



**City of Gustavus, Alaska  
Gustavus Volunteer Fire Department (GVFD)  
Position Description**

**Title:** Fire Chief

**Position:** Exempt Regular Part-time Position (.75 FTE)

The Fire Chief position is an exempt, part-time position (.75 FTE). The Chief is expected to work the equivalent of approximately 30 hours per week, but with flexible hours to provide emergency response and as mutually determined with supervisor.

**Supervisor:** City Administrator

**Supervises:** Volunteer Assistant Chief, Fire Captain, Lead Dispatcher, and department volunteer fire responders. Collaborates with EMS Coordinator on scheduling and training for EMS volunteers.

**Summary:** The Fire Chief holds responsibility for most aspects of fire department operations, including fire suppression and prevention and rescue efforts, develops and coordinates updates to emergency management plans and hazardous materials response, provides local inspections and delivers community safety education. Maintains readiness of the department infrastructure, equipment and tools. Coordinates fire drills and fire trainings with input from volunteers. Regularly collaborates with the EMS Coordinator to help recruit GVFD volunteers, develop and implement EMS protocols and policies, and cooperates with other agencies for EMS fire response. Builds and maintains positive relationships with the community, other agencies and stakeholders.

**Essential Duties and Responsibilities:**

Fire Chief is accountable for the following essential duties, but the Chief may delegate duties to department volunteers.

- Plans, coordinates, supervises and evaluates department operations for fire and emergency management.
- Recruits, provides training opportunities, and directs the activities of volunteer firefighters to ensure that trained firefighters are available in the event of a fire.
- Serves as an effective leader of the department volunteer responders through a shared understanding of the role of the GVFD and its volunteers as an essential function within the City of Gustavus.
- Manages department administrative functions including inventories, maintenance records, training records, agency reporting, run sheets, ambulance billing, and HIPAA compliance assurance.
- Responds to emergency calls: Coordinates department resources for a proper and timely response. Is prepared to take the role of incident commander at major incidents.
- Ensures effective command and control techniques are in place at the scene of the fire.
- Assigns equipment and personnel for response to calls for outside aid where mutual aid agreements are in force and in other cases only when the absence of such equipment and personnel will not compromise the City's ability to provide fire protection and emergency medical services within the City of Gustavus.
- Responsible for maintaining fire department facilities and keeping equipment in a clean,



organized, safe, and ready condition. Conducts or coordinates maintenance and inspections of response vehicles, equipment, turnout gear and station facilities to assure response readiness within approved budget. Maintains data for maintenance logs.

- Plans departmental operations along with EMS Coordinator with respect to equipment, apparatus, supplies, company assignments, personnel, and safety requirements. Supervises the implementation of such plans.
- Develops, maintains, and enforces department operating procedures governing training, maintenance, and operation of the GVFD.
- Organizes regular fire drills or training sessions scheduled on a regular basis. Collaborates with EMS Coordinator for EMS drills and trainings or joint trainings where applicable
- Coordinates with private, state, and federal training officers for the additional training of department personnel. Maintains training records for GVFD responders.
- Prepares, in consultation with the EMS Coordinator, City Administrator, City Treasurer and Mayor, the draft GVFD annual budget, including operational and capital requirements.
- Plans and oversees fire facility improvements within budget approved by City Council and makes recommendations for new or replacement facilities and equipment.
- Serves as GVFD purchasing agent. Controls departmental expenditures within Council-approved budget appropriations, in accordance with the City's purchasing policies and procedures and direction from the City Treasurer.
- Maintains necessary records and other controls over all response gear such as inventories, maintenance records, maps etc.
- Conducts community outreach for fire prevention, emergency preparedness, pre-fire planning, fire extinguisher, first aid, and CPR training.
- Serves as the City representative with the National Park Service at Bartlett Cove regarding Fire protection and response.
- Collaborates with the EMS Coordinator when they arrange for the services of a medical director to provide for safety, effectiveness, and legal compliance in responses to medical emergencies.
- Prepares and submits a quarterly report of GVFD activities to the City Council. Prepares and submits other reports as requested by the Council regarding the department's activities.
- Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public regarding GVFD activities.
- Assists the State Fire Marshal and other authorities in the investigation of the cause and origin of fires within City limits. Enforces applicable State fire protection and prevention regulations within the City as directed by the State Fire Marshal and as authorized by State law.
- Attends training, conferences, and meetings subject to approval and budget to remain current on regulations, standards, and best practices.
- Develops and submits grant applications, in compliance with City policies and procedures to support departmental operations, facility improvements and equipment purchases.



