

# WEST THURSTON REGIONAL FIRE AUTHORITY



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Section: Job Descriptions

Policy:

Effect Date: November 1, 2022

Rev. Date:

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## **FIRE CHIEF (Administration Chief)**

### **NATURE OF WORK**

This position serves as the chief executive officer (CEO) of the department, and is responsible for planning, organizing and directing the department and personnel to meet its mission, goals and objectives. This position answers directly to the Regional Fire Authority Governing Board and is expected to take accountability for the actions of subordinate department personnel. The Fire Chief is a FLSA Exempt employee.

### **GENERAL DUTIES**

The duties and responsibilities of the Fire Chief will include but are not limited to:

1. Serving as the administrative head and have complete control of all activities of the Fire Department consistent with the laws of the State of Washington and the policies of the Department.
2. Develops and designs strategic plan, and annual report.
3. Guides the preparation and management of the department budget for review and approval by the Regional Fire Authority Governing Board.
4. Participates in establishing, implementing, enforcing, reviewing and updating policies and procedures that will guide the department in its daily operations.

5. Develops and recommends number and location of personnel, facility and equipment necessary to meet the mission, goals and objectives of the department.
6. Guides and mentors personnel responsible for development and maintenance of a comprehensive health and safety program for personnel.
7. Develops necessary fiscal resources to accomplish mission, goal and objectives of the department.
8. Acts as department liaison with local, State and Federal fire officials, law enforcement and other agencies as necessary.
9. Ensures compliance with all applicable federal, state and local laws, rules and other guiding policies.
10. Performs risk management analysis on community's needs.
11. Acts as liaison with civic and community organizations and the public.
12. Unless delegated, acts as the department public information officer.
13. Attends all meetings called by the BOFC, Thurston County Fire Chiefs Association and others associated with current and future actions concerning the department.
14. Manages, maintains and submits information and records as required by the State of Washington.
15. Manages, maintains, directs and supervises department activities and systems in the following areas;
  - a. Administration
  - b. Fiscal management
  - c. Personnel Management
  - d. Facility and Apparatus Management
  - e. EMS and Transport Program
  - f. Safety Program
  - g. Fire Investigation and Inspections
  - h. Legal issues
  - i. Mergers/contracts/IGAs/Labor Management
  - j. Public Education

- k. Records management
  - l. IT systems
  - m. Web site design
  - n. Property/Lease issues
  - o. Volunteer services
  - p. Organizational Risk management
16. Delegates authority where appropriate.
  17. Responds as needed to fires and emergency calls as part of an incident management team.
  18. Attends conferences, school, seminars, meetings and other such functions as necessary to keep current of the new developments in the fire service.
  19. Communicates regularly and consistently to ensure personnel are informed of decision, actions, requirements, and status of attaining established levels of service.
  20. Oversees the recruitment and conducts the selection of personnel of the department.
  21. Reprimand, suspend or dismiss from the department for cause, any member of the department in such a manner as is provided by the department's disciplinary procedures.
  22. Supervises all paid and volunteer staff.
  23. Will participate in the Battalion on-call/standby rotation as scheduled
  24. Perform other related duties, responsibilities and project activities that may be assigned by the Board of Fire Commissioners.

## **KNOWLEDGE, SKILLS and ABILITIES**

1. Incident command and control strategy
2. Principles of public administration and fire protection
3. Ability to provide leadership promoting the department's mission, vision and values.
4. Ability to motivate, coordinate, and lead personnel.

5. Strong fiscal management skills.
6. Maintain current knowledge of applicable laws and regulations.
7. Outstanding communication skills (verbal and written.)
8. Ability to deal with sensitive issues in a diplomatic, professional manner.
9. Political acumen and sensitivity to be effective within a broad range of community settings.
10. Ability to understand and follow confidentiality rules.
11. Considerable background in labor relations and labor law.
12. Strong personnel management skills which provide positive motivation and encouragement at all levels of the department.

## **VALUES**

1. Honesty and Integrity. Demonstrates fairness; is straightforward, since truthful, ethical and trustworthy.
2. Teamwork: Demonstrates a helpful and respectful demeanor with colleagues and subordinates; receptive to the sharing of differing ideas and opinions.
3. Professionalism: Displays confidence in self and encourages others; is open, loyal, and patient; holds a high degree of personal accountability and takes pride in work; committed to quality, growth and learning; refrains from negative comments about people or organizations; provides constructive criticism.
4. Health and Safety: Displays and maintains physical and mental well-being and watches out for all members' safety.

## **REQUIRED EDUCATION AND EXPERIENCE**

1. A minimum of eight (8) years full-time experience with a paid or combination fire department.
2. Five to seven years' experience in a senior level fire service capacity in a department of similar size.
3. A bachelor's degree in Public Administration, Fire Science, Emergency Services Management, Business Management, or closely related field.

4. IFSAC Firefighter 1, 2 and Fire Officer 1.
5. Extensive experience with EMS and structural/wildland interface fire suppression.
6. Valid Washington State driver's license with good driving history.
7. Current Washington State Emergency Medical Technician and Thurston County Medic One protocol certification (required to obtain within 3 months of appointment).
8. Blue Card certified within one year of appointment.
9. Appropriate experience may substitute for all or part of the education requirements.

### **DESIRABLE QUALIFICATIONS**

1. Completion or enrolled in the National Fire Academy Executive Fire Officer program, or other certificated managerial training programs.
2. Chief Fire Officer designation from The Center for Public Safety Excellence
3. Knowledge of government finance specific to property tax levies, benefit charges, and bond issues.
4. Proven experience in interagency coordination with structural and wildland protection agencies.
5. Proven experience working with districts, cities, counties and other governmental agencies.

**SALARY:** *pending*