate to the position. Will drive a District vehicle assigned to the Fire Chief for work-related activities.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- regularly communicates over the telephone and in-person to individuals and groups.
- is required to have close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- is required to have the ability to hear and understand phone and radio transmissions in a typical office setting and/or in an environment which may contain large amounts of background noise.
- is occasionally required to stand; walk; handle; use hands to finger, handle, or operate objects, controls or tools listed above; reach with hands and arms; stoop, kneel, or crouch.
- will occasionally push, pull, lift, and/or carry up to 25 lbs., and seldom up to 50 lbs.
- may visit job sites that require walking on uneven, rocky, or rough ground.
- may be required to withstand and work in extreme heat, fire, dusty/smoky conditions, and toxic materials when participating as an active member of the ICS or NIMS team at the scene of an emergency incident.
- must possess acceptable auditory and visual senses to meet the requirements of the job.

The psychological demands of this job can include stressful situations such as medical and traumatic emergencies, including fatalities, to which the employee must act effectively.

WORKING CONDITIONS

The working environment characteristics described here are representative of those an employee encounters while performing the principle accountabilities of this job.

- Work is generally performed indoors in a clean, climate-controlled workspace. May work outdoors and sometimes in inclement weather.
- May be required to deal with irate, disgruntled individuals requiring the use of conflict management skills.
- Employee is frequently required to perform work in confidence and under pressure for deadlines, and is required to maintain professional composure and tact, patience, and courtesy at all times.

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.