

Cowlitz 2 Fire & Rescue

Policies and Operating Guidelines

Policy:	POSITION DESCRIPTION: FIRE CHIEF		
Number	Effective Date	Last Review Date	Cancel/Void Date
2023	04/24/02		

1.0 POLICY

1.1 **Reports To:** Board of Commissioners

1.2 **Position Overview:** It is the Fire Chief's responsibility to manage and supervise all district business. Work involves managing the protection of life and property from medical emergency, injury, or damage by fire within the Fire District and contractual service areas, responding and assuming command at major emergencies as appropriate. The Fire Chief is directly responsible to the Board of Commissioners. This position must be available for response on a 24-hour call out basis to emergencies or other important department work.

1.3 **Position Status:** Non-Represented, Regular Full-Time, Overtime Exempt (except when responding on a state or federal mobilization that reimburses overtime costs per state or federal contract)

2.0 ESSENTIAL JOB FUNCTIONS

2.1 The Fire Chief shall perform duties and responsibilities as follows:

2.1.1 Manages district operations, functions, and plans, and makes recommendations to the Board of Commissioners to maintain and improve department operations and finances.

2.1.2 Determines public relations programs.

2.1.3 Manages planning for and maintaining of staffing, equipment and station facilities.

2.1.4 Manages and engages with staff to ensure a high level of departmental discipline, teamwork, and morale.

2.1.5 Establishes standard operating procedures and rules and regulations.

2.1.6 Leads the management negotiation team for labor contracts.

2.1.7 Coordinates departmental functions with other agencies.

2.1.8 Manages record keeping systems and information systems.

- 2.1.9 Responds to emergency calls, as needed.
- 2.1.10 Recommends goals, objectives, and policies for the organization to the Board of Commissioners.
- 2.1.11 Attends Board of Commissioner meetings and provides information for the Board.
- 2.1.12 Attends meetings as a representative of the Fire District.
- 2.1.13 Performs all related and other work as required to ensure proper department operation and planning in accordance with Board of Commissioners policies and direction.

3.0 OTHER JOB FUNCTIONS

N/A

4.0 KNOWLEDGE, SKILLS, AND ABILITIES:

- 4.1 The Fire Chief shall have the following knowledge, skills and abilities:
 - 4.1.1 Ability to lead and direct subordinates.
 - 4.1.2 Considerable knowledge of fire department and emergency medical services program management.
 - 4.1.3 Considerable knowledge of public relations.
 - 4.1.4 Commitment to the mission of the district and vision that embraces the trust and support of the fire district and community.
 - 4.1.5 Ability to speak, write and communicate effectively.
 - 4.1.6 Ability to plan and organize effectively.
 - 4.1.7 A thorough knowledge of the department's fiscal and administrative functions.
 - 4.1.8 Considerable knowledge of modern management techniques and practices.
 - 4.1.9 Considerable knowledge of applicable fire department and emergency medical services standards and laws.
 - 4.1.10 Ability to direct labor negotiations and maintain good labor/management relations.
 - 4.1.11 Thorough knowledge of fire and building codes and ordinances.

5.0 PHYSICAL AND MENTAL DEMANDS:

5.1 The Fire Chief requires the following physical and mental demands:

- 5.1.1** Frequent standing/walking short distances throughout work shift. Frequent sitting at desk or in meetings often extended up to two hours or more.
- 5.1.2** Occasional stair and ladder climbing depending upon location and function.
- 5.1.3** Occasional lift/carry up to 25 lbs. supplies, materials, paperwork and equipment.
- 5.1.4** Occasional push/pull force up to 20 lbs. operating equipment, opening doors, drawers, etc.
- 5.1.5** Occasional to frequent bending/twisting at waist/knees, neck. Occasional kneeling/crouching may occur.
- 5.1.6** Frequent use of both hands in reaching/handling/fingering/grasping while performing duties. Occasional overhead reaching required.
- 5.1.7** Constant use of sight, hearing and speech abilities necessary to perform required duties. Visual requirements include near, mid-range and far vision with peripheral vision. Hand/eye/foot coordination required.
- 5.1.8** More physical demands may occur during firefighting activities at a fire scene.

6.0 WORKING CONDITIONS

6.1 The Fire Chief performs duties under the following working conditions:

- 6.1.1** Works predominantly in an office environment with no apparent hazards noted. However, traveling to District facilities, attending off-site meetings, and emergency response requires driving in varied weather conditions and working outdoors with exposure to varied weather conditions.
- 6.1.2** Job hazards include duties at the scene of emergencies with exposure to wet, slippery surfaces, odors, fumes, toxic and caustic chemicals, noise, moving and burning objects, flammable material, pressurized fluid, and electricity. Possible exposure to body fluids, airborne and bloodborne pathogens.
- 6.1.3** Must be able to respond to emergencies and work evenings, weekends and holidays as required by emergencies, department activities, and/or workload.

7.0 MINIMUM QUALIFICATIONS:

7.1 The Fire Chief requires the following minimum qualifications:

- 7.1.1** Bachelor's Degree in Fire Administration, Public Administration, Business Administration, or a related field along with five years of experience in fire service management. Other suitable combinations of education and experience which would provide the necessary knowledge and abilities for the position, such as an Associates Degree in a related field and graduate of Executive Fire Officer Program through the National Fire Academy, will also be considered.
- 7.1.2** Must possess valid motor vehicle operator's license.
- 7.1.3** Must possess current EVIP certification or be able to obtain within six months.
- 7.1.4** Must successfully complete a background investigation and credit check.