



Fire Chief Position Description (Effective,08/01/2023)

FLSA Status: This an exempt position, non-represented position

Nature and Purpose of Work

The Fire Chief reports directly to the Board of Commissioners and, as directed by the Board, is responsible for fulfilling the Fire District's mission of providing public safety services. Performing within the scope of the District's policies and standard operating procedures, the Fire Chief oversees management of the District's operations, assets, members, and other day-to-day affairs. This includes but is not limited to managing acquisitions, assuring the care and management of real and personal property, selecting suitable candidates for hire, directing the supervision and management of all members as required for the District's operations, and managing the District's operational budget.

The Fire Chief serves as the Fire District's Chief Administrative officer, filling a confidential upper management position that must maintain a confidential, collaborative and respectful working relationship with the community and its citizens, the Board of Commissioners, administrative staff, and all other members. They must carry out their prescribed duties in a manner that fosters the respect and collaboration of partner agencies and colleagues; that meets the District's performance requirements; and provides effective leadership. The Fire Chief's conduct and workplace performance shall be guided by and remain consistent with the District's Mission and Values. The Fire Chief's ultimate duty is to assure the delivery of quality and professional service to the citizens within Fire District 3.

Supervision Received

Supervised by the Board of Commissioners, the Fire Chief works under the Board's general policy direction for all matters related to human resource management, project assignment, performance appraisal, member relations, work related practices, performance effectiveness and responsiveness, and conformance with the District's expectations, and discipline.

Supervision Exercised

The Fire Chief has supervisory responsibility for assuring all matters related to managing the Fire District are in accordance with state and federal laws, District policies, standard operating procedures, and industry best practice standards. The Fire Chief is expected to exercise sound judgment while providing the corresponding leadership, organization, and coordination in their subordinate's human resource management, project assignments, performance appraisals, employee relations, workplace related practices, performance effectiveness and responsiveness, including conformance with the District's expectations and discipline.

Essential Job Functions

The duties and responsibilities represented in this position description are illustrative and not intended to imply that these are the only duties to be performed. The Fire Chief's principle duties include, but are not limited to the following duties and responsibilities, which are not listed in any particular order of importance or significance. The Fire Chief shall be responsible for:

1. Performing such service as may be directed by the Board of Commissioners in the manner and to the extent permitted by the laws of the State of Washington and in accordance with District policies as established by the Board of Commissioners.
2. . Maintains effective liaisons with county, state, and federal agencies, partner councils and commissions, and the communities at large
3. Managing the District's process for hiring and promoting career members in accordance with District policies and standard operating procedures. The Board shall be informed of career member appointments, promotions, and terminations.
4. Supervising all career and volunteer members with the authority to discipline, which shall include the authority to suspend, reprimand, or terminate in accordance with District policy.
5. Provides the Board a wide range of policy choices.
6. . Provides the Board with timely updates on matters of potential concern.
7. Maintaining custody of all the District equipment and providing for the maintenance of the equipment and facilities.
8. Preparing and overseeing management of the annual operational budget in accordance with Board policy and oversight.
9. Authorizing the purchase of the equipment and supplies needed to assure the proper operation and maintenance of the District's operations, programs, apparatus, equipment, and facilities as authorized in the operations budget and in accordance with Board policy.
10. Preparing any appropriate records that may be required by law or by direction of the Board of Commissioners.
11. Preparing, maintaining, and enforcing the District's policies and standard operating procedures as directed by the Board of Commissioners.
12. Overseeing the assigning duties to District members; the supervision of their performance; and adherence to the District's policies and standard operating procedures.

Core Competencies:

Incumbents should have a solid foundation of individual contributor and supervisory/management core competencies identified by the organization, as well as the following core competencies identified as essential for Strategic Leader:

- Mission Focus - Effective performers understand and support the organization's mission - its core purpose for being. They believe in the mission, value it, and are committed to it. They communicate it to staff, stand behind it, and interpret its applications for others. They frequently refer to the mission and incorporate it into

daily activities.

- Visioning - Effective performers are imaginative. They are able to create a vision of a preferred future for their teams. They communicate it clearly and enthusiastically in such a way that others are attracted to it. They are able to bring the vision to life for team members.
- Strategic Thinking - Effective performers act with the future in mind. They plan and make decisions within the framework of the agency's intent. They value progressiveness, creativity and support an orientation for change. They know and understand the factors influencing strategy (e.g., core competence, community needs, and the organization's current strengths and limitations) They consider future impact when weighing decisions. They constantly think in terms of improving service delivery, always looking for new ways to innovate.
- Business Thinking - Effective performers see the organization as a series of integrated and interlocking business processes. They understand general business concepts that govern these systems and their interfaces. They break down departmental silos in response to changing organizational needs. They understand that a change in one process can have dramatic and unintended impact across the entire organization. They are adept at using these interdependencies to synergistic advantage.
- Diplomacy - Effective performers work well within the organization's power network. They are perceptive to social cues in the environment. They recognize personal agendas. They are politically savvy, balancing internal politics and working effectively with elected officials. They are skilled at handling situations without arousing hostility, and are able to navigate the political waters of the organization.
- Global Mindset - Effective performers see their role in a larger context within the community, region and beyond. They are culturally aware, value diversity and welcome other points of view. They may represent the Districts interests as an ambassador for legislative advocacy or intergovernmental relations. They look beyond their own department for partnership opportunities. They have the coalition building skills needed to work effectively with business groups, educational institutions, non-profit organizations, other departments or other government agencies.
- Risk Taking - Effective performers have a history of, and propensity for, taking calculated chances to achieve goals. They find a balance between analysis and action. When they fail, they accept it, learn from it, and move on to the next challenge.
- Leadership Identification - Effective performers identify with the role of leader and enjoy positions of responsibility and the exercise of authority. They understand that management is a distinct vocation, and choose to be in a leadership position.
- Presentation Skills - Effective performers are able to organize and deliver public speeches that effectively inform or persuade audiences. They use current presentation technologies and media formats. They are able to field audience questions comfortably and confidently and are adept at public engagement.

