CITY OF PULLMAN, WASHINGTON
CLASS SPECIFICATION

FIRE CHIEF 3109

GENERAL PURPOSE:
Plans, implements and directs the activities of the Fire Department, including fire suppression, rescue, emergency medical services, hazardous materials response, fire prevention/inspection activities and general administration/management of the department. Develops, implements and evaluates the Fire Department's goals and objectives, programs and procedures in accordance with overall policies established by the Mayor, City Council, City Supervisor, and state and federal laws and regulations.

CLASSIFICATION SUMMARY:
The Fire Chief performs administrative, managerial and supervisory work as the director of the Fire Department. As such, the Chief plans and directs, through subordinate supervisors, the short- and long-term programs and day-to-day activities of the department. Manages the department's financial and human resources with the goal of keeping losses of property and lives due to fire and other emergencies at a minimum. The Fire Chief is also responsible for the external affairs of the department in conferring and coordinating with other city departments, other fire departments and community groups. Direct supervision is exercised over subordinate supervisors. The Fire Chief reports to the City Supervisor, who reviews work through discussions and reports of the status and results of program activities and the attainment of department administrative and financial goals and objectives. Fire Chief may be required to act as Fire Chief for Washington State University and report to Washington State University official for university-related business.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plans, develops, organizes, assigns, directs, and evaluates department operations with respect to equipment, apparatus, and personnel to keep all losses of property and lives due to fire and other emergencies at a minimum; reviews, revises, and executes the personnel standards of the department; issues orders necessary for administering personnel procedures.

Attends City Council meetings to receive and provide information as appropriate; develops and monitors progress towards department goals and objectives.

Enforces, through subordinate officers and personnel, city, state, and national fire prevention codes and standards to ensure the safety of city residents.

Exercises budgetary control through the development and expenditure of appropriated funds to efficiently and effectively attain program objectives; directs the preparation and analysis of department records and reports to ensure an efficient operation, to meet service demands, and to comply with authorized requests for information regarding activities and personnel of the department; attends fire service conferences and conventions and other educational meetings to recommend improvements in existing or develop new department programs; manages the ambulance billing process, working closely with the local hospital and Finance Department to ensure accurate billing and collection.

Provides for the recruitment, selection, hiring, and promotion of personnel in accordance with civil service regulations to maintain the efficiency, currency, and readiness of the city's fire service and to improve the department; acts as advisor to the civil service commission, volunteer firefighter relief and pension board, and law enforcement officers' and firefighters' pension board.

Participates in union negotiating sessions as a member of the management team to serve as a resource person on fire service matters; interprets and administers union contracts.

Addresses civic and other groups regarding the activities and programs of the fire department to explain and promote public understanding.

Responds to all major fire alarms, and personally directs firefighting activities through subordinate officers; provides direction and approves fire prevention, inspection, and training programs developed by staff personnel; coordinates and up-dates mutual-aid system.

Serves in the official capacity of fire marshal for the city; reviews on-site inspections conducted by the prevention/inspection officer in accordance with the city's fire protection development standards and applicable State and local codes; approves or disapproves site plans.

Serves as an advisor to the local emergency planning committee on hazardous materials; serves as assistant city disaster director and as incident commander for hazardous materials.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

Serves as the City's representative to WHITCOM.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

SELECTION FACTORS:
(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:
- Management and supervisory principles and practices, including management by objectives;
- Principles, practices, procedures, and equipment used in fire suppression, inspection, prevention, emergency medical services, and hazardous materials response;
- Laws and codes in the field of suppression, prevention, inspection, investigation, emergency medical services, and hazardous materials.

Ability to:
- Attend work on a regular and dependable basis;
- Plan, direct, coordinate, motivate, and evaluate the work of subordinate officers;
- Develop and efficiently administer department objectives and budgets;
- Analyze organizational and operational problems and to implement effective improvements;
- Establish and maintain effective working relationships with subordinates, other city department heads, city supervisor, City Council, general public, community organizations, and officials of other agencies;

- Express ideas clearly and concisely, orally and in writing;
- Reason and react quickly and calmly in emergency situations;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Physically perform the essential functions of the job.

MINIMUM QUALIFICATIONS:
(Persons applying for a position of this class should have any combination of the following experience and training.)

Currently active in a fire suppression/EMA agency; ten years of progressively responsible experience in fire suppression, fire prevention, and the delivery of emergency medical services, the last five of which must be in a managerial/supervisory capacity equivalent to the rank of captain or above. Bachelor's degree in fire science, public administration, or a related field. Master's preferred.

TOOLS AND EQUIPMENT USED:
Emergency aid motor vehicles, emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, personal computer, phone.

WORK ENVIRONMENT:
(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

The examples of duties are intended only as illustrations of the various types of work 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.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Class: Exempt
Adopted: 9/82 Revised: 9/91, 5/94, 6/99, 09/01, 12/01