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**Job Description - Fire Chief**

**Purpose of the Job:**

Reporting to the Commissioners, the Fire Chief will administer, plan, direct and control all aspects of the Fire District including administration, fire suppression, fire prevention and rescue activities of the District as authorized by the Board of Commissioners. The Fire Chief will also administer applicable local, state and federal fire regulations.  Administrative duties comprise planning, directing, and controlling all Fire District activities including recruitment of personnel, purchase of equipment, control of expenditures, preparation of budget estimates and the assignment of personnel and equipment. The Fire Chief consults with the Board of Commissioners on issues of policy and planning, but works independently in supervising technical operations.

**Duties and Responsibilities:**

* Plan, direct and supervise all activities of the Fire District as specified in the District’s Standard Operating Procedures.
* Respond to emergency calls.
* Recommend personnel decisions to the Board of Commissioners in accordance with Whatcom County Fire District 18’s Policy Manual.
* Establish and implement Operational Guidelines based on best practices and OH&S regulations.
* Attend training programs oriented to the duties of the Fire Chief; oversee and provide for departmental training at all levels to ensure safe and effective operations.
* Ensure adequate records are kept of all required maintenance and training.
* Prepare and submit an annual budget and long-range plan and make expenditures within approved limits.
* Develop and revise a long-range capital plan to keep pace with development.
* Ensure that all local government policies and processes are adhered to.
* Ensure that inquiries and complaints regarding fire department activities or responsibilities are handled promptly, efficiently, effectively and with courtesy.
* Liaise with representatives of neighbouring fire departments to ensure adequate mutual aid agreements are made for mitigating major emergency incidents.
* Act as the District’s Pubic Information Officer.
* Participate in the local and regional emergency planning process.
* Participate in Fire Chiefs' Association and provide for attendance/membership on all necessary associations, boards, committees, etc. to ensure District representation.
* Supervise the maintenance, repair and replacement of all equipment and ensure that all equipment and buildings are properly maintained and in good working order.

**Organizational Relationship:**

* The Fire Chief reports to the Board of Commissioners.

**Qualifications:**

**District Resident:**

* Must reside within District or willing to relocate to District within 90 days of hire.

**Education/Training:**

* High School Diploma or GED.
* Completed or participating in a training program based on IFSTA Essentials of Fire Firefighting.
* Completed or enrolled in a recognized Officer Training Program.

**Experience:**

* A minimum of five (5) years with a fire department.
* Progressive responsibility level within the fire service.
* Minimum two (2) years as a fire department officer.
* Previous management experience is an asset.

**Occupational Certification and Membership:**

* Valid WA driver's license with appropriate class with endorsement(s).
* Must meet all current requirements for Fire Department Association membership.

**Knowledge:**

* Knowledge of Fire Department Operational Guidelines, policies, procedures and applicable local bylaws, provincial codes, regulations, acts and standards.
* Knowledge of the NFPA 1001 and 1002 Firefighter Training Standard and OH&S regulations.
* Completion of Fire Officers Training, Incident Command, Fire Service Management. NIMS 100, 200, 300 and 700, Completion of Hazardous Materials First Responder, CPR, Basic 1st Aid & AED Certified or equivalent training or education for aforementioned requirements.
* Knowledge and training in Incident Command System (ICS) minimum ICS 200.
* Knowledge of the community and fire protection area.

**Skills & Abilities:**

* Ability to be an effective leader
* Ability to organize & delegate
* Ability to effectively administer the operations of a volunteer fire department
* Ability to effectively communicate verbally and in writing and maintain positive public relations for the fire department and the governing body.
* Ability to supervise and participate in the preparation of all necessary reports, records and correspondence.
* Willingness and commitment to participate in training programs and workshops.

I have read and understand this job description.

Employee signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This job description is the minimum requirements of this job's assigned duties, tasks and responsibilities.

Commissioner signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_