

POSITION: **FIRE CHIEF, NORTH TONGASS SERVICE AREA**

REPORTS TO: BOROUGH MANAGER

DEPARTMENT: MANAGER'S OFFICE

STATUS: EXEMPT - NON-REPRESENTED

APPROVED BY: _____

APPROVAL DATE: _____

Ketchikan Gateway Borough job descriptions are a management tool to help organize duties and provide employees with the employer's expectations with regard to a specific job classification. The duties listed 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 a reasonable assignment for the position.

JOB SUMMARY:

Ensure implementation of service area policy and direction by planning, executing and evaluating department activities, programs and facilities.

Oversee and carry out planned and unplanned responses to situations and emergencies that threaten the lives or property of person(s) within the North Tongass Service Area. Maintain professional expertise of all personnel and promote efficient use of all resources available to the department.

WORKING CONDITIONS:

Normally works a 40-hour week in an office setting. Regularly required to work extended hours and may be required to inspect, supervise or perform departmental activities in the field, including exposure to hazardous situations involving fire or other emergencies. Directs others to ensure sound decisions in hazardous, stressful and life-threatening conditions. Subject to emergency call out at any time. Must respond timely to all emergency and non-emergency situations, regardless of the time of day or day of week.

ESSENTIAL JOB FUNCTIONS:

- Performs tasks as necessary to suppress or control fires, limit damage and reduce injury and death caused by fires, accidents or other calamities.
- Establish short- and long-range goals for the department consistent with the mission statements and standards established by the North Tongass Fire Service Area Board of Directors.

- Develop and implement programs designed to meet the department's short and long-term goals.
- Assist in the development of and then implement department wide budget, policies, standards and practices.
- Supervise all North Tongass Fire Service personnel.
- Plan, schedule, coordinate, assign and monitor activities of all North Tongass Fire Service personnel in all areas of work, including, but not necessarily limited to, department operation, emergency response, maintenance of vehicles, equipment and facility maintenance.
- Ensure the training of all fire service personnel meets the quality and standards set by state certification requirements and such additional requirements as the Borough deems appropriate.
- Promote and supervise fire prevention programs and functions designed to improve public knowledge, understanding, confidence and support of the department and the service area board.
- Encourage and coordinate department functions with other borough departments, advisory committees and other fire protection or public safety organizations in the community.
- Utilize the NIMS incident command system to direct all activities and communications in fire or other emergency situations. Perform firefighting, emergency medical and other related tasks as required.
- Coordinate fire scene investigation of all fires. Prepare after-action reports and provide information and evidence to appropriate law enforcement personnel for follow up action.
- Serve as Emergency Management Coordinator for the North Tongass Fire Service District.
- Perform light maintenance of equipment, vehicles and facilities and regularly perform other similar and incidental duties as assigned.
- Directly supervise all subordinates, including volunteers.

FIRE CHIEF

ADDITIONAL JOB DUTIES:

From time to time, the Fire Chief may be required to provide instruction to volunteers and/or other paid staff relating to the duties of those positions. Fire Chief will not be required to instruct when such instruction requires a specialized certification which the Fire Chief does not have.

PHYSICAL ACTIVITIES INCLUDE:

Must be able to hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch; and taste or smell. Each of the listed activities also requires standing, sitting, walking, bending, stooping, climbing on stools and ladders, and routinely lift and carry items and boxes up to fifty (50) pounds.

Ability to: drive fire fighting vehicles as required; perform emergency medical assistance while applying Cardiopulmonary Resuscitation (CPR) and Basic Life Support (BLS) procedures; transport a victim in an emergency; operate emergency equipment such as power saws, extrication equipment, cutting axes and tools, and SCBA equipment.

LICENSES AND CERTIFICATION:

- ~~Upon hire must be able to obtain a valid class A@ driver's license with tanker and airbrake endorsements.~~ **Must be able to obtain an Alaskan driver's license upon hire.** Must have a driving record acceptable to the Borough's insurance carrier.
- Must have current EFA/CPR Certification.

QUALIFICATIONS:

Must be able to pass a background check as required by the Borough.

Current experience and demonstrated ability in coordinating, supervising, and administering the promotion, planning, implementation and evaluation of the typical range of rural fire department services including fire prevention, fire suppression, and ambulance services.

Experience equivalent to six years as a full time member of a recognized fire department with four years of supervisory firefighter or EMS experience. Additional supervisory experience with administrative responsibilities may be substituted for the desired requirements at the discretion of the service area board of directors.

Significant experience in the coordination of volunteer and on call personnel. Willingness to work within a team management system that involves volunteer and/or career emergency service workers. Demonstrated knowledge of interpersonal dynamics and motivational

FIRE CHIEF

techniques.

Must demonstrate a thorough understanding of the layout and possible hazards of the service area. Fire stations are not manned after hours, therefore the chief must be available to respond to after-hours situations as required.

Required to interact with other municipalities, the general public, governmental agencies and individuals or groups having business with the department. Contacts are frequently complex and may be adversarial in nature.

Other specific knowledge and skills should include:

- Principles and techniques of fire service management.
- Principles and techniques of fire prevention and suppression.
- Principles and techniques of emergency medical services administration.
- Local government systems and procedures.
- Public relations management.
- Supervision and delegation.
- Ability to work independently and to work with groups or committees.
- Ability to evaluate and respond to changing needs of the fire department.
- Ability to create and maintain a positive work environment.
- Written and verbal communication.
- Analyzing and problem solving.

EDUCATION AND EXPERIENCE:

High school graduation or equivalent required. College level degree in fire service administration and technology or equivalent experience desirable. Extensive study and experience in emergency services operation and management required.

Any combination of related education and/or related experience will be considered if the candidate possesses the demonstrated ability.