CITY OF LYNDEN

JOB DESCRIPTION

TITLE: Fire Chief
DEPARTMENT: Fire
FLSA STATUS: Exempt
UNION: Non-Represented
REPORTS TO: City Administrator
SUPERVISES: Department Officers, Firefighters, Support Personnel

GENERAL PURPOSE

The Fire Chief provides leadership and direction for all Fire Department functions to prevent or minimize the loss of life and property by fire, or hazardous or emergency medical conditions, including personnel management, administration, fire inspection and investigation, health and safety awareness, and emergency services delivery and operations. Work involves significant community engagement and public involvement with elected officials, fire, EMS, numerous public safety agencies and institutions, other governmental entities, citizens, and business owners/operators.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Leadership and Direction

- Embrace, promote, and model the City's Vision and Values.
- Participate as a member and representative of the City's Leadership Team to facilitate quality improvements throughout the organization.
- Provides leadership and technical and administrative direction to the programs, activities, and staff of the department, including supervision and personnel management.
- Facilitates problem-solving within the department and encourages a high degree of communication between employees and supervisors.
- Meets with elected or appointed officials, other Fire/EMS officials, and community and business representatives on all aspects of the Department's activities.
- Develop and implement programs to educate and build partnerships with the public.
- Works with elected officials, City Administration, staff, and other agencies to develop long-range plans for meeting the community's fire and emergency medical service needs.
- Responds to multiple alarm fires as needed assuming command, or when assigned as duty officer.
- Responsible for the development of SOPs, SOGs, and pre-fire planning.
- May perform duties as the City's Fire Marshal and Fire Investigator.

Supervisory Responsibilities

- Supervises Department Officers in the operation of emergency services.
- Develop a departmental budget that includes capital, operational, equipment, and personnel costs.
- Ensures the financial well-being of the Department by establishing cost-controlling measures and monitoring all fiscal operations of the Department.
- Projects and procures revenues and funding for the work of the Department, including development and management of fees and charges and accessing federal and state funding sources.
- Responsible for developing the fire code, fire prevention ordinances, and building construction fire code compliance.
- Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances and fire code compliance.
- Responsible for the operation of departmental in-service training activities.

- Supervises the preparation of, and submits monthly reports to the Mayor, City Administrator, and appropriate City Council Committees regarding the Department's activities.
- Supervises department reporting and scheduling software.

Personnel Management

- Responsible for overall supervision of personnel.
- Oversees the department's training.
- Assists with the handling of grievances from career and on-call paid personnel.
- Participates in labor relations through contract negotiation and grievance resolution.
- Assists with department hiring process.

Other Duties

- Attends conferences and meetings to keep abreast of current trends in the field.
- Represent the City of Lynden and its Fire Department in a variety of local, county, state, and other meetings.
- Maintains effective working relationships with other emergency services providers in Whatcom County.
- Serves as a member of various employee committees.
- Participates in annual Life Safety inspections, conducts new construction inspections, and assists with new commercial and remodel plan examinations.
- Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.
- Manages the City Emergency Response Plan.
- Performs other related duties as needed and assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Associate's degree in Fire Science, Public Administration, or a closely related field; **AND**
- Minimum of seven (7) years' experience in the fire service; **AND**
- At least three (3) years of full-time administrative experience in an upper-level position in a public safety agency.
- Completion of Executive Fire Officer training program (EF0) preferred.
- Equivalent combinations of education and experience that provide the incumbent with the necessary qualifications may be considered.

Knowledge, Skills, and Abilities

Knowledge of:

- Modern fire suppression and prevention, hazmat response, emergency medical service principles, procedures, techniques, and equipment.
- First aid and resuscitation techniques and their application as demonstrated through State Emergency Medical Technician Certification.
- Current incident command practices.
- Applicable laws, ordinances, departmental standard operating procedures and regulations.
- Public administration, accounting principles, budget planning and control, principles of management and labor relations, performance evaluation, and public relations.
- Labor relations and content of the current Collective Bargaining Agreement.
- Basic knowledge of Washington Surveying and Rating Bureau standards.

