

# **Vashon Island Fire & Rescue Operations Manual**

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**Position Description: Fire Chief**

Effective Date:

**12/13/2016**

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<b>Classification:</b>	<b>Career Officer</b>
<b>Compensation:</b>	<b>TBD by the Board of Fire Commissioners (contract)</b>
<b>Reports to:</b>	<b>Board of Fire Commissioners</b>
<b>Adoption Date:</b>	<b>01/04/2000 (original)</b>

## **SUMMARY OF JOB DUTIES:**

This position is the Chief Executive Officer for Vashon Island Fire & Rescue and reports to the Board of Fire Commissioners. This position is responsible for planning, organizing and managing Fire District operations and administration; supervises all District personnel either directly or through delegation; coordinates the services and operations of the District including disaster preparation. With the Board of Commissioners, the Fire Chief's work is consistent with the goals, objectives, timelines and budgets set jointly with the Board. The Fire Chief is responsible for the efficient performance of all District personnel.

## **RESPONSIBILITIES**

The major responsibilities of this position are:

1. Leads the Assistant Chief, Captains, volunteer officers and members to ensure the mission of the District is carried out. The Fire Chief is the final administrator for issues in regard to supervising, recruiting, disciplining, evaluating and supporting the officers and members of the District within federal, state and District guidelines, policies, laws and regulations.
2. Assumes control as the Incident Commander at major fires and other emergency incidents and as well as ensuring thorough investigations. Causes subordinates to take proper safety and precautionary measures to prevent injury.
3. Fosters positive public relations with other regulatory agencies, professional organizations, community stakeholders and District partners.
4. Responsible for developing and implementing the annual budget and ensures the District follows best financial practices. In conjunction with the Board of Fire Commissioners, ensures adequate revenues to efficiently and effectively run the business of the District operations.
5. Negotiates with the District's bargaining units and ensures District adherence to contract requirements.
6. Responsible for reporting the Board significant developments impacting the District and labor- and employee-relations issues in a timely fashion.
7. Actively participates in developing and implementing organizational-wide policies, guidelines and job descriptions.

8. Responsible for coordinating the development of a community-based strategic long-range plan to identify service need and proposed levels to guide the human resources, capital facilities, equipment and other needs of the District.

### **EDUCATION AND TRAINING**

- A Bachelor's degree from an accredited college or university. *Preferred:* degree in Fire Command and Administration, Public Administration, Business Administration, Organizational Management or a related field
- Ten (10) years of progressively responsible administrative experience. *Preferred:* in fire and emergency medical services at a rank of Captain or higher
- Or an equivalent combination of education and experience
- Completion of, or enrollment in, the National Fire Academy Executive Fire Officer (EFO) Program is desirable
- Certifications: Blue Card Incident Commander certification; Washington State Basic Firefighter (*preferred*; IFSAC Firefighter I and II); current state Emergency Medical Technician; Emergency Vehicle Incident Prevention

### **SPECIAL REQUIREMENTS**

Must possess a valid Washington State driver's license (or be able to obtain one within 30 days) and have an acceptable driving history. Must pass criminal history background check and psychological evaluation.

### **WORKING CONDITIONS**

Work is primarily performed in a quiet office setting with a Monday through Friday business week schedule, however, is on-call to respond during business and off hours, in loud and hazardous settings at emergency scenes such as structure or brush fires, motor vehicle accidents where fumes, airborne particles, toxic or caustic chemicals with risk of electrical shock and vibration may occur; at emergency medical incidents where hiking, walking, driving, climbing and carrying equipment 40 lbs. up to occasional weights of 80 lbs. (especially moving heavy patients.)

### **PHYSICAL DEMANDS**

This position requires strength and physical agility in occasionally responding to emergency scenes. The employee will be required to sit, stand, walk, climb ladders, talk, hear, see and use hands to finger, handle and operate controls such as pumps on fire engines or power equipment such as chainsaws, hydraulic spreaders and stair chairs. Many responses occur in an outdoor environment under adverse weather conditions such as rain, wind, snow and ice or heat.

### **KNOWLEDGE/SKILLS/ABILITIES**

The Fire Chief is committed to the mission of the District which embraces the trust and support of its members and community. This position must demonstrate an ability to recruit and develop qualified administrative assistants, career and volunteer members. This position

requires financial management and budgeting skills, knowledge of statutes, laws and regulations governing the District; the ability to supervise, monitor and if necessary, discipline employees and volunteers.

### **CONTACTS**

This position has a high degree of public visibility and often interacts with public agencies, attorneys, news media, school officials, nursing home directors, etc . As chief executive officer, the Fire Chief must be able to apply political acumen, diplomacy, tact and integrity to build coalitions with in the community and among a wide range of persons and groups. These duties require a high level of communication skills, both orally and in writing including preparing press releases and answering questions of the media. There is also a high degree of confidentiality due to personnel issues, private medical information of patients and Board strategies.

Approved:

  
Chair, Board of Fire Commissioners

Vashon Island Fire & Rescue

Date:

12/13/16