

## EAST GRAYS HARBOR FIRE & RESCUE

Position Title: **FIRE CHIEF (CAREER)**

POSITION PURPOSE: Plan, direct and oversee the operations of the Fire District including fire prevention, fire suppression, and emergency medical services with accountability for results in terms of costs, effectiveness, personnel, and methods. Supervise District personnel through subordinate supervisors in the performance and effectiveness of their duties. Communicate with the public on matters related to District activities and responsibilities. Administers all fiscal functions and policies of district.

ESSENTIAL JOB FUNCTIONS: Establish district goals and objectives. Develop operating plans and District programs based on analysis of district growth patterns, existing fire and life risks, staffing levels, and related economic, legislative and judicial influences to provide appropriate and effective fire safety and emergency medical services to the district.

Assign, supervise and evaluate the work of district personnel through subordinate supervisors. Hear grievances and administer corrective action. Interview and effectively recommend hiring and termination actions in accordance with district rules and regulations. Ensure provision of adequate and effective training within the district. Prepare and recommend district budget requests. Manage and monitor the approved budget. Review and approve expenditures. Review fiscal systems and make necessary modifications.

Coordinate working relationships of district with other emergency safety agencies, industry, special interest groups and the public. Make public presentations to interested groups. Maintain communications with media representatives to ensure cooperative effort and accurate reporting of district activities and policies.

Attend district board meetings, providing input and receiving direction or other information from the Board. Draft and or recommend district policies for Board action or information. Ensure Board members are properly informed of district activities and issues affecting the district.

Respond to and provide direction and control of fires or other emergencies and oversee emergency actions of district personnel. Responsible for the oversight of district occupational health and safety programs. Other duties may be specifically addressed in the Employment agreement between the District and the Fire Chief and are herein incorporated by reference.

AUXILIARY JOB FUNCTIONS: Maintain professional proficiency by attending training conferences and meetings, and meeting others in similar areas of responsibility.

MANDATORY REQUIREMENTS: Bachelor's Degree or above, in a Fire or Public Administration. Knowledge of fire science/emergency medical services/rescue services. Knowledge of administration practices and procedures, fiscal management, fire risk analysis, fire ground command, emergency management, personnel supervision and practices, federal, state, and local laws affecting areas of responsibility.

Knowledge of administration, public or private sector business administration, or closely related field and 10 years of paid, career fire and/or related emergency experience with at least 5 years in a position of Battalion Chief or Fire Chief, training and experience that clearly demonstrates the candidate's ability to perform the essential functions of the position.

SPECIAL REQUIREMENTS / LICENSES: Valid Washington State Drivers License

DESIRABLE REQUIREMENTS: Previous experience in an equivalent position and proven abilities in sound fiscal and personnel management.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to stand, kneel, reach and manipulate objects, tools or controls. The position requires mobility and the ability to operate fire fighting, rescue, and EMS equipment. Duties involve moving objects and materials weighing up to 30 pounds on a regular basis and will require moving adult individuals, fire hose and fire/rescue equipment, which will weigh over 100 pounds more than once per day. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as motor vehicles, EMS, rescue and fire suppression equipment, etc.

WORKING CONDITIONS: Most work occurs under fire station/indoor working conditions, approximately 40% of the work period is at medical/fire/rescue sites or training with exposure to fire, smoke, and typical hazards and noise levels associated with emergency operations and may require hearing protection. The noise level in the fire

station is higher than typical of most office environments however, it may not require hearing protection.

SUPERVISORY RESPONSIBILITIES: Responsible for all District employees, including volunteer personnel.

SUPERVISION RECEIVED: Works under the general direction and authority of the Board of Fire Commissioners.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change, except for those that are included in or in conflict with those that are included in any employment agreement.