- Communicates Effectively:
  - Contributes effectively to discussions and meetings
  - Fosters open channels of communication
  - Speaks and writes clearly, particularly in radio communications and incident protocols
  - Communicates in a manner that is appropriate while representing the department and the City
  - Conveys information via clear and concise spoken communications and/or legible directions/information
  - Is readily available for discussion, debriefs, and encourages open communication
- Other job-related duties as assigned and agreed.

#### **Required Minimum Qualifications - Education and Experience:**

- This position requires recruiting/selection, training, financial and supervisory skills as evidenced by experience and performance in an all-volunteer or combination emergency response system.
- Graduation from high school or GED equivalent.
- State Firefighter 1 certification
- EMT basic or higher certification
- Specialized training in fire department administration (desired).
- Enrolled in or completed the National Fire Academy's Executive Fire Officer Program (desired)
- Prior work experience of a progressively responsible nature providing and managing firefighting and prevention, and/or emergency medical services, and/or hazardous material response including supervisory duties.
- Prior work experience recruiting, training, and supervising volunteers necessary to meet community needs for firefighting and prevention, and/or emergency medical services and/or hazardous material response (desired).
- General work experience or certifications involving leading, managing, training, and supervising workers or volunteers.

#### **Desirable Knowledge, Skills, and Abilities:**

Position requires familiarity with municipal government structure, roles, and processes, plus knowledge, skills, and abilities in:

- Modern fire suppression, prevention, and emergency medical services principles, including procedures, techniques, and equipment.
- Identifying and applying laws, ordinances, departmental standard operating procedures and regulations necessary and appropriate to the provision of fire suppression, prevention, and emergency medical services.
- Recruiting, training, and leading volunteer fire fighters and EMS responders in a small-town department (desired).
- Using tools and equipment needed for operation and maintenance of GVFD response equipment.



- Effective written communications skills including the ability to prepare reports, business documents and correspondence
- Clear and effective public relations and public speaking skills
- Exercising sound judgment in evaluating situations and in making decisions.
- Establishing and maintaining effective working relationships with Department volunteers, other City employees, the Council, supervisors, and the public.

**Other Requirements:**

- EMT-2 Certification or obtain the certification prior to one year anniversary of hire;
- Other advanced EMS certifications (desired).
- Advanced Firefighter and Fire Officer certifications (desired).
- Advanced college-level training and degree (desired)
- Possess or be able to obtain within one month of hire, a valid State of Alaska Driver's License. (Commercial Driver's License preferred)
- Twenty-five years of age or older at time of hire.
- Ability to meet physical demands of emergency response activities in the Southeastern Alaskan environment.

**Physical Demands:**

The physical demands described here are representative of those the Fire Chief is expected to encounter.

- The Chief must frequently lift and/or move objects weighing up to 20 pounds, and occasionally up to 70 pounds.
- The fire chief will have to carry heavy firefighting equipment while climbing ladders and going through buildings.
- Vision requirements for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The Chief must hear well enough to discern oral and radio communications in a noisy emergency response environment.
- The Chief will be required to don, and perform work in, personal protective equipment including fire turn-out gear, self-contained breathing apparatus, air-purifying respirator, eye protection, and hearing protection.

**Work Environment Conditions:**

The work environment conditions described here are representative of those the Chief is expected to encounter while performing the essential job functions. The Chief's work is performed in the fire hall office, in public meetings, on the apparatus floor, in vehicles, and in outdoor settings, under all weather conditions, including temperature extremes, during day and night, and in emergency and stressful situations. The Fire Chief may be involved in physically draining and exhausting activities, which may include taking command of a fire scene, participating in emergency response situations and being involved in physically dangerous situations.



The Chief may also be exposed to the following work conditions and hazards:

- Cold and/or wet weather
- Fire and explosion hazards
- Airborne inhalation hazards including toxic smoke, gasses, vapors, dusts, mists, and fumes
- Hazardous liquids such as petroleum products and toxic household or light industrial materials
- Hazardous physical agents such as electric shock, noise (which may exceed 100 dBA for brief periods), whole body vibration, and heavy work in ergonomically awkward positions
- Hazardous biological agents such as blood-borne pathogens

#### **Tools and Equipment Used:**

Emergency medical vehicles and equipment, EMS supplies, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, emergency medical equipment, radio, pager, 911 communication system, computers, e-mail, phone, and facsimile.

#### **Notice**

CoG 3.03.010(a) (3) (B)

All positions are located within the City of Gustavus, and all work will be conducted in the City of Gustavus, unless the employee is on an authorized business or training trip or is authorized to conduct business while on approved absence.

CoG 3.04.02 (d) (2) (B)

The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the City of Gustavus and an applicant for the position or an employee holding the position. The position description is subject to change by the City of Gustavus, in its sole discretion, as the needs of the City and requirements of the position change.

**The City of Gustavus is an Equal Opportunity Employer**