

Fire Chief Job Description



EXHIBIT A - Fire Chief Job Description



Summary:

Official Job Title: Fire Chief

Reports to: Board of Fire Commissioners

Approved: 28 April January 2012, revised 29 April 2022

Compensation & Benefit Package: Per Appendix B of Employment Agreement

Work Hours: This position is generally expected to be present and available during regular business hours (0800 – 1700, Monday through Friday). Provided, however, the position will require additional work on evenings and weekends from time to time as needed.

FLSA Status: Overtime Exempt

Union Status: This a confidential, non-union represented position.

Major Functions and Purpose:

The Fire Chief is appointed by the Board of Fire Commissioners as its chief executive officer of the Fire District. The Fire Chief plans, organizes and directs the activities of the District, including administrative and operational services, in accordance with the local, State and Federal laws. The Fire Chief integrates organizational, procedural, policy, and fiscal management within the District, for the purpose of operating within defined service level expectations and fiscal priorities. The position is the recognized leader who inspires each member to achieve the District's mission, values, and vision.

Reporting Relationships:

The Fire Chief reports directly to the elected Board of Fire Commissioners and serves at their discretion, subject to the terms of the Fire Chief Employment Agreement. The Board of Fire Commissioners holds the Fire Chief accountable for all District programs and services. The Fire Chief is held accountable for articulating all aspects of proposed policy, organizational and fiscal changes, as well as possible alternatives and the rationale for such choices brought to the Board. All other reporting relationships are as detailed within the Chain of Command of Grays Harbor Fire District #2,

In the Event the Fire Chief is absent for two or more days the Fire Chief will appoint members of his staff to cover in his absence.

Essential Job Duties, Include, Without Limitation, the Following:

The Fire Chief will exercise oversight responsibility for all District programs. Duties and program responsibilities include, but are not limited to:

- **Incident Command, Mutual Aid and Fire Code Responsibilities:** Responds to all major emergencies and assumes a leadership role in the incident command system as

appropriate. Establishes and maintains cooperative relationships with neighboring fire agencies to ensure coordinated efforts on mutual aid incidents. Provides technical advice on District land use and development projects. Consults with State Fire Marshal and/or Sheriff Department on fire investigations, plan reviews and field inspections.

- **Policy Development and Management:** Works with the Board of Fire Commissioners and other groups to develop and implement policies, service levels and operation guidelines. Recommends and/or writes changes in policies and service levels as needed. Ensures that new or updated SOG's are clearly understood and communicated to the membership.
- **Planning:** Plays a lead role in facilitating the development of both short term and long-term plans to carry out the mission, vision, and values of the District. Also evaluates the effectiveness of programs and services and recommends to the Board of Commissioners adjustments in these plans. In accordance with the NIMS guidelines, assists the District staff in updating plans and procedures and carrying out exercises for the District's EOC and Emergency Plan. Identifies critical data elements to be reported to the Board of Commissioners and otherwise recorded to determine the current status of District assets and forecasting of future trends and needs relevant to District operations.
- **Financial Management:** Oversee development of annual budget and multi-year fiscal plans in coordination with the District Secretary, Board of Commissioners and District personnel input. Recommends in conjunction with the District Secretary to the Board of Commissioners adjustments in budgets and financial plans consistent with the Board's policy direction. Stays informed about the status of financial audits and related compliance requirements. Authorizes the purchase of all equipment, supplies, and services (within the guidelines and policies established by the District) for the operation and maintenance of the District.
- **Citizen Advisory:** Communicates Fire District goals, service levels and fiscal requirements to voters and other taxing districts via District Newsletters or Annual Reports. Works to integrate the needs, goals, and fiscal requirements of the District with other taxing districts.
- **Problem Solving:** Responds to issues in an organized, consistent, and timely manner to provide resolutions that reflect the District's mission, vision, values, and Standard Operating Guidelines. Able to show leadership qualities in handling of personnel problems.
- **Personnel Management (HR):** Oversees all recruitment and hiring processes, internal investigations, grievances, disciplinary proceedings, employment terminations, and oversees administration of District's performance evaluations system, with the guidance of the Board of Commissioners. All items named above will be brought to the Board of Commissioners for review in a timely manner. Effectively oversees and manages all aspects of labor relations with the IAFF Union on behalf of the District.

