

DATE 12-11-90
Adopted

SPOKANE COUNTY FIRE DISTRICT NO. 9

JOB DESCRIPTION

POSITION: Fire Chief

REPORTS TO: Board of Fire Commissioners

FLSA STATUS: Exempt

I. FUNCTION:

The Fire Chief has the responsibility and authority for the overall operation of the Fire District, subject to direction by, and within the operating policies of the Board of Fire Commissioners.

II. DUTIES:

A. Commands and supervises all district personnel, both paid and volunteer, and has full authority over its organization and operation to accomplish the efficient, effective performance of district activities.

B. Is responsible for drafting, implementing, and enforcing such rules and regulations, procedures, instructions, training, standards, and directives as may be necessary to carry out the mission, policies, and regulations of the district, as established by the Board of Fire Commissioners.

C. Makes staffing decisions including, but not limited to, recruiting, hiring, assigning, promoting, scheduling, transferring, evaluating, disciplining, terminating, and granting leaves of absence.

D. Directs the provision of all fire suppression and basic life support services necessary to complete the mission of the district.

E. May assume command of incident scenes at his discretion.

F. Annually submits a recommended operating budget to the Board for amendment and/or adoption. Is empowered to implement the adopted district budget within guidelines established by the Board.

G. Has overall responsibility and authority for the care and maintenance of all vehicles, apparatus, equipment, stations, facilities, and physical plants owned or leased by the district, and is responsible for the efficient and effective operation and maintenance of same.

H. Has the responsibility and authority to administer all contracts entered into by the district.

I. Is responsible for the development and/or negotiation of all personnel policies and collective bargaining agreements, if applicable, subject to the approval of the Board of Commissioners.

J. Is responsible for the overall operation of the district, including, but not limited to, planning and directing fire district operations, surveying manpower, road closures, hydrants out of service, equipment conditions and locations, station conditions and locations, and any other conditions relevant to operational, emergency, or related support needs.

K. Monitor personnel and staff assignments and is responsible for the overall evaluations of district staff, both paid and volunteer. Is directly responsible for annual evaluations of district office and administrative staff.

L. Directs the day-to-day operation of all administrative and office support staff, and has general management and supervision responsibility over all district functions and personnel.

M. Directs staff as appropriate in such various projects.

N. Participates in district training programs as necessary.

O. Is responsible for the overall completion of forms and reports required by law.

P. Is subject to call and service as a duty chief.

Q. Performs such other duties as may be assigned.

III. RELATIONSHIPS:

Persons assigned to this classification must maintain effective and courteous working relationship with the following:

A. All Fire District 9 personnel; elected, paid, and volunteer.

B. All personnel from districts that contract with Fire District 9 for services, or who in any way interface with Fire District 9 operations.

C. Law enforcement personnel, including Sheriff Department and Washington State Patrol.

- D. District contracted professional service personnel.
- E. The general public, especially those served directly by Fire District 9.

IV. QUALIFICATIONS REQUIRED:

- A. Must possess knowledge and skills necessary to, and must be willing to perform administrative functions necessary to the completion of the mission of the district.
- B. Must possess specialized knowledge of the principles of fire science and training techniques.
- C. Must demonstrate the ability to effectively and efficiently manage the human and material resources of the district.
- D. Must be capable of working cooperatively with the Board of Fire Commissioners, staff and public to carry out the mission of the district.
- E. Must have knowledge of Washington State Fire Service performance standards, safety and health standards, and district standard operating procedures.
- F. Must have demonstrated experience in fire service management of an increasingly responsible nature, e.g. fire fighter, company officer, battalion chief.
- G. Must be capable of passing district required medical examinations.
- H. Must possess a valid Washington State driver's license.
- I. Must successfully complete the probationary period for the position.
- J. Must be capable of, and willing to work a minimum of forty (40) hours per week, and be available at reasonable times for emergency fire and medical service calls. Must be available to attend Board Meetings on nights and weekends occasionally.
- K. Must demonstrate the ability to remain calm and cool during periods of extreme stress.
- L. Must be in sufficient good health to perform fully the requirements of this position. Must not be drug/alcohol dependent.
- M. Must possess a minimum of a AAS Degree in Fire Science, Command, Public Administration, or an equivalent combination of education and experience.