



**THE POSITION**

**FIRE CHIEF**

\$72,144-\$87,888

**ABOUT PULLMAN**

Pullman is located in the rolling hills of southeastern Washington and is the home of Washington State University. Spokane is located approximately 80 miles to the north, and Moscow, Idaho, is 8 miles to the east.



The community consists of a population of 29,820. The city covers an area of 9.60 square miles. There are 15 distinct parks and natural areas encompassing more than 140 acres.



The City and University provide an abundance of recreational, cultural, and community events, which include PAC-12 sports, arts, and entertainment.

The city of Pullman employs 219 regular full-time and part-time employees and approximately 140 seasonal employees. Fire Department employees include a total of 32 employees, 31 commissioned uniformed officers with tenure ranging from 40 years to one year, and a contingent of 15-20 reserve firefighters.



**THE CANDIDATE**

The City of Pullman is seeking a Fire Chief with proven leadership skills and the ability to effectively manage the resources available to him/her. The ideal candidate must have a knowledge of the principles, practices, procedures, and equipment used in fire suppression, inspection, prevention, emergency medical services, and hazardous materials response; the laws and codes in the field of fire service; and management and supervisory principles and practices.

The Chief must be able to plan, direct, coordinate, motivate and evaluate department programs and personnel; develop, present, and effectively administer department objectives and budget; establish and maintain effective working relationships with city officials, other local governments and fire agencies; state and federal authorities, department heads, the city supervisor, and the general public; effectively prepare and present oral and written informative material relating to the activities of the fire department; develop long-term plans for service delivery expansion and plan and organize work to achieve long-term goals; and reason and react quickly and calmly in emergency situations.

**(A detailed classification specification is available upon request.)**

The City of Pullman is an Equal Employment Opportunity employer. If you have a disability for which you will need reasonable accommodation, please provide the ADA coordinator with your request in sufficient time for the city to provide a reasonable accommodation.  
(509) 338-3207;  
Telecommunications Device for the Deaf (TDD)  
1-800-833-6388.

## EDUCATION

Bachelor's degree (master's preferred) in fire science, public administration, or a related field.

## EXPERIENCE

Currently or recently employed with a fire/EMS 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 management/supervisory capacity equivalent to the rank of captain or above.

## THE DUTIES

Plans, implements, and directs all activities of the Fire Department, including suppression, rescue, emergency medical services, hazardous materials response, prevention/inspection and general administration/management of the department.

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.

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; manages the ambulance billing process, working closely with the local hospital and Finance Department to ensure accurate billing and collection.

Selects persons for original appointment with the department and for promotions within the department; serves as an advisor during labor negotiations; interprets and administers union contracts; administers personnel policies. Participates as a member of the management team in collective bargaining.

## THE BENEFITS

Current benefits include employer paid comprehensive medical, dental, and vision insurance, including family coverage.

- 11 paid holidays.
- Employer provided staff car.
- Participation in the public employees retirement system.

## TO APPLY

To be considered for this position, candidates are required to submit a completed City of Pullman application packet including an application, supplemental questionnaire, cover letter, and resumé by 5 p.m. on the closing date. To request a confidential application packet, please call the Human Resources Department at (509) 338-3207.

Please submit your application packet to:

City of Pullman  
Human Resources Manager  
325 SE Paradise St.  
Pullman, WA 99163

<http://www.pullman-wa.gov>

**CLOSING DATE: October 7, 2011      POSITION BEGINS: February 1, 2012**