- **Capital Project Management:** Accountable for District's adherence to State laws and regulations governing acquisitions and construction projects. Manages capital improvement projects and ensures that projects are within budget parameters established by the Board of Commissioners. All contracts and finalized projects will be approved and signed by the Board of Commissioners and/or Chairman of the Board.
- **Public and Intergovernmental Relations:** Ensures that inquires or complaints are handled in a timely and responsive manner, consistent with approved District policies. Represents the District at approved meetings, hearings, and community events. Assists neighborhoods, business, and community groups on disaster preparedness plans and activities. In conjunction with the Board of Commissioners serves as the District's primary spokesperson. Establishes and maintains a positive working relationship with allied public safety organizations, the media, citizens, the business community, and other stakeholders.
- **Supervision, Training, and Program Management:** Supervises and conducts performance evaluations for District personnel under the Fire Chief's command. Also consults with Deputy Chief, as necessary, on performance evaluation for the Officers and membership. Oversee training of District membership and at times will teach classes in their field of expertise.
 - Assign duties to and supervise all paid and volunteer personnel. The authority to discipline all personnel shall include the authority to suspend, reprimand and terminate both paid and volunteer personnel in accordance with District policy.
 - Determine who shall become volunteer firefighters for the District and appoint and promote all officers of the District.
 - Direct and supervise the training of all personnel of the District.
- **Meetings of the Board:** Attends all Board of Commissioners meetings. The Fire Chief will give the Board a detailed report of activities of the District. These meetings generally occur outside of regular business hours.
- **Other Duties/Assignments:** Establishes and maintains a positive work environment with the emphasis on teamwork. Plans and facilitates staff meetings, committee meetings and workshops. Serves on District standing committees and ad hoc committees. Attends designated meetings with outside agencies. Participates in state or local organizations related to the fire service. Serves on County's EOC management team, when advised by the Board of Commissioners, when activated. Performs other duties and special projects as assigned by the Board.
 - Establish and enforce a manual of operating procedures for the District.

- Maintain custody of all equipment of the District and provide for the maintenance of the equipment, facilities, and station.
- Assist in the preparation of the annual budget; authorize the purchase of all equipment, supplies and services necessary for the proper operation and maintenance of the facilities of the District.
- Prepare and maintain all records that may be required by law or as directed by the Board.
- Attend and participate in professional meetings, conferences, and workshops. This may involve travel outside of Washington State and outside of regular business hours.

Qualifications:

1) Required Qualifications:

- 10 Years of progressive experience as an Officer in the Fire Service (preferred Lieutenant or above).
- A minimum of five (5) years' experience as a Battalion Chief, or equivalent or higher-ranking officer in a fire district/department providing EMS services (both ALS and BLS).
- Excellent oral and written communication skills
- Proficient in the use of a computer and all commonly used business software platforms.
- Experience in developing and preparing plans, policies, and procedures
- Expertise in personnel rules and regulations pertaining to staff employees and emergency responders
- In-depth knowledge of federal, state, and local laws and regulations governing fire districts
- Ability to present policy issues and choices for decision makers
- Experience in negotiating and/or implementing collective bargaining agreements
- Ability to prioritize and integrate services with fiscal accountability
- Valid Washington State Driver's License (or must be obtained prior to start date of employment).
- CDL or EVIP certified (within 90 days of employment).
- Knowledge of fire prevention activities, including Fire Code enforcement and plan review
- Knowledge of fire investigation activities
- Experience in and knowledge of the financial, budgeting and accounting practices of public agencies
- Certified as an Emergency Medical Technician (EMT) or Paramedic in Washington State, National Registry of Emergency Medical Technicians (NREMT) or able to obtain certification in accordance with Washington State requirements.
- Significant experience and knowledge in public safety administration, organizational leadership, personnel management, financial management, information management, risk management, strategic planning, asset management, and public relations.

1) Desirable Qualifications:

- Degree in fire science, fire service administration, public administration or a related field, or completion of the Executive Fire Office Program (EFOP) or Chief Fire Officer Designation (CFOD).
- Extensive seminars or course work in leadership training and management
- Experience in working with and/or leading combination fire departments, especially departments with a long-standing volunteer tradition
- Current or previous Paramedic certification in Washington State or NREMT.

