Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.1.01

2. SUBJECT: ***Job Description – District Fire Chief***

3. POLICY: The District Fire Chief is the chief administrative officer 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.

4. SCOPE: This Policy and Procedure is applicable to the District Fire Chief of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The Board of Commissioners is responsible to ensure the enforcement of policies and procedures in the District.

   B. The District Fire Chief shall comply with all policies and procedures established by the Board.

6. PROCEDURE:

   A. Supervision Received: The District Fire Chief shall be responsible to the Board of Commissioners and shall direct the total operations of the Fire District.

   B. Supervision Exercised: Supervises the paid and volunteer officers directly, and other District staff, officers and volunteers through subordinate officers.

   C. Essential Duties and Responsibilities:

      1. Plans, coordinates, supervises and evaluates Fire and EMS operations.
      2. Establishes procedures for the District, to implement policies of the Board of Commissioners.
      3. Plans and implements fire suppression services, emergency medical services, emergency management and fire prevention programs for the District to carry out the policies and goals of the District. Reviews Grant County Fire District 3's performance and effectiveness and formulates programs to correct deficiencies.
      4. Maintains a continuing review of fire codes and regulations and provides research services, including post fire investigation, code administration and public education.
      5. Cooperates with the County Fire Marshal to ensure that all new construction, as well as existing facilities, are constructed and maintained in a fire safe condition.

6. Maintains documented files on all emergency incidents and approves final records related to cause, origin, circumstances and loss when required.
7. Supervises and coordinates the preparation and filing of an annual budget for the District, directs the implementation of the budget and plans for and reviews specifications for new or replacement equipment.
8. Responds to alarms and may assume the position of incident commander at the scene of major emergencies, as required.
9. Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances when authorized to do so.
10. Directs the operation of Grant County Fire District 3 in-service training.
11. Controls the expenditure of Grant County Fire District 3 appropriations.
12. Conducts grievance proceedings, maintains Grant County Fire District 3 discipline and supervises the conduct and general behavior of District personnel.
13. Implements personnel disciplinary actions and penalties.
14. Establishes and maintains job procedures and requirements for all personnel.
15. Prepares and submits monthly reports to the Board of Commissioners regarding Grant County Fire District 3's activities and prepares a variety of other reports as appropriate including the annual report of activities.
16. Plans District operations with respect to equipment, apparatus, and personnel, supervises the implementation of operational plans and directs the maintenance and repair of all Grant County Fire District 3's building, equipment and apparatus.
17. Assigns personnel and equipment to such duties and uses as required, evaluates the need for and recommends the purchase of new equipment and supplies.
18. Maintains communications and performs needed liaison activities with the Board of Commissioners and with the state, county, business and local officials.

D. Peripheral Duties:

1. Attends conferences and meetings to maintain knowledge of current trends in the fire service. Represents the Fire District in a variety of local, county, state and other meetings and committees.
2. Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.
3. Serves as a member of various employee committees.
4. Is authorized to expend up to $2000.00 of the balance in any district BARS line category of the Fire District budget without prior approval of the Board of Commissioners, with the exception of emergency expenditures.

E. Knowledge Ability and Skills:

1. Ability to meet and communicate with the public in a courteous and professional manner and promote a positive image of Grant County Fire District 3.
2. Thorough knowledge of modern fire suppression and fire prevention and emergency medical services, principles, procedures, techniques, and equipment. Maintains a working knowledge of first aid and resuscitation techniques and their application as demonstrated through Washington State First Responder certification. Maintains a thorough knowledge of applicable laws, ordinances, Grant County Fire District 3's standard operating procedures and regulations.
3. Ability to:
   a. Train and supervise subordinate personnel.
   b. Maintain good physical condition necessary to perform duties.
   c. Communicate effectively orally and in writing.
   d. Exercise sound judgment in evaluating situations and in making decisions.
   e. Effectively give and receive verbal and written instructions.
   f. Establish and maintain effective working relationships with other employees, supervisors and the public.
   g. Meet the special requirements listed below.

F. Special Requirements:

1. Must be twenty-one (21) years of age or older at time of hire.
2. Must possess, or be able to obtain at time of hire, a valid Washington State Driver's License and obtain certification of Emergency Vehicle Accident Prevention Program (EVAP).
3. Have not been convicted of a job-related crime or released from prison within the last 10 years.
4. Ability to read and write the English language.
5. Ability to meet Grant County Fire District 3's physical standards.
6. Maintain residence within a 10-minute response time of the Main Station for availability to assume command of an emergency incident when necessary.

G. Tools and Equipment Used: Emergency medical aid units, fire apparatus, fire pumps, hoses, and other standard fire fighting equipment, ladders, first aid equipment, radios, pager, personal computer, and phone.

H. Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the position of District Fire Chief. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the District Fire Chief is frequently required to stand, walk, and use hands to operate objects, tools, or controls to reach with hands and arms. The District Fire Chief is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, talk and hear and taste and smell.
2. The District Fire Chief must frequently lift and move up to 10 pounds and occasionally lift and move up to 100 pounds. Specific vision abilities required by the position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

I. Work Environment of the District Fire Chief: The work environment characteristics described here are representative of those the District Fire Chief encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Duties are performed in offices, vehicles, and outdoor settings, in all weather conditions, including temperature extremes and during day and night shifts. Duties are often performed in emergency and stressful situations. The District Fire Chief has exposure to alarm sounds and hazards associated with fire fighting and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
2. The District Fire Chief occasionally performs duties near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
3. The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

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.

NOTHING CONTAINED IN THESE JOB DESCRIPTIONS OR ANY OTHER WRITTEN POLICY OF THE DISTRICT IS INTENDED TO BE PART OF ANY EMPLOYMENT RELATIONSHIP OR CONTRACT. THESE JOB DESCRIPTIONS FOR THIS FIRE DISTRICT OR ANY OTHER WRITTEN POLICY OF THE DISTRICT ARE MERELY STATEMENTS OF DISTRICT POLICY AND DO NOT AMOUNT TO PROMISES OF SPECIFIC TREATMENT. FURTHERMORE, THE DISTRICT RESERVES THE RIGHT TO MODIFY THE AFOREMENTIONED JOB DESCRIPTION AND DISTRICT POLICIES AT ANY TIME.