Knowledge, Skills and Abilities

While requirements may represent the minimum levels of knowledge, skills and abilities, to perform this position successfully, the incumbent will possess the abilities and aptitudes to perform each duty proficiently. The Fire Chief must possess good character and the ability to effectively foster as well as work well with others as a contributing team member who is able to learn quickly and follow directions. They must have a good working knowledge of the District's policies and standard operating procedures and the ability to work effectively under pressure as necessary. In addition, and as is commensurate and/or applicable to their assignments, the Fire Chief must also possess the:

1. Combination of education, training, certifications, or experience that provides the required knowledge, skills and abilities needed to perform their prescribed duties.
 2. Familiarity with the District's geographic service area and the surrounding mutual-aid areas.
 3. Ability to follow directions and to carry out instructions effectively.
 4. Ability to communicate effectively in English, both orally and in writing, in a clear and concise manner.
 5. Ability to maintain composure and self-control under adverse and stressful conditions (i.e., public harassment, ridicule, critical injuries, death, etc.).
 6. Ability to effectively use current technology and associated software applications,
 7. Ability to work independently as well as to establish, foster, and maintain harmonious working relationships with members at all levels of the organization, the Board of Commissioners, as well as the community at large.
8. Be a strong advocate for the Fire District and have the political acumen required to constantly balance the needs of the community, staff and firefighters.

Note: The statements contained above reflect general details as necessary to describe the principle functions of this position, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered as an all-inclusive listing of actual work requirements.

Characteristics of a Successful Performer

The successful Fire Chief must be an action-oriented individual with a passion for public service. They must be a person who can operate effectively within a demanding and stressful environment. To be successful, they must operate with a strong customer service orientation with the ability to effectively respond to a broad range of fire department needs, as well as the needs of other departments, and the general public while operating in a culturally diverse community.

Physical Demands

-
- Must be able to see and comprehend the totality of an operation or incident; must be able to read a computer screen, various reports, letters, documents, and training materials; must be able to drive personal and District staff vehicles.
- Must be able to frequently communicate, express one's self, convey, converse, and exchange information with others either in person, telephone, or through radio; must be able to remain in a stationary position for long periods.

- Frequent movement is necessary in an office setting, in meetings, at conferences, etc., for long periods.
- Occasionally ascends/descends stairs; occasionally positions self to reach high/low work spaces; occasionally kneels; seldom stoops, crouches, or crawls.
- Must be able to move, transport, and/or position material up to 25 pounds.
- Operates a computer and other office equipment for long periods of time.
- Works in an indoor office setting; occasionally required to work for prolonged periods without rest during disasters or in inclement weather.
- Must successfully pass the District's pre-hire background investigation, medical physical to include a drug screen, and psychological testing.

Accommodations – Requirements outlined in this position description may be subject to modification in order to reasonably accommodate individuals with disabilities who are otherwise qualified for placement in this position. However, some requirements may also exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other members, or the public.

Work Place Conditions

While performing the duties of this position, the Fire Chief may be required to work both inside, outside, and in inclement weather. They may occasionally be exposed to moving mechanical parts, need to operate in precarious places, and be occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate in a normal office setting and potentially loud at an emergency scene. They must be able to perform those physical activities normally encountered in an office environment, which includes sitting, reading, typing, talking, hearing, and understanding face-to-face voice as well as phone communication, limited hand and arm motion, the general ability to be mobile, and all other physical activities as required for the performance of essential functions.

Job Description Not Exclusive and Not a Contract

The employee is required to adhere to all District policies, regulations, and procedures. The statements herein are intended to describe the general nature and level of work performed by the employee, but are not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment, and are subject to change at the discretion of the District.

Recruiting Requirements

Selected and appointed by the Board of Commissioners, eligible candidates for this position must possess adequate knowledge and experience to perform and demonstrate the essential abilities and qualifications of the position. Eligible applicants must:

- Have proof of eligibility for employment in the United States.
- Ability to obtain, or possess and maintain a valid Washington State driver's license.
- Possess a combination of education, experience, and training that demonstrate the applicant's ability to perform the essential functions of the position.

- Be able to satisfactorily complete a pre-employment background investigation inclusive of a criminal records check.
- Be in sufficient good health and physical condition to fully perform the requirements of this position.
- Not be drug or alcohol dependent or use tobacco products.
- Meet the District's professional appearance standards.
- As may be deemed commensurate with their prescribed assignments:
 - Possess the ability to pass a medical/physical examination and drug screening
 - Possess the ability to pass a psychological evaluation