

GRANT COUNTY FIRE DISTRICT NO. 8

POLICY

Effective Date: **2/9/2021** Approved by: Board of Commissioners 2/9/21
Replaces: 2014 Fire Chief Job Description Last Reviewed Date: 9/9/14
Also See: Staff Manual Last Reviewed by: Board of Commissioners

POL 4.1.1 - FIRE CHIEF JOB DESCRIPTION

POLICY: The Fire Chief position is established to provide a highly responsible officer to assist the Board of Commissioners (Board) in the administration and supervision of the Grant County Fire District No. 8 (District). The major emphasis of this position shall be the day-to-day operations of the District.

SCOPE: This policy is applicable to the Fire Chief of the District by contract.

RESPONSIBILITY:

1. The Board shall ensure adherence to this policy.
2. The Fire Chief will adhere to this policy.

Job Summary

The Fire Chief administers the day-to-day operations of the District and performs a variety of technical, administrative, and supervisory work in planning, organizing, directing, and implementing fire prevention, suppression, and emergency medical services according to the policies of the Board to prevent or minimize the loss of life and property by fire or medical conditions.

Responsibilities

To perform this job successfully, an individual must satisfactorily perform each of the essential duties and responsibilities listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of this job.

Supervision Received

1. The Fire Chief shall take direction from the Board and report directly to the Chair of the Board
2. The Fire Chief prepares and submits monthly reports to the Board regarding the District's activities
3. The Fire Chief prepares a variety of other reports as appropriate including the annual report of activities
4. The Fire Chief maintains communication and performs needed liaison activities, with the Board and with State, County, business, and local officials
5. The Fire Chief responds to questions and inquiries from the Board with advice and recommendations
6. The Fire Chief conducts other reasonable duties as directed by the Board

Supervision Exercised / Human Resources

1. Supervises career and volunteer personnel
2. Maintains procedures and requirements for all personnel
3. Creates and publishes a monthly schedule for career shift personnel and a duty calendar for volunteer personnel
4. Plans, organizes, trains, evaluates, and directs the work performance of assigned personnel
5. Conducts grievance proceedings, maintains District discipline, and supervises the conduct and general behavior of District personnel
6. Implements personnel disciplinary actions and penalties according to the policies set forth by the Board

GRANT COUNTY FIRE DISTRICT NO. 8

POLICY

Effective Date: **2/9/2021** Approved by: Board of Commissioners 2/9/21
Replaces: 2014 Fire Chief Job Description Last Reviewed Date: 9/9/14
Also See: Staff Manual Last Reviewed by: Board of Commissioners

POL 4.1.1 - FIRE CHIEF JOB DESCRIPTION

7. Establishes and maintains effective working relationships with career and volunteer personnel
8. Attends continuing education conferences/seminars as needed to maintain required knowledge

Operations

1. Plans and coordinates District operations with respect to equipment, apparatus, and personnel
2. Supervises the implementation of operational plans and oversees the maintenance and repair of all District buildings, equipment, and apparatus
3. Evaluates Fire and EMS operations
4. Regularly reviews fire codes and regulations and provides research services, including post fire investigations, code administration, and public education
5. Cooperates with the County Fire Marshall and City of Mattawa officials to ensure all new construction, as well as existing facilities, are constructed and maintained in a fire safe condition
6. Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances when authorized to do so
7. Maintains documentation on all fire incidents and approves final records related to cause, origin, circumstances, and loss when required
8. Responds to emergency incidents and may assume the position of incident commander at the scene of major emergencies as appropriate
9. Assigns personnel and equipment as appropriate
10. Maintains a clean work area, including the office area and Stations

Strategic Planning

1. Plans and implements fire suppression services, emergency management, and fire prevention programs to carry out the policies and goals of the District
2. Reviews District performance and effectiveness and formulates programs to correct deficiencies
3. Reviews, evaluates, and plans for the need for new and replacement equipment
4. Makes recommendations for the purchase of new equipment and supplies, as appropriate
5. Promotes and oversees programs that add to District effectiveness
6. Establish procedures to implement policies set forth by the Board
7. Assures the efficient and economical use of funds, workforce, facilities, equipment, and time

