

**LEWIS COUNTY FIRE DISTRICT 3
FIRE CHIEF JOB DESCRIPTION**

Employee Name:	
Personnel #:	

INTRODUCTION:

The Fire Chief of Lewis County Fire District #3 (LCFD #3) holds a position of high public trust. It is imperative the Fire Chief conducts themselves both on and off-duty in such a manner that does not bring disrepute on this Department, or the professional image of the Fire Service.

Subject always to the legal norms, which bind the Fire Chief, are admonished to be punctual and regular in attendance; to strive for excellence in the performance of job duties; to be true to the department; to the

DEFINITION:

Responsibilities include managing the Fire Operations and Emergency Medical Services (EMS) of the LCFD #3. The Chief reports directly to the Commissioners. Hours of work are outlined in the employment contract.

DISTINGUISHING CHARACTERISTICS:

Administers and manages the activities of the assigned duties. The Chief will be involved in policy and budgetary decisions, which affect the overall operation of LCFD #3. The Chief works closely with the Commissioners.

TYPICAL WORK - WITH MINIMAL SUPERVISION PERFORMS THE FOLLOWING WORK:

Perform such services for the District as directed from time to time by the Board of Commissioners in the manner and to the extent permitted by the laws of the State of Washington and in accordance with the policies of the District as established by the Board of Commissioners.

Plan, organize and direct operations for the fire/EMS bureaus; review decisions and work of subordinates; translate policy goals of the office into action steps for subordinates.

Provide written and/or verbal synopses to the commissioners regarding disciplinary actions concerning department employees; respond to and supervise the investigation of complaints regarding misconduct by department personnel. Use techniques ranging from coaching up to written

reprimands to obtain compliance. Make recommendation to the Board of Commissioners to terminate volunteer personnel and/or cadets.

Determine and make recommendation to the officer group who shall become firefighters, EMT's, and Cadets for the District. Appoint and promote all officers of the District.

Supervise annual budget preparation; administer budget for the department; provide input for annual budget requirements.

Analyze operational and organizational problems within the department; recommend policy and procedure changes; initiate improvements in department operations; organize resources.

Analyze information and data; perform strategic planning for future needs of the department; prepare reports and analysis of programs.

Represent the department to community groups, employees, other departments and agencies, and to the general public.

Performs varied duties involving the protection of life and property, the enforcement of policies, codes and procedures.

Maintain the working and functioning order of all apparatus and facilities to 100%. Any equipment, apparatus, facility, and/or station becomes non-compliant of 100% and email will be sent to the Board of Commissioners explaining the extent of issue(s) and plans to bring the item compliant.

Advise the commissioners on matters pertaining to department activities.

Prepare and maintain all appropriate records that may be required by the law or by directions of the Board of Commissioners.

Direct, supervise and/or designate the District training program, approve training topics and training schedule for all personnel of the District.

Develop goals and identify additional training needs for each employee, volunteer or cadet. Also maintain proper discipline of subordinates.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of principles of fire/EMS operations, administration and management.

Knowledge of national, state, and county procedures, standards and policy related to fire/EMS departments.

Knowledge of budgeting and program planning concepts.

Ability to implement policies and programs; evaluate work accomplishments.

Ability to communicate effectively, both verbally and in writing, with people regardless of age, sex, social, cultural or ethnic background.

Ability to work in a political environment.

Ability to demonstrate maturity of judgment in making decisions.

Ability to analyze situations quickly and objectively, and to determine an appropriate course of action to be taken in an emergency.

Knowledge and ability to lead, train, control and motivate subordinates.

Ability to provide leadership of personnel toward fulfillment of department's mission.

Ability to organize and maintain an effective, responsible and concerned officers staff.

Ability to establish and maintain positive, effective working relationships with departmental personnel, other agencies and the general public.

Ability to keep materials and information confidential. Exercises caution to keep within the rights of privacy laws and maintain confidentiality.

Working knowledge of and familiarity with policy and procedure manuals for the department.

Ability to maintain a clean, neat and professional appearance.

PHYSICAL REQUIREMENTS:

Ability to see, with or without corrective lenses, well enough to read standard texts such as procedures, codes and perform general duty fire/EMS work.

Ability to hear, with or without a hearing aid, and speak well enough to converse on a two-way radio.

Ability to climb several flights of stairs.

Enough strength to handle all fire/EMS equipment.

Enough strength to handle persons in need; heavy persons.

Tolerance to work under adverse conditions such as outdoors in heat and cold.