Skills & Ability to:

- Support, promote, and model the City's Vision and Values in all aspects of job performance.
- Make emergency decisions under stressful conditions.
- Establish command at emergency incidents.
- Conduct self at all times in an ethical, professional, and respectful manner.
- Resolve complex problems and mediate or facilitate cooperation among conflicting parties.
- Communicate complex ideas to a variety of audiences in a clear, comprehensive, effective, and professional manner, both orally and in writing.
- Identify the Department's future direction in response to changing community needs, and develop, implement, and monitor appropriate plans, schedules, and action steps.
- Work independently but under general policy and strategic guidance.
- Maintain consistent and punctual attendance.
- Manage the diverse work activities of numerous highly skilled subordinates in a manner conducive to proficient performance, high morale, and departmental effectiveness.
- Analyze a variety of financial reports and statements.
- Initiate leadership in developing and maintaining a working environment that is characterized by efficiency, cooperation, and positive interpersonal working relationships that extend to all City departments.
- Model and initiate a quality customer service attitude throughout the department.
- Possess well-developed analytical, evaluation, and organization skills.

Special Requirements

- Employee must reside within a ten (10) mile radius of or be within an 8-minute response time to the City of Lynden within six (6) months of hire date.
- Hold Incident Command System (ICS) and National Incident Management System (NIMS) ICS-100, 200, 700, and IS-800. IS-300 and IS-400 certifications**.**
- Washington State Emergency Medical Technician-B certified.
- Firefighter II certified.
- Fire Officer I and II certified, and ability to obtain Fire Officer III and IV certifications within two (2) years of hire date.
- IFSAC or WSP and BLS Instructor I certified, and ability to obtain Fire Instructor II certification within two (2) years of hire date.
- CPAT certification.
- Ability to obtain certification of Emergency Vehicle Incident Prevention (EVIP) without record of suspension or revocation in any state.
- Must have a valid driver's license and appropriate insurance at the time of hire for work-related travel.
- Must pass appropriate background checks, including appropriate work-related physical examination. Must pass a pre-employment drug test.

TOOLS AND EQUIPMENT USED

- Basic Life Support (BLS) ambulance equipped with standard equipment but not limited to first aid and airway kits, immobilization equipment, oxygen therapy, AED, and gurney.
- Fire apparatus equipped with tools used for the mitigation of fires, motor vehicle crashes, and hazardous materials incidents. Tools include but are not limited to fire pumps, multiple sizes of fire hose, nozzles, fire extinguishers, various hand tools, gas-powered saws, and fans, gas monitors and detectors, extrication equipment, cribbing, and air bags.
- Communication equipment not limited to mobile and portable radios, pagers, cell phone, office telephone, mobile data computer, tablet, and personal computer. Should be familiar with the Windows platform and Microsoft Word, Excel, and PowerPoint.

- Substantial understanding and ability to work with the International Fire Code, International Building Codes, and National Fire Protection Agency Standards
- Fire investigation tools and reports.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Work is performed primarily in an office setting but may be also performed in vehicles, outdoor settings, in all types of weather conditions, and during day and night hours. Work is often performed in emergency and stressful situations.

The employee is exposed to the hazards associated with fire suppression, motor vehicle crashes, hazardous materials, and EMS including but not limited to smoke, noxious odors, wet and/or humid conditions, moving mechanical parts, high precarious places fumes or airborne particles, risk of electrical shock, vibration, toxic or caustic chemicals, solvents, oils, and biological hazards.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties required of this position. Due to the essential duties required of this position, proof of a completed Candidate Physical Ability Test (CPAT) is required for employment. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk or hear, stand, walk; use hands and fingers to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, and taste or smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 175 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 duties listed above are intended only as general 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 constitute an employment agreement between the City of Lynden and the employee and is subject to change by the City as the needs of the City and requirements of the job change.

JOB DESCRIPTION APPROVALS

Approved By: _____ Date: _____
Human Resources

_____ Date: _____
Department Head

_____ Date: _____
City Administrator