

CITY OF MCCLEARY, WASHINGTON
JOB DESCRIPTION

Title: Volunteer Fire Chief
Reports to: Mayor

Department: Fire
Effective Date: December 1, 2023

This is a part-time position. The Volunteer Fire Chief (hereafter referred to as Fire Chief) is responsible for and performs a variety of technical, administrative, and supervisory work in planning, organizing, directing, and implementing fire prevention, suppression, and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions. Works under the general guidance and direction of the Mayor.

FUNCTION AND PURPOSE

The Fire Chief is responsible for directing the activities of the fire department and is the sole authority and command at the scene of a fire. Is responsible for directing all volunteer fire fighters and ensuring that fire fighters have adequate training. Also responsible for ensuring that firefighting equipment is monitored on a regular basis and is in good working order. Will develop all policies and procedures concerning firefighting in accordance with municipal ordinances, state law, and federal laws and regulations. Providing adequate fire services will enhance the safety of residents and may prevent or reduce unnecessary injury, loss of life or damage or destruction of property as a result of fire.

SUPERVISION RESPONSIBILITIES

Supervises the Volunteer Assistant Fire Chief directly, and other department staff through these subordinate volunteer officers.

JOB DUTIES AND RESPONSIBILITIES

1. Develop, review, and implement all firefighting policies and procedures in accordance with municipal ordinance, state law, and federal laws and regulations.
 - Plans, coordinates, supervises, and evaluates Fire and EMS operations;
 - Establish appropriate firefighting techniques;
 - Plan firefighting strategies;
 - Liaise with necessary committees and organizations;
 - Establishes policies and procedures for the fire department in order to implement directives from the Mayor or City Council;
 - Ensure firefighting policies and procedures are strictly adhered to;
 - Make recommendations on changes to the firefighting by-law;
 - Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances.
2. Recruit, train, and direct the activities of volunteer firefighters in order to ensure that trained firefighters are available in the event of a fire.
 - Recruit and orient volunteer fire fighters;
 - Ensure a high level of morale among fire fighters;
 - Facilitate the training of volunteer fire fighters;
 - Evaluate the performance of fire fighters;
 - Maintains fire department discipline and the conduct and general behavior of assigned personnel;

- Discipline and/or dismiss fire fighters if necessary.
3. Inspect firefighting equipment in order to ensure appropriate equipment is available as required.
 - Inspect the fire truck on a regular basis;
 - Inspect firefighting equipment and apparatus on a regular basis;
 - Make recommendations on the replacement and/or repair of equipment;
 - Make inspections of places of business to ensure compliance with regulations.
 4. Takes command in the event of a fire in order to ensure a safe, effective, and controlled response.
 - Ensure effective command and control techniques are in place at the scene of the fire;
 - Make all decisions concerning the appropriate response to and method of fighting a fire;
 - Responds to alarms and may direct activities at the scene of major emergencies;
 - Direct all activities at the scene of the fire;
 - Ensure that fire fighters are responding in a safe and appropriate manner;
 - Investigate the cause of the fire once it has been extinguished.
 5. Complete administrative tasks as required.
 - Maintain records on incidence of fire, injuries, and loss of property;
 - Prepare reports on all areas of firefighting;
 - Prepares budget requests, directs the implementation of the budgets, plans for and reviews specifications for new or replaced equipment;
 - Monitor the fire department budget;
 - Implement fire prevention education and awareness programs.
 6. Perform other related duties as required or as may be assigned by the Mayor.

PUBLIC CONTACT

The Fire Chief will, from time to time, have personal or telephone contact with residents, and therefore is a highly visible representative of the City. He/she will have contact with customers regarding fire safety, hazards and mitigation, and community involvement. The position must have the ability to resolve citizen complaints, including follow-up investigations and research when needed.

