

# NORTHSHORE FIRE DEPARTMENT

## JOB DESCRIPTION

---

<b>Title:</b>	Fire Chief	<b>Number:</b>	2430-A1
<b>Division:</b>	Administration	<b>Effective Date:</b>	February 7, 2012
<b>FLSA Class:</b>	Exempt	<b>Approved By:</b>	Board of Commissioners

---

### JOB DESCRIPTION SUMMARY

The Fire Chief is responsible for providing leadership and direction and to plan, manage and oversee the activities and operations of the Fire Department by establishing goals and objectives within the policy directives set forth by the Board of Commissioners. The Fire Chief carries out these goals and objectives by estimating the department's needs, preparing a budget, controlling expenditures, reviewing effectiveness of operations and personnel through direct and indirect supervision.

### ESSENTIAL FUNCTIONS

*Essential functions will vary according to the work environment and may include, but are not limited to, the following:*

Assume full management responsibility for fire department services and activities including fire suppression, emergency medical, fire prevention and public education, and training programs and services.

Oversee the development and administration of the department budget; forecast the required funds needed for staffing, training, equipment, materials and supplies, and maintenance; approve expenditures and recommend budgetary adjustments as appropriate and necessary.

Establish fire department goals and objectives to ensure compliance with Board policy directives and applicable local, state or federal laws, rules and regulations.

Provide for the overall safety of personnel through the establishment and maintenance of effective training programs and operational practices that provide the necessary skills and guidance to operate in a safe and effective manner.

Direct and supervise the activities of the administrative support personnel, fire marshal and battalion chiefs. Direction includes scheduling, assignment and review of work, providing assistance, evaluating performance, administering discipline and making hiring, termination and pay change recommendations.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire suppression, emergency medical, hazardous materials and fire prevention.

Serve as a liaison to civic and special interest groups, local service organizations and other municipal agencies.

Prepare a variety of reports and correspondence relating to departmental activities, direction, accomplishments.

Represent the department at commission and other meetings to present the department's plans, accomplishments and to discuss the development and implementation of programs and policies.

Respond to citizen concerns and issues and determine appropriate resolutions to maintain positive community and/or customer relations for the department.

Establish and maintain cooperative relationships with neighboring and regional fire departments to ensure coordinated efforts to address common suppression, prevention, enforcement and emergency medical issues.

### **KNOWLEDGE, SKILLS, ABILITIES**

#### **Knowledge of:**

- Principles and practices of management necessary to plan, analyze, develop, evaluate and direct fire department services and operational needs;
- Principles and practices of modern fire prevention, fire suppression and emergency medical activities;
- Principles and practices of personnel management including training, performance evaluation, conflict management and labor relations;
- Principles and practices of budget preparation and administration;
- Pertinent Federal, State, and local laws, codes and regulations that may govern department activities;
- Incident management practices, including the National Incident Management System (NIMS);
- Proficient knowledge of computers and applicable computer software applications, including specific knowledge of Microsoft Word, Excel, PowerPoint, and Access;
- Working knowledge of modern administrative office procedures, methods and equipment.

#### **Skill in:**

- Interacting with others using tact, patience and courtesy;
- Negotiating and resolving difficult or sensitive complaints or concerns from department personnel or external sources;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions;
- Assessing and prioritizing multiple tasks, projects, and demands.

#### **Ability to:**

- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient fire suppression, emergency medical and prevention services;
- Develop a comprehensive budget and prepare clear and concise financial reports;
- Establish and maintain effective working relationships with those contacted in the course of work including personnel, other government officials, community groups, the general public, and media representatives;
- Select, train, supervise and evaluate an effective staff capable of properly executing the goals and objectives of the department;
- Properly interpret and make decisions in accordance with laws, regulations and policies
- Conduct themselves in a professional manner as defined by District policy;
- Work independently in the absence of supervision and delegate authority and responsibility when appropriate;
- Maintain confidentiality;
- Perform research and present findings in an organized and professional manner;

- Provide verbal and written directives, information and advice to a wide variety of people and officials;
- Communicate in English clearly and concisely, both orally and in writing;
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **SUPERVISORY RESPONSIBILITIES**

Works under the broad policy guidance of the Board of Commissioners.

Exercises supervision over all employees within the department, either directly or indirectly through supervisors.

### **EDUCATION/EXPERIENCE**

Bachelor's degree in public administration or a related field of study AND at least 15 years of fire suppression experience including at least 5 years of upper level administrative responsibility OR an equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those listed above.

### **CERTIFICATES AND LICENSES**

A valid Washington State Driver's License is required.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear; use hands or fingers to handle and feel; and use the telephone and computer while communicating with internal and external clients. Requires sufficient manual dexterity and visual acuity to operate a personal computer and other standard office equipment. Employee will sit for several hours each day but will also need mobility and ability to stand and walk for periods of time, reach with hands and arms. Employee may need to lift up to 10 pounds on occasion. This position may require the employee to work under stressful conditions due to deadlines and time constraints.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work area is a typical office setting. The noise level in the work environment is usually moderate. From time to time work will require operations in an outdoor setting, in a variety of weather, terrain and noise conditions.

### **SPECIAL REQUIREMENTS**

- Requires ability to pass a pre-employment drug screening examination and any subsequent testing.
- Requires ability to pass a comprehensive background check.
- Employee must be insurable under the District's existing vehicle and umbrella liability insurance carrier.