MINIMUM QUALIFICATIONS:

- Research ability and familiarity with the NFPA Standards, WACS, any standards and procedures at the national and state level.
- Must possess, or be able to possess, a certificate of Basic EMT Certification/National Registry.
- Possession of, or the ability to obtain, a Washington State Driver's License within fifteen (15) days of appointment.
- Must be able to communicate effectively, both verbally and in writing, in both public and private settings. Excellent interpersonal skills and abilities.
- Demonstrate a working knowledge of business management organizational skills and abilities.
- Ability to perform competently and professionally in a fast paced and often stressful environment.
- Demonstrated ability to motivate and manage people.

ESSENTIAL JOB FUNCTIONS - FIRE CHIEF:

Learn the job; stay updated and current on fire/EMS procedures, NFPA Standards, WACS, trends and changes in the fire/EMS service.

Attend training and meetings as required. Apply job-related knowledge, skills and abilities on duty. Possess geographical knowledge of the District.

Requisition equipment and supplies as needed to maintain working order; inspect equipment and supplies on-hand.

Issue and document equipment and supplies; and periodically inspect issued equipment.

Instruct subordinates, both verbally and in writing, regarding work duties, methods, procedures and conduct.

Clearly communicate performance expectations to staff.

Prepare reports or fire/EMS operations, using appropriate grammar, symbols, and mathematical computations.

Operate various fire/EMS vehicles during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic, and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.

Communicate effectively and coherently over fire radio channels while initiating and responding to radio communications.

Perform rescue operations which may involve quickly entering and exiting fire/EMS vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; balancing on uneven or narrow surfaces; and using body force to gain entrance through barriers.

Relieve officer/volunteer in command when appropriate.

Coordinate and assist other fire districts as needed.

Effectively communicate with people, general public, including juveniles, by giving information and directions when requested.

Endure verbal and mental abuse when confronted with mental health patients, hostile patients and/or victims, opinions of other people encountered in an antagonistic environment.

Perform rescue functions at accidents, emergencies, and disasters, to include directing traffic for long periods of time; administering emergency medical aid; lifting, dragging, and carrying people away from dangerous situations; and securing and evacuating people from particular areas.

Process and transport victims and committed mental patients using soft restraints and other appropriate restraints when needed.

Put on and operate a Self-Contained Breathing Apparatus (SCBA) in situations where chemical, smoke, heat and hazardous atmospheres exist.

Put on and be able to wear a variety of protective masks and/or eye protection for extended periods of time.

Has personal control and is responsible for all issued departmental equipment. Ensures all departmental equipment is maintained and in good repair and condition. Uses departmental equipment only in performance of job related duties.

Able to endure work environments that consist of blood or other potentially infectious materials, and hazardous materials.

Extinguish small fires by using a fire extinguisher and other appropriate means.

Read and comprehend legal and non-legal documents, including the preparation and processing of such documents.

Access, input and retrieve electronic mail through the computer system.

Input and access information from the computer system.

The successful applicant must be capable of performing **ALL** of the above essential job functions for the position of Fire Chief, unassisted, and at a pace and level of performance consistent with the actual job performance requirements. This requires a level of physical ability, to include vision, hearing, speaking, feeling, smelling, flexibility, and strength.

DUTIES AND TIME CONSTRAINTS: (Fire Commissioners are allowed to add or delete responsibilities listed below at any time; necessary for the operation of the District):

Daily Duties-

- Complete daily log
- Sweep bays as needed (Main Station)
- Fire Apparatus checks – Readiness for duty
- Aid Units – Contents and Equipment readiness
- Drive and Wash an Apparatus – Rotating
- Station cleanliness – Walk through
- Shorelines GFI check

Weekly Duties-

- Moisture drained from air compressor tank
- SCBA readiness check – Air pressure and straps
- Visit each substation
- Police grounds
- Mow maintained area including LZ – Seasonal
- Hose/Sweep off sidewalks

Monthly Duties-

- Mow outlying field
- Wash windows inside/outside
- Safety Bulletin current
- Fire extinguishers in-house checked
- Apparatus bays oil free
- Smoke detectors operational
- Station first aid kit stocked
- Shorelines and air lines checked for wear and tear
- General housekeeping as needed

Quarterly-

- Wash apparatus bays
- Outside facility inspection and repairs

JOB DESCRIPTION APPROVAL:

I have reviewed this job description and understand it reflects the major work requirements, essential job functions and tasks that I am responsible for. I willingly acknowledge and accept the added responsibility associated with this position. If I have questions, I understand I can contact the commissions for clarification.

Employee's Signature

Date

I have issued this job description to the employee.

Administrator's Signature

Date

The job description currently reflects the needed skills and abilities required to perform the job of Fire Chief.

Administrator's Signature

Date

Distribution: Original to Employee, Copy to Fire Commissioners