3) **Personal Attributes.** The individual shall:

- Be a self-confident, results-oriented administrator with a participatory leadership style
- Be comfortable interacting with members at all levels of the organization, including commissioners, staff, and volunteers
- Possess a high degree of integrity, professional decorum and well-developed interpersonal skills
- Facilitate decision-making by fostering a spirit of cooperation and consensus building
- Be approachable, personable, and friendly; yet retain the ability to make tough decisions when needed
- Be dependable and able to maintain their emotional self-control in stressful situations
- Be able to accept advice and constructive criticism, follow rules and regulations and adapt to changing working conditions
- Convey a positive, professional attitude and contribute to the general well-being of the District
- Embrace the mission, vision, and values of the District
- Be dedicated to continuing their education and applying new ideas and techniques
- Attend and participate in District drills with all District membership
- Ability to relate to other people beyond giving and receiving instructions. This includes the ability to: (a) get along with others in the workplace without exhibiting behavior extremes; (b) perform work activities requiring negotiating, instructing, supervising, persuading and speaking with others in an appropriate/professional manner; and (c) responding professionally to criticism.
- The ability to be physically and regularly present in the workplace is an essential job function.

Working Conditions and Other Information:

Work is performed in a combination of settings, i.e., office environment, training grounds, and emergency incident scenes. At emergency incidents, the Fire Chief may serve as the Incident Commander. Due to the nature of firefighting and emergency service work, the Fire Chief will be exposed to potential hazards. Therefore, the Fire Chief is required to use protective clothing and equipment at all times when required by applicable authority.

The physical demands described in this job description are representative of those that must be met by a Fire Chief to successfully perform the essential functions of this job.

While performing the duties of the position of Fire Chief, the Fire Chief is frequently required to sit, talk, hear, stand, walk, use hands or fingers, handle or operate objects, tools or controls and reach with hands and arms.

The Fire Chief must frequently lift and/or move up to 15 pounds and occasionally lift and/or move more than 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The Fire Chief is expected to maintain a level of physical fitness sufficient to permit performing the duties of the position of Fire Chief over an extended period of time, and under unusual stress and activity.

This position may be exposed to all manner of environmental conditions, both indoor and outdoor, including inclement weather, extreme temperatures, and contaminated atmospheres. Other conditions include routine work in an office environment (working with electronic equipment, computers, a variety of software packages, etc.) and in a classroom/instructional environment for prolonged periods of time.

The Fire Chief must be able to perform the essential functions of this position in all of the working conditions described herein, either with or without a reasonable accommodation.

Exempt Employee:

The Fire Chief shall be an overtime “exempt” employee under federal and Washington State law. The Fire Chief shall work a full-time non-scheduled workweek as necessary to accomplish the mission and objectives of the District. That said, while the Fire Chief shall not have strictly assigned working hours, he/she is expected to be generally available and present at the Fire Station during regular business hours from 0800 to 1700, Monday through Friday. As an exempt employee, the Fire Chief shall not receive overtime compensation, regardless of the number of hours he/she may work in any given workweek. The Fire Chief’s job duties will require him/her to work more than 40 hours per workweek from time to time.

The only exception to the foregoing prohibition on the Fire Chief’s ineligibility to receive overtime compensation is if he/she participates in: (a) specialized emergency responses outside of the District and outside of his/her regular job duties which are fully compensated by a third party, such as Washington’s Department of Natural Resources (“DNR”); or (b) incident management teams or wildland responses outside of the District and outside of his/her regular job duties which are fully compensated by a third party, such as DNR.

Other:

The duties listed above are intended only as illustrations of 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 a logical assignment to the position. Further, the District retains its right to assign other duties to this position as it deems appropriate in its discretion.

Excluding absences previously arranged with the Chairperson of the Board of Commissioners, the Fire Chief shall be available to the Board and District staff on a 24/7 basis.

The job description does not constitute an employment agreement between Grays Harbor County Fire District No. 2 and the Fire Chief and is subject to change by the District in its discretion as the needs of the District and requirements of the job change.

