

FIRE CHIEF

POSITION: Fire Chief
REPORTS TO: City Administrator
EFFECTIVE DATE: January 1, 2025
FLSA STATUS: Volunteer/Non-Exempt

SUMMARY:

The position is responsible for the organization and direction of the Stevenson Fire Department. This includes all volunteer fire department actions and personnel in response to official emergency calls as training allows, ensuring life safety, environmental preservation, and property conservation. The position needs management and supervisory experience. The Fire Chief is in command of the Fire Department as outlined in SMC 2.24 Volunteer Fire Department.

ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Plan, organize, direct and control the activities, operations, and personnel of the Stevenson Fire Department, in cooperation with City leadership.
- Develop and implement long term planning for the City's fire department facilities and equipment including execution of both short and long-range programs.
- Serve as a key member of the City's management team.
- Supervise the operation of the fire department.
- Oversee the selection, training, professional development and certification programs for all department personnel.
- Ensure that appropriate policies and procedures are in place and ensure personnel compliance to department policies and procedures.
- Work with other agencies to develop, implement, and enhance appropriate policies, procedures, and programs for the department.
- Serve as the technical advisor to the Mayor, City Council, City Administrator and departments on fire department activities.
- Perform cost control activities and monitor the efficiency/effectiveness of the fire department including assisting the finance department with budgeting for the fire department.

- Provide a departmental status report at all City Council meetings, represent the City on other committees as assigned, and attend ceremonial occasions or other organizational meetings as necessary.
- Direct the research and compilation of all required reports relative to the operation of the fire department.
- Ensure that the City's fire department meets all regulatory requirements.
- Direct the preparation of public notices and information programs to ensure that citizens, contractors, businesses and interested parties are apprised of major projects or activities.
- Prepare written reviews of all subdivision and short plat applications for the planning advisor.
- Serve with the Public Works Director, Community Development Director and City Administrator to coordinate emergency management and hazard mitigation planning/implementation.
- Assist with the control of public nuisances.
- Respond to public inquiries related to fire department issues.
- Assist with grant writing.
- Maintain and secure appropriate fire department records.
- Knowledge and application of modern public relations principles and practices.
- Knowledge and application of modern theories, principles, practices, methods, and equipment of modern firefighting.
- Knowledge and application of fire hazards, fire prevention techniques and building construction.
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ABILITY TO:

- Analyze and problem solve problems relating to Fire Department functions
- Efficiently coordinate resources and personnel to accomplish projects
- Assign, schedule, direct, coordinate, and evaluate personnel performing various fire department activities at various skill levels
- Appropriately and efficiently delegate responsibility
- Gauge project progress and make adjustments to meet deadlines
- Communicate effectively both orally and in writing with a diverse range of people.
- Respond professionally when confronted verbally and physically.

- Establish and maintain effective working relationships.
- Work courteously and tactfully with customers and personnel.
- Confidently make informed decisions and/or recommendations regarding all fire department functions
- Speak, understand, read, and write English
- Perform basic math (add, subtract, multiply, and divide)
- Exercise discretion in confidential or sensitive situations
- Interview people and gather information on circumstances surrounding an incident, which may include medical history.
- Prepare incident and inspection reports, either by hand or computer, using proper detailed descriptions and appropriate grammar.
- Exercise independent judgment and/or independent action regularly and under emergency conditions.
- Maintain various health and safety standards and regulations.
- Perform moderately, strenuous physical tasks and occasionally work under extreme physical and environmental conditions.
- Read, analyze and interpret financial reports, legal documents, engineering reports, and blueprints.
- Identify hazardous materials codes by color.
- Respond to an alarm, wake, and transition from a sound sleep to full activity and exertion within a matter of minutes.
- Take command of scenes with little to no information given.
- Make decisions using all available information available at the time the decision is made.
- Maintain high standards of professionalism as an example for other department personnel.
- Hear and orally respond to verbal orders, calls for assistance, and radio communications.
- Hear, identify, and appropriately respond to various sounds in an environment of substantial background noises, such as sounds produced by structural collapses, back-drafts, breaking glass, fire, other firefighters, sirens, traffic, and victims.
- Shout orders, warnings, and responses when necessary.

SUPERVISORY RESPONSIBILITIES:

Responsible for directly supervising all fire department personnel, either directly or through subordinate Captains and other positions; provide direction and guidance, make approvals and

recommendations as needed; maintain and promote team-centered participatory management practices.

JOB CONDITIONS

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.

Work is performed mostly in office settings but often in vehicles and outdoor settings as well. Outdoor work is required in the supervision of employees who are training and in responding to incidents in all weather conditions, including temperature extremes, during all hours of the day and night. Work is often performed in emergency and stressful conditions. Work may be conducted near machinery and moving parts, and in high or precarious places.

The noise level is generally that expected in a typical office/shop environment but may involve exposure to alarms, sirens, and other loud noises. The employee is routinely exposed to household cleaning supplies and/or basic office supplies (e.g., copy machine toner), vibrations, electrical, chemical, and mechanical hazards, extremes in temperature, and potentially caustic chemicals and gases. Other hazards including smoke, noxious odors, fumes, chemicals, and explosives may be encountered while visiting other locations or responding to emergencies.

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to: Sit or stand in a stationary position for an unspecified duration, perform repetitive movements/motion in job-related tasks, move around in a typical office, shop and plant setting, operate typical office equipment and supplies, climb ladders and stairs, stoop, bend, kneel, crouch or crawl as necessary for various job-related tasks, communicate verbally with others. Visits to field facilities, construction sites or maintenance operations may require walking moderately long distances through steep or uneven ground, including during adverse weather conditions.

Requires normal ability to read and visually process information - specific vision abilities include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus.

The employee must regularly perform Medium Work – lifting and/or exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The employee must occasionally perform work under extreme physical and environmental conditions and must lift and/or move up to 100 pounds.

MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.

5 or more years of progressively responsible experience in a fire department-related position and demonstrated management responsibilities.

Good knowledge of state and federal laws and procedures relating to fire departments and emergency management.

Advanced knowledge of the Fire/Med Radio system

Computer literate with general knowledge of Microsoft Office and/or Google Docs software applications.

Experience with social media management

Must have a valid state issued Driver's License.

Knowledge of the use of fire records and their application for fire prevention and fire protection administration.

Knowledge of the various functions and dynamics of modern Fire Department operations.

PREFERRED QUALIFICATIONS:

Supervisory and management skills, including mentoring, training, evaluating, disciplining and discharge.

Familiarity with government budgeting, regulatory environment and report preparation.

Flagger Certification

Instructor I Certification

Red Card (Wildland)

Fire Officer Certification

Public Information Officer (PIO) Training

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

First Aid & CPR Certification

National Incident Management System Certifications:

IS-700

IS-800

ICS-100

ICS-200

ICS-300

ICS-400

HAZMAT Awareness

HAZMAT Operations

HAZMAT On Scene Incident Commander

Emergency Vehicle Incident Prevention Program

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understood the functions, responsibilities and requirements of this position.

Signature

Date