



EAST JEFFERSON FIRE RESCUE

JOB DESCRIPTION

Number: 0000

Fire Chief

SECTION 1.0 PURPOSE

To establish a job description for the Chief of East Jefferson Fire Rescue.

SECTION 2.0 SCOPE

The Fire Chief is the executive officer of the District and provides administrative direction and leadership for all operations and personnel. In general, overall responsibilities include reviewing the general operation of the District to determine efficiency; providing direction, planning for the future; developing and implementing policy and guidelines.

SUPERVISION RECEIVED

The Fire Chief reports directly to the Board of Commissioners, which consists of five Fire Commissioners. The Fire Chief is an at-will appointment who serves at the pleasure of the Board of Fire Commissioners.

SUPERVISION EXERCISED

The Fire Chief shall exercise independent judgment in the interest of the District to hire, assign, recall, promote, discipline, suspend, and direct subordinate personnel in all aspects of District business and to initiate and/or adjust grievances concerning personnel within the District.

The Fire Chief is expected to provide supervision at meetings, drills and incidents as required. The Chief shall participate in the Duty Chief rotation.

SECTION 3.0 ESSENTIAL DUTIES

- 3.1** Shall work to carry out the prescribed duties in a manner that secures and retains the respect of subordinates and exceeds the requirements of the District.
- 3.2** Manages all District operations, oversees establishment of staffing levels, workloads, staff assignments; reviews progress, directs changes in priorities, and schedules as needed.
- 3.3** Responsible for maintaining and improving positive management/employee labor relationships.
- 3.4** Shall provide direct oversight of programs and resources specific to volunteer recruitment and retention.
- 3.5** Oversees planning and goals of the community's fire protection, emergency medical, and rescue service needs.
- 3.6** Oversees the policies, standard operating guidelines, procedures and standards of the District.
- 3.8** Enhances relationships with an array of partner agencies on local, regional, statewide, and national levels.

- 3.9** Oversees the supervision of the systems and records that provide for the proper evaluation, control and documentation of District operations.
- 3.10** Ensures effective and efficient internal management of the organization, incorporating an esprit de corps, improved morale, and professional decorum.
- 3.11** Participates and coordinates in conjunction with the District Business and Financial Administrators the preparation of the annual budget. Ensures that District revenues and expenditures are kept within approved budgets.
- 3.12** Will establish and maintain a high “standard” for all personnel. Must have a strong and confident presence, be a good listener, be accessible, and understand the importance of maintaining close and consistent communication with all personnel.
- 3.13** Attends meetings, seminars, schools, and/or training sessions in support of professional development and continuing education.
- 3.14** Determine appropriate action and response to incidents and direct operations accordingly; assure efficient and effective deployment of personnel, equipment and resources; direct evacuations and emergency medical care; request additional services and resources as needed.
- 3.15** The Fire Chief by way of separate interlocal agreements between the Jefferson County Department of Community Development and the City of Port Townsend provides fire code services for both governing bodies. The Fire Chief may delegate authority to a specific employee within the agency to perform the duties of fire code official / fire marshal.

SECTION 4.0 REQUIRED QUALIFICATIONS

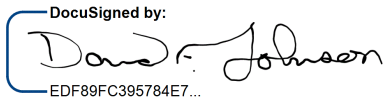
- 4.1** Must have no felony convictions and no convictions involving moral turpitude.
- 4.2** Must be a U.S. citizen or possess a valid work permit.
- 4.3** Graduation from high school or GED equivalent is required.
- 4.4** Meet membership standards and requirements for minimum health standards required by the Washington State Law Enforcement Officer and Fire Fighter Retirement Program (LEOFF).
- 4.5** Must have or be able to obtain a Washington State Driver's License.
- 4.6** Must reside within the District to respond to emergency incidents. Residency outside of the District may be considered by the Board of Fire Commissioners.
- 4.7** Successfully complete the Emergency Vehicle Incident Prevention Program or show recent annual proof of completion.
- 4.8** Must be proficient with Microsoft Suite products (Word, Excel, & Outlook), and industry specific records management system(s).
- 4.9** Must show completion and understanding of ICS 100, 200, 700 and 800.
- 4.10** Must hold a current Washington State EMT certification or higher, or be able to obtain a certification within one year of hire.

SECTION 5.0 DESIRED QUALIFICATIONS

- 5.1 Familiarity with human resource management and supervisory practices.
- 5.2 Familiarity with Washington Administrative Code, Revised Code of Washington, Washington State Labor Law, National Fire Protection Standards, County and City/County ordinances pertaining to fire service operations, Emergency Medical Services, and administration.
- 5.3 Administrative and operational understanding of the Washington Survey and Rating Bureau Community Fire Protection Class Grading System.
- 5.4 Knowledgeable in all facets of the fire service including structural firefighting, fire-based Emergency Medical Services, wildland-urban interface fire suppression, and community outreach.
- 5.5 Familiarity with fire prevention codes and ordinances and enforcement of these codes.
- 5.6 Ability to rapidly analyze dangerous situations, taking reasonable courses of action; reacting quickly and calmly, recalling facts and conditions observed while under physical and emotional stress.
- 5.7 Ability to establish and maintain effective working relationships with all stakeholders, outside agencies, and the community; communicating effectively with individuals and groups regarding complex or sensitive issues or regulations.
- 5.8 Experience in a combination fire department with three years of supervisory experience as a company officer and five years of paid firefighting experience.
- 5.9 Successful completion of ICS 300 and 400.
- 5.10 Academic studies beyond high school, such as a college degree or equivalent certificate or award commonly associated with the fire service.
- 5.11 Results oriented with a demonstrated ability to establish measurable goals, focusing on objective measurements of accomplishment.

The Board of Fire Commissioners may consider any combination of relevant education, skills, and experience that demonstrates the ability to perform the essential duties and responsibilities.

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

EFFECTIVE DATE: 5/22/2020	REPLACES: NEW
FIRE CHIEF: 	
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