EXHIBIT B

Compensation:

- The District shall pay the Fire Chief as gross annual salary of \$105,000 to \$120,000.00 (subject to the customary and usual withholdings and applicable employment taxes). The District shall pay the foregoing annual salary in roughly equal monthly installments.
- Approximately once a year, the Board of Commissioners shall review the Fire Chief's performance and determine what, if any, salary adjustment shall be made. Provided, however, the Fire Chief shall not be entitled to a pay raise after evaluation. Pay raises, if any, shall be at the discretion of the Board of Commissioners.
- The District shall pay the employer's portion of LEOFF II retirement system monthly premium.
- The District shall provide a first-year uniform allowance of \$1,000.00 and subsequent years a uniform allowance of \$500.00 per year.

Holidays:

The Fire Chief shall receive the following paid holidays each year:

- News Year Day, MLK Day, Presidents Day, Memorial Day, 4th of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Day After and Christmas Day and Day After.
- Provided, however, the Fire Chief may be required to work on any holiday, without additional compensation, based upon the needs of the District.

Vacation Leave:

The Fire Chief shall be entitled to vacation leave with pay each year according to the following schedule:

- After the completion of one year of employment, 12 working days
- After the completion of two years of employment, 15 working days
- After the completion of five years of employment, 17 working days
- After the completion of ten years of employment, 20 working days

Upon separation of employment, the District shall pay the Fire Chief the value of his/her accrued, but unused, vacation leave, up to a maximum of 240 hours. Any accrued vacation leave in excess of the foregoing amount shall be forfeited without compensation.

Healthcare Benefits:

- **Medical/Dental/Vision:** The District agrees to provide medical, dental, disability, insurance and vision coverage for the Fire Chief and his/her eligible dependents up through age 26 (and such as dependents are otherwise defined under the respective insurance plan) through the approved plans of the Fire District. The District shall pay the monthly premiums for each of the foregoing insurance plans if the Fire Chief elects to receive such coverage. The District shall have the right to select each insurance plan offered to the Fire Chief. The District shall also have the right to change and modify any or all of the foregoing insurance plans from time to time as it determines appropriate in its discretion.

- **Health Reimbursement Account (HRA):** The District shall fund an HRA for the Fire Chief up to a maximum balance of \$2,000.00 each January 1st. For example, if the HRA plan has a balance of \$1,200 on December 31st the District shall contribute an additional \$800 for the following calendar year's plan.

Sick Leave:

Sick leave shall accumulate at the rate of 8 hours (one working day), for each month of employment. No more than 960 hours (sixty (60) working days) of sick leave may be accumulated, at which time the Fire Chief will stop accruing sick leave until his/her sick leave balance falls back below the 60-day cap. Upon separation of the Fire Chief's employment (regardless of the reason) all accrued sick time will be forfeited without compensation.

Bereavement Leave:

The Fire Chief shall be granted bereavement leave not to exceed three working days in the event of a death of a member of the immediate family which shall include spouse and/or domestic partner, children and/or step children, parents, spouse/domestic partner's parents, brothers, sisters and grandparents.

Indemnification:

Fire Chief's name shall be added to the District's Insurance Policy as an also insured. The District shall carry employment practices insurance.

Education Leave:

Subject to the availability of funds, the Fire Chief shall be encouraged to take a reasonable number of days away from employment, with pay, in order to attend, and or serve as an instructor in recognized fire service training schools or other job related schools, seminars or conferences. As a condition of employment, the Board of Commissioners has requested that the Fire Chief of Grays Harbor Fire Protection District #2 make every effort to take and complete the National Fire Academy's Executive Fire Officer Course.

If at such time the Fire Chief is compensated for teaching, Vacation Leave will be utilized.

District Vehicle:

In recognition that the Fire Chief is always in on-call status, the District shall provide a vehicle clearly marked in compliance with RCW 46.08.065, for official use in compliance with District policy as established by the Board of Commissioners.

Cell Phone/Computer:

District will provide the Fire Chief with the necessary technology, such as a smart phone and computer, needed to perform his job duties and responsibilities. The Fire Chief shall have no expectation of privacy in any such District equipment.

Residency Requirement:

The Fire Chief shall reside within the boundaries of Grays Harbor Fire Protection District #2.