Financial & Contract Management

1. Collaborates with the District Secretary in preparation of the annual budget
2. Directs the implementation of the budget and is responsible for maintaining budgetary limits and purposes by managing the expenditures of District appropriations
3. Obtains and maintains fire suppression contracts as appropriate

Training

1. Oversees in-service training prepared by the Training Officer
2. Attends fire and EMS training drills, as appropriate
3. Attends continuing education conferences/seminars as needed to maintain required knowledge

GRANT COUNTY FIRE DISTRICT NO. 8

POLICY

Effective Date: **2/9/2021** Approved by: Board of Commissioners 2/9/21
Replaces: 2014 Fire Chief Job Description Last Reviewed Date: 9/9/14
Also See: Staff Manual Last Reviewed by: Board of Commissioners

POL 4.1.1 - FIRE CHIEF JOB DESCRIPTION

Public Relations

1. Shall continually work to promote the positive image of the District and be party to no act or omission that may detract from a positive public image
2. Establishes and maintains effective working relationships with business and civic groups, the general public, news media, and other local and state officials
3. Represents the District in a variety of meetings and committees
4. Attends scheduled Board of Commissioner meetings
5. Attends Fire Chief Association meetings, Fire Commissioner Association meetings, Trauma council meetings, MACC meetings, Yakima County Department of Emergency Management meetings, and any other meetings as directed

Job Qualifications

To perform this job successfully, an individual must meet the minimum qualifications listed below. These qualifications are representative of the knowledge, skill, and/or ability required to perform this job.

Education/Experience

- A degree in fire administration, public administration, or a closely related field is highly preferred, though an AA degree with a successful combination of education, training, and experience that clearly demonstrates knowledge, skills, and abilities to perform the essential functions if the position will be considered.
- Minimum of five (5) years progressively responsible, full-time, paid experience in a career or combination career/volunteer department
- At least three (3) years of experience in a command, management or supervisory level position of Captain or higher
- Experience working with a combination career and volunteer workforce, management experience in delivering training programs, and experience in interagency coordination
- Strong financial acumen and solid experience in budgeting and long-range planning

Certificates/Licenses

- Washington State Driver's license
- Certification of Emergency Vehicle Incident Prevention Program
- Emergency Vehicle Incident Prevention Instructor
- Firefighter II
- Wildland Firefighter
- Hazmat Awareness and Operations
- Fire Officer II
- Fire Instructor 1
- Emergency Medical Technician Certification (EMT or above)

Other Job Related Requirements

- Able to lead by example. Set the standard for all personnel and be a strong and confident presence, a good listener, accessible and understand the importance of maintaining close and

GRANT COUNTY FIRE DISTRICT NO. 8

POLICY

Effective Date: **2/9/2021** Approved by: Board of Commissioners 2/9/21
Replaces: 2014 Fire Chief Job Description Last Reviewed Date: 9/9/14
Also See: Staff Manual Last Reviewed by: Board of Commissioners

POL 4.1.1 - FIRE CHIEF JOB DESCRIPTION

consistent communications with personnel Political acumen and sensitivity to be effective within a broad range of interests. Strong written and oral communication skills to clearly communicate policies, procedures, and strategic vision to personnel and citizens in a clear and concise manner

- Must reside within the District
- Knowledge of local, state, and national standards

NOTHING CONTAINED IN THIS JOB DESCRIPTION OR ANY OTHER WRITTEN POLICY OF THE DISTRICT IS INTENDED TO BE PART OF ANY EMPLOYMENT RELATIONSHIP OR CONTRACT. THIS JOB DESCRIPTION FOR THIS DISTRICT. ANY OTHER WRITTEN POLICIES OF THE DISTRICT ARE MERELY STATEMENTS OF DISTRICT POLICY AND DO NOT AMOUNT TO PROMISES OF SPECIFIC TREATMENT. FURTHERMORE, THE DISTRICT RESERVES THE RIGHT TO MODIFY THE AFOREMENTIONED JOB DESCRIPTION AND DISTRICT POLICIES AT ANY TIME.