TOOLS AND EQUIPMENT USED

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

KNOWLEDGE, SKILLS, AND ABILITIES

While requirements may be presentative of minimum levels of knowledge, skills, and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently, to include:

Knowledge

Must have proficient knowledge in the following areas:

- Knowledge of firefighting techniques and methods;
- Knowledge of command-and-control techniques;
- Knowledge of fire investigation and evidence gathering techniques;
- Knowledge of firefighting training programs;
- Knowledge of training techniques and methods;
- Knowledge of firefighting, public education, and awareness programs;
- Knowledge of public safety theories and methods;

- Knowledge of emergency response techniques;
- Knowledge of emergency procedures, emergency first aid, and CPR;
- Knowledge of volunteer training, development, and recognition.

Skills

Must demonstrate the following skills:

- Leadership skills including the ability to take full command at the scene of a fire;
- Analytical and problem-solving skills;
- Decision making skills;
- Negotiations skills;
- Effective verbal and listening communications skills;
- Ability to deal effectively with people in difficult situations;
- Effective written communications skills including the ability to prepare reports and business documents and correspondence;
- Effective public relations and public speaking skills;
- Research and program development skills;
- Stress management skills;
- Time management skills.

Personal Attributes

Must demonstrate the following personal attributes:

- Maintain standards of conduct;
- Be respectful;
- Possess cultural awareness and sensitivity;
- Be flexible;
- Demonstrate sound work ethics;
- Be consistent and fair.

WORKING CONDITIONS

Work is performed in an office setting and outdoors.

- 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 fire chief will have to carry heavy firefighting equipment while climbing ladders and going through buildings;
- The fire chief will be exposed regularly to water in extreme weather conditions;
- The fire chief will be exposed to noxious smoke and fumes as a result of the fire;
- The fire chief will have to manage a number of people and projects at one time and may be interrupted frequently to meet the needs and requests of residents;
- The fire chief will be exposed to environments that are dangerous, busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks;
- The fire chief will be exposed to smoke and fire that will adversely affect each of the senses including smell, touch, taste, hearing, and sight;
- The fire chief will require extreme levels of concentration during a firefighting situation;
- The fire chief will experience very high levels of mental and emotional stress caused by the requirement to fight fires in an effective manner, the requirement to maintain absolute control in dangerous and hectic situations and by the possibility of loss of life, injury, and property.

ENVIRONMENTAL CONDITIONS

Work is performed in a standard office with frequent travel to various locations to attend meetings and/or perform Department activities in responding to emergency scenes, disasters, or critical incidents; the employee occasionally works near moving mechanical parts; occasionally exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, etc; wear protective apparel including goggles, face protector, aprons, safety shoes, and self contained breathing apparatus; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

PHYSICAL CONDITIONS

Primary functions require sufficient physical ability to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to operate a vehicle to travel to various locations; ability to operate and use specialized vehicles and equipment.

RECRUITING REQUIREMENTS

- High school diploma or General Equivalency Diploma (GED) required;
- At least seven (7) years paid or verifiable, active volunteer experience as a firefighter, including three years as a superior officer (for example as Lieutenant, Captain, Deputy Chief or Chief);
- Must maintain any certifications as required by state law and city code;
- Must be certified in emergency medical care at the level of first responder or higher;
- Must possess and maintain a valid Washington State Driver's License;
- No felony convictions or disqualifying criminal histories within the past seven years;
- Must successfully pass a background check and drug screen;
- Ability to meet Departmental physical standards.

Any combination of experience and training that provides the desired skills, knowledge, and abilities.

SELECTION GUIDELINES

Formal application; review of education and experience; oral interviews; background check; drug screening; final selection.

NOTIFICATIONS

Requirements outlines in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves and/or other employees.

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.

This job description does not make any promises of specific treatment, nor does it constitutes an employment agreement between the City of McCleary and the employee. The job description is subject to change as the needs of the Employer and requirements of the job change.

Initial One:

I currently hold the position of Fire Chief _____

I am a candidate for the position of Fire Chief _____

I certify that I have read and understand the contents of this job description. I understand that my signature does not create an agreement nor offer any promise of specific treatment.

Print Name

Signature

Date