

**PIERCE COUNTY FIRE PROTECTION DISTRICT #16  
CLASSIFICATION DESCRIPTION**

Title:	Fire Chief	Effective Date:	May 13, 2014
Rank:	Fire Chief	Work Shift:	M-F
Reports To:	Board of Fire Commissioners	F.L.S.A. Status:	Exempt
Division:	Administration	Position Status:	Non-Represented

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**GENERAL PURPOSE**

The primary responsibility of the Fire Chief is to serve as the Chief Administrative Officer for the Fire District. The Fire Chief will provide guidance and direction in the over all management and administration of the Fire Department while promoting response readiness and support the mission of the Fire District through effective and efficient management. The position shall be classified as an Executive or Administrative employee, the position is an exempt position for the purpose of the Fair Labor Standards Act.

**SUPERVISORY RESPONSIBILITIES**

The Board of Fire Commissioners provides general supervision and evaluation of the Fire Chief. The Fire Chief may act in any role at an emergency incident; (i.e. Incident Command, Division Supervisor, Safety Officer, etc.) but maintains full authority of all emergency and non-emergency functions of the Fire District.

The Fire Chief is answerable for enforcing rules, regulations, policies and guidelines, planning, organizing and directing the activities and functions of the District.

**DUTIES AND RESPONSIBILITIES**

The position of Fire Chief requires a variety of supervisory skills. The primary function of the Fire Chief is to provide supervision to the overall operations of the Fire District. The Fire Chief's primary responsibilities include:

- Monitor and promote a high level of employment productivity, safety and District morale
- Hires, promotes and transfers personnel. Reprimands, suspends or removes from employment any member of the department for cause in a manner as is provided by the collective bargaining agreement 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 development process.
- Will assist the Board of Fire Commissioners in creating an annual and strategic financial plan that conforms and complies with the laws of the State of Washington and regulations of the Washington State Auditor and current and future financial goals of the District
- Facilitates research, application and management of grants and alternative funding resources
- To assist the Board of Fire Commissioners in determining policy
- Ensures compliance with policies of the Board of Fire Commissioners, Resolutions, rules, regulations and laws that govern the operations of the District and its personnel
- Provides ongoing administration of collective bargaining agreements, personnel contracts, policies of the Board of Fire Commissioners and State and Federal Laws
- Shall apply comprehensive knowledge of modern management techniques and direct, coordinate and monitor implementation of Department goals and objectives

- Will establish and maintain an effective emergency service response plan for the District commensurate with policies and directives of the Board of Fire Commissioners, available resources, existing laws and regulations
- Advises the Board of Fire Commissioners of recommendations, requirements and other activities affecting the welfare and operation of the Fire District
- Provides on-going administration of contracts including mutual aid agreements and purchasing agreements with other agencies and businesses
- Meets with and or maintains an effective liaison with federal, state, and county departments and agencies, community businesses, and the community at-large
- Participates in professional, civic and service groups as a representative of the Fire District
- 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 and fire service agencies
- Presides over or attends District meetings, as required, to facilitate communication, offer information and direction, and prioritizes District goals and objectives defining areas of intra-Departmental divisional responsibilities
- Plans, organizes, directs, and coordinates current and future Department operations for fire safety, public safety, emergency medical services, and emergencies within the normal jurisdiction of the Department
- Must be able to perform as Incident Commander and/or perform staff functions at major incidents
- Establishes work objectives and assigns specific duties to staff and line management
- Directs and/or monitors department training, operations, and maintenance programs
- Works to build the District as a team, through quality labor management relations by exhibiting a thorough understanding of collective bargaining rules and laws and volunteer program management
- Performs other duties as assigned or required by the Board of Fire Commissioners

#### **MINIMUM QUALIFICATIONS**

- Must possess a minimum of seven (7) years of progressively responsible fire service command experience including full-time supervisory experience, with 5 years at Battalion Chief rank or higher
- Three (3) years experience in labor management and relations
- Three (3) years experience as a career officer in managing fire department programs involving both career and volunteer personnel
- Graduation from an accredited college or university with a Bachelor's degree in Fire Science, public administration or closely related field. *Consideration may be given to currently employed Chief Officers of Pierce County Fire District No. 16, without a degree, but meeting all other minimum qualifications, if offered the Fire Chief's position on or before February 1, 2015*
- Must possess, a valid Washington state driver's license by date of hire with the Department
- Is subject to background check of drivers' record, criminal records, fire service experience, and educational transcripts to verify qualifications
- No felony convictions
- No criminal histories/convictions within the past seven (7) years
- No outstanding warrants or charges pending in any criminal court system
- U.S. citizen; or be able to provide documents of eligibility to work in the U.S.
- Must be able to read and write the English language
- Must successfully complete employment testing process of the Department
- Must successfully pass a medical physical as determined by the District's physician which shall also include a psychological evaluation
- Shall possess as a minimum Advanced First Aid certification or equivalency within one year following entry on duty with the Department, and thereafter shall maintain such certification

- Shall demonstrate ability to understand standard accounting principles and/or the Washington State BARS (Budget Accounting Reporting System) or equivalent
- Shall reside within fifteen minutes, under normal driving conditions, of the Fire District's response boundaries by the end of the probationary period
- Must be of good moral character and of temperate and conscientious habits

### **DESIRED QUALIFICATIONS**

- Graduation from an accredited college or university with a Masters degree in Fire Science, public administration or closely related field
- Graduate of National Fire Academy Executive Fire Officer Program
- Five (5) years experience as a current Fire Chief in a combination fire department
- Reside within the Fire District's response boundaries
- Experience with fire-based ALS/BLS transport services
- Experience with media and public relations and or PIO duties
- Experience with grant writing and or alternative funding resources

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essentials functions.

While performing the duties of this position the employee is frequently required to sit; stand; walk; talk and hear; use hands to the finger, handle or operate objects, tools or controls; reach with hands and arms, climb or balance, stooping, kneeling, crouching or crawling.

The employee must frequently lift and/or move up to 40 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job, close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Good hearing and comprehension of telephone and radio communications is essential.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those the employee may encounter while performing the functions of this job. The employee may work in outside weather conditions. The employee may occasionally work near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/ or humid conditions, extreme heat, fumes or airborne particles and pathogens, biohazard material, toxic or caustic chemicals, risk of electrical shock and vibration.

The noise level in the work environment is usually moderate, except during certain training activities when noise levels may be high.

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*The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not intended to be a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of the Fire Chief. The Board of Fire Commissioners has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.*