



# South Pend Oreille Fire & Rescue

## Job Description

### *Fire Chief*

**Employment Status:** Full-Time (*Minimum 40 hours per week*) *FLSA Exempt at-will*

**Direct Supervisor:** Board of Commissioners

#### **Job Description Summary:**

The Fire Chief is the Chief Executive Officer of the District, responsible to the Board of Commissioners for the effective, efficient, and legal conduct of the District. This includes policy development, fiscal management, code enforcement, emergency medical services, fire safety, and fire suppression and prevention; to coordinate activities with other districts and outside agencies.

#### **Essential Job Functions:**

- The Fire Chief is directly responsible for the readiness of the Fire District's personnel. Readiness means District personnel can respond professionally and safely to all alarms in the Fire District and to neighboring communities.
- Manages all subordinate personnel by properly administering Fire District rules, regulations, standard operating guidelines, and providing technical and policy guidance to District supervisors and personnel.
- Develops and proposes annual budget, strategic plan, and service delivery plan to the Board of Commissioners; monitors and controls the budget; and plans, supervises acquisition and disposition of capital expenditures.
- Respond to Fire/EMS–Rescue/alarms at his/her discretion within the Fire District and assist the on-scene Incident Commander.
- Actively participate in the Districts Duty Officer Program.
- Within the Incident Command System, commands activities of personnel during emergency incidents, provides consultation, or may function on scene in subordinate roles.
- Attends Board of Commissioners meetings and work sessions; prepares and presents reports to Commissioners on operations and administration of District; makes recommendations for board policy/procedures changes; identifies discrepancies between actual performance and adopted goals, objectives, and budget.
- Maintains the Fire Districts WSRB Ratings
- Administers & manages all District rules, policies, regulations, and standard operating guidelines as they pertain to the Fire District.
- Counsels staff and assigns tasks and projects. Establishes project and task deadlines.
- Oversees the flow of information and public relations through delegated Public Information Officers.
- Oversight of the District equipment and building maintenance division to ensure all equipment is maintained minimizing out of service time.
- Must have a reasonable working understanding of mechanical operation of District equipment.
- Promotes positive relations with other agencies to ensure appropriate mutual aid responses, and goodwill among other districts and the public.

- Attends and participates on a variety of boards, professional group meetings, commissions, and committees.
- Active in local Chief's meetings and LEPCs.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Ability to handle internal or external difficulties through conflict resolution strategies.
- Identifies grant funding opportunities; develops grant applications; manages, executes, and complies with successful grant funding requirements.
- Promotes a spirit of cooperation, providing leadership to subordinates.
- Supports the operation of the District, the Members who serve there, and the residents in keeping with the District's mission, vision and values.
- Motivates personnel to deliver safe and effective service to the community.
- Attends conferences and seminars to maintain certifications and keep abreast of new technologies; participates in outside community and professional groups and committees.
- Establish and maintain effective working relationships with District management, consultants, contractors, vendors, employees, other agencies, districts, and the public.
- Provide assistance after duty hours, weekends, and holidays as necessary, when available.
- Perform other duties as assigned.

### **Knowledge, Skills Abilities**

#### *Thorough knowledge of:*

- Operations, services, and activities of a Fire District offering comprehensive services including fire prevention and suppression, emergency medical, EMS transport and fire safety programs.
- Principles and practices of fire suppression, prevention, and investigation.
- Methods and techniques of developing fire service programs to meet community needs.
- Operational characteristics of fire apparatus and equipment including vehicles and communications devices.
- Principles and practices of program development and administration.
- Advanced methods and techniques of firefighting, prevention, and suppression.
- Advanced methods and techniques of emergency medical response.
- Principles and practices of budget preparation and administration

#### *Working knowledge of:*

- Social and political issues influencing the delivery of services.
- Organization and functions of an elected board of Commissioners and laws and regulations governing the conduct of public meetings.
- Pertinent federal, state, and local laws, codes and regulations governing hazardous materials, buildings, and fire inspections.
- Principles and practices of effective employee supervision including selection, training, evaluation, and discipline, team building and employee empowerment programs.

*Ability to:*

- Act effectively in stressful situations.
- Follow verbal and written instructions.
- Exercise sound independent judgment with general policy guidelines.
- Develop and implement goals, objectives, policies, and procedures, work standards and internal controls in support of Administrative and Operational activities.
- Interpret and enforce administrative/operational policies, practices, and procedures.
- Exercise tact and diplomacy dealing with sensitive, complex, and confidential personnel and employee issues, sensitive situations, and concerned people and customers, both internal and external.
- Prepare clear, concise, and complete reports, presentations, correspondence, and other related documents.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain effective working relationships with District management and consultants, contractors, vendors, employees, other agencies, districts, and the public.