

# King County Fire District No. 13

## Policies and Operating Guidelines

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### **Policy: POSITION DESCRIPTION: FIRE CHIEF**

*Reports to:* Board of Fire Commissioners

*Date:* July 27, 1999

#### ***General Function:***

Chief Executive Officer for King County Fire Protection District No. 13

#### ***Controls Over Work:***

Under the general direction of the Board of Commissioners, plan, organize and manage Fire District operations and administration including finance, planning, purchase in, personnel, prevention, training, fire suppression, emergency medical services and equipment/facilities acquisition and maintenance. Supervise all District personnel, uniformed and non-uniformed, salaried or volunteers, either directly, or through delegation to Command Officers and/or other authorized personnel. Coordinate services and operations of the District with Vashon Island community, other fire services agencies, other governmental organizations, citizens, the Volunteer Firefighters Association, civic groups and the media. Responsible to the Board of Commissioners with work evaluated on the basis of results achieved consistent with goal, objectives, timelines and budgets. Responsible for the effective and efficient performance of all District personnel, equipment, facilities and the effective utilization of all of the human resources of the District. In addition to administrative and managerial responsibilities, the Fire Chief shall be expected to direct and supervise fire fighting and emergency medical services at emergency incidents.

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

---- Responsible for coordinating the development of a community-based strategic long-range plan for the District which identifies service needs and proposed service levels to guide the human resources, capital facilities, equipment and other needs of the District for a ten year period.

---- Responsible for the development of a hiring process to recruit, and train such number of personnel for the District as the Board of Commissioners may from time to time authorize.

---- Responsible for oversight over negotiations with each of the District's bargaining units.

---- Directs and assists with command at major fires and other emergency incidents as well as investigating fires of suspicious origin.

---- Responsible for implementing and managing policies, procedures and programs that are of optimum benefit to the District and which contribute to the safety and welfare of the community.

---- Responsible to develop, implement and manage the District's budget as approved by the Board of Commissioners.

---- Responsible for the efficient and effective leadership of the Fire District and for developing, recommending and implementing approved goals and objectives.

---- Supervise assigned staff members, including recruitment, selection, certification, development, discipline, assignment of duties, monitoring work and conduction performance evaluations.

---- Research quantitative and qualitative data and information necessary to formulate, present and recommend courses of action, as well as the implementation of modifications and enhancements to existing services and programs consistent with long range plans.

---- Ensure positive public relations by developing and maintaining effective working relationships with the community, other jurisdictions, regulatory agencies and with the general public.

---- Participate in professional, civic, and service groups as a representative of the District.

---- Provide ongoing administration of collective bargaining agreements.

---- Assure the timely investigation and resolution of employee job-related concerns.

---- Advise and inform the Board of Commissioners regarding labor and employee relations issues, as appropriate.

---- Assure the enforcement, through subordinate officers, of applicable District, County, State and National fire prevention codes and standards.

---- Responsible for supervising community based public education and fire and life safety prevention programs.

---- Perform special or related assignments as developed by the Board of Commissioners.

***Knowledge, Skills and Abilities:***

---- Specific knowledge, education and experience in the prevention, control and suppression of fires and in the provision of emergency medical care.

---- Knowledge of the field of assignment sufficient to perform thoroughly and accurately the essential functions of the positions as illustrated above.

---- Financial management and budgeting skills with insights and ability to conceptualize and implement effective fiscal controls, practices and programs.

---- A commitment to the mission of the District and development of a vision that embraces the trust and support of the District and the community.

---- The effective application of political acumen, diplomacy, tact and integrity in building coalitions within the community among a wide range of persons and groups, including elected officials, government agencies, and other fire service agencies.

---- Ability to deal with current social and economic issues that affect the community and the department.

---- The ability to listen to, invite and consider the opinions of others even if their opinions are not incorporated into the final decision.

---- Ability to maintain an effective working relationship within the District which maximized the service potential of the department and maintains an environment in which District personnel are eager and proud to service.

---- Ability to recruit and develop qualified personnel including volunteer fire and aid personnel.

---- Ability to project exemplary leadership.

---- Ability to communicate effectively, both orally and in writing.

---- A clear and unequivocal commitment to cultural diversity as a core personal and organized value.

---- Knowledge of statutes, laws and regulations governing Fire District or the ability to rapidly acquire such knowledge.

*Physical Demands:*

---- Ability to communicate over the telephone and speak in person to individuals and groups.

---- Ability to read standard text and write clearly and concisely.

---- Ability to function in smoke filled or other hazardous environments.

---- Ability to operate office machines to include work processor, typewriter, postage machine, copy machine, FAX machine, printers, calculator, paper cutter, 3-hole punch, etc.

---- Ability to sit, talk and hear, move about and manipulate, grasp, operate or control objects, tools and machines.

---- Ability to lift and/or move on a regular basis objects weighing up to ten pounds, such as files, books, office equipment, etc.

---- Ability to lift and/or move on an occasional basis, objects weighing up to fifty pounds.

---- Requires sufficient visual ability to perform assigned tasks.

*Working Conditions:*

---- Occasional exposure to hazardous conditions on emergency incidents.

---- Most work occurs under usual office working conditions. The noise level in the office setting is typical of most office environments and no hearing protection is required.

---- The Fire Chief shall work on such a schedule, for such a length of time and with such compensation and benefits as may be mutually negotiated between the Fire Chief and the Board of Commissioners. It is anticipated that the Fire Chief and Board shall enter into a written employment agreement which shall set forth appropriate and mutually satisfactory terms and conditions of employment. Attendance at meetings at night, on the weekends and on holidays may be required.

### ***Response Requirements***

---- Within an agreed upon period of time after hiring, the Fire Chief shall, when necessary, including nights and weekends, be able to respond to incidents in the District within twenty-five (25) minutes.

### ***Recruiting Requirements***

The Fire Chief must meet or surpass the minimum qualifications as set by the Board of Commissioners. The Fire Chief must possess a valid Washington State Drivers License, have an acceptable driving record and must be able to be bonded at the expense of the District in such amount as the Board of Commissioners may determine.

---- Hold a Bachelor's degree and have extensive and progressive management, administrative and supervisory experience normally acquired in 10 consecutive years in increasingly responsible leadership positions.

### ***Desirable Requirements***

---- Master's Degree in Public Administration or related field.

### **3.0 DEFINITIONS**

NA

### **4.0 RESPONSIBILITIES**

NA

### **5.0 GUIDELINES**

NA

### **6.0 ADDITIONAL REFERENCES**

NA

### **7.0 APPENDIX**

NA