



# West Valley Fire-Rescue

## Yakima County Fire District 12

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### JOB DESCRIPTION

<b>POSITION:</b>	<b>FIRE CHIEF</b>
<b>IMMEDIATE SUPERVISOR:</b>	<b>BOARD OF FIRE COMMISSIONERS</b>
<b>FLSA STATUS:</b>	<b>EXEMPT / FULL-TIME</b>
<b>REVISION DATE:</b>	<b>MARCH 23, 2016</b>

#### JOB SUMMARY

Serves as the executive and senior command officer of the District, responsible for all administrative and operational functions. Assures the efficient and effective delivery of emergency fire, medical and rescue services primarily using volunteers supported by a fulltime support staff. Provides for the delivery of educational and prevention programs to reduce risks to life, property and community vitality. Provides leadership and administrative direction to the Board of Fire Commissioners to establish direction for the organization.

#### JOB SCOPE

Assures compliance consistent with the laws of the State of Washington and the policies of Yakima County Fire Protection District 12. Performs the level of services as directed and authorized by the Board of Fire Commissioners. Supervises and/or oversees the functional areas of administration services, emergency incident readiness and response, equipment management, facilities management, financial management, information management, personnel management, planning services and public relations under the direction of the Board of Fire Commissioners. Acts as a liaison to local, state, and national agencies and professional associations to maintain knowledge of current fire protection management trends, laws, regulations and issues. Maintains a well-trained volunteer force and career support staff to provide customer service delivery. Manages the implementation of the strategic plan.

#### PRINCIPAL DUTIES AND RESPONSIBILITIES

##### *Administrative Services:*

- Manages risk by recommending and implementing policies and develops procedures consistent with policy established by the Board of Fire Commissioners.
- Responsible for a policy and procedure system that reflects current practices, provides procedural development, implementation, monitoring and communication to personnel.

- Establishes a monthly reporting system to inform the Board of Fire District Commissioners of the progress of established goals and objectives and other activities of the Fire District.
- Attends required meetings and identifies issues that may compromise the liability of the District.
- Attends Board of Fire Commissioners meetings to provide staff support by presenting recommendations based on objective and valid information.
- Manages contracts and agreements as necessary to provide services.
- Provides advice and counsel to the Board of Fire District Commissioners.

*Incident Readiness and Response:*

- Develops and maintains an effective emergency response system and preventive activities to provide the District with the established Level of Service as determined by the Board of Fire Commissioners in delivery of fire protection and emergency services.
- Responds as Incident Commander and directs emergency scene activities as necessary.

*Financial Management:*

- Recommends a budget that meets level of services and local and state requirements.
- Authorizes the purchase of all equipment, supplies and services necessary for the operation and maintenance of the District.

*Personnel Management:*

- Develops and implements standardized personnel management procedures to provide recruitment, selection, career development, training, occupational health and safety, retention, and development.
- Provides recommendations to the Board of Fire Commissioners for the confirmation of new employees to include volunteer and full-time staff.
- Appoints officers consistent with the organizational structure as established by the Board of Fire Commissioners.
- Develops and maintains a discipline procedure to assure personnel conform to established and or professional standards.
- Recommends termination of personnel to the Board of Fire Commissioners when in the best interest of the District.
- Communicates information to assure personnel are informed of decisions, actions, requirements, and status of attaining established levels of service.

*Planning:*

- Develops and maintains a Strategic Plan, for approval by the Board of Fire Commissioners, that projects a vision, mission, goals and objectives for the agency; resource needs for the future, including personnel, facilities, equipment and apparatus, based on expected growth or reduced service area in relationship to established performance objectives and available revenue resources.
- Develops and maintains an annual Business Plan, for approval by the Board of Fire Commissioners that identifies projected revenue, planned expenditures and performance objectives to be accomplished during the coming budget year.

**MINIMUM EDUCATION, EXPERIENCE, AND CERTIFICATIONS**

- An Associate's Degree or a Bachelor's of Degree in fire Science and or related discipline. Additional years of experience and advanced management training may be substituted for degree requirements at the discretion of the Board of Fire Commissioners.
- Ten (10) years of emergency fire and medical services experience with three (3) years administrative and incident scene management experience.
- Documented experience and knowledge in administration and knowledge of emergency incident readiness and response including, emergency incident command, equipment management, facilities management, financial management, information management, personnel management and supervision, planning, and public relations.
- Computer literacy.
- Experience managing volunteer staffing programs.

*Desirable Qualifications:*

- A Bachelor's or Master's Degree from an accredited university or college in course work in engineering, public administration or business, fire science, emergency service or a related field.
- Completed the National Fire Academy's Executive Fire Program (EFO) or equivalent of a national Chief Fire Officer program (CFO).

**SKILLS, KNOWLEDGE, AND ABILITIES**

Maintains current knowledge of the requirements and standards established by local, state, federal and standard developing agencies. Maintain professional knowledge in fire science disciplines and fire service administration management techniques including span of control, unity of command, division of labor and discipline. Demonstrate skills to provide leadership by effective supervision and delegation to assure staff complete and meet assigned goals and objectives. Demonstrate the initiative and ability to follow through on tasks to timely completion. Possess excellent writing and oral communications skills. Demonstrate the ability to effectively lead and supervise diverse work groups and manage resources in the delivery of services.

Demonstrate the ability to translate policy into operational practices. Have the ability to instill trust, consistency and fairness to staff.

### **WORK ENVIRONMENT**

The incumbent is primarily engaged in routine functions in an office environment; however, incident response work is performed in emergency and stressful situations. While equipped with and expected to use proper personal protective equipment, the individual may be exposed to hazards associated with fighting fire and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

### **PHYSICAL REQUIREMENTS**

The physical demands described herein are representative of those that must be met by this position to successfully perform the essential functions of this job.

While performing the duties of this job, the position is frequently required to walk, stand, use hands to finger, handle or operate tools objects or controls and to reach with hands and arms. The position is required to sit, climb, or balance, stoop, kneel or crawl, hear, talk and taste or smell.

The position must frequently lift, and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

***The duties listed above are intended only as illustrations on 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.***

**Yakima County Fire Protection District 12 is an Equal Employment Opportunity employer. It does not discriminate against its members or against applicants for appointment. Decisions regarding selection, promotion and/or tenure shall be free from restrictions based on physical, cultural, religious or other biases. Decisions regarding selections, promotions and/or tenure shall be directly related to the applicant's qualifications and ability to perform the requirements of a position. If you feel you have been discriminated against, please contact the Fire Chief or Board of Fire Commissioners.**

**This job description does not constitute an employment agreement between the Fire District and the employee and is subject to change as the needs of the Fire District and requirements of the job change.**