

CITY OF UNALASKA

Position Description

Job Class: <b>Exempt</b>	Job Title: <b>Fire Chief</b>
Supervisor: <b>Director of Public Safety</b>	Department: <b>Public Safety</b>
Wage Grade: <b>13</b>	Full Time/Part Time: <b>Full Time</b>
Probationary Period: <b>1 Year</b>	Union: <b>Non-Union</b>
DEPARTMENT REVIEW	
Submitted By: 	Date:
Reviewed By: 	Date: <b>6-29-06</b>
HR Approval: 	Date: <b>6/29/06</b>

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

**SELECTION GUIDELINES:**

**Formal application, rating of education and experience; oral interview, evaluation of writing samples, successful completion of pre-employment drug screening, reference check and background investigation.**

**The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.**

**This 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.**

When was the last time this position description was updated? **06-2006**

What is the overall purpose and objective of this position (why does this position exist)?  
**This position is responsible for overseeing administration of the Fire Division of Public Safety.**

Explain the level of supervision received: **Receives limited supervision from the Director of Public Safety.**

Explain the level of supervision this position exercises: **This position is responsible for the direct supervision of Firefighters and fire volunteers.**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility or the main functions of the job.

- **Is administrative head for the Fire division. Serves as command staff at fire scene and other emergencies.**
- **Plans, schedules, and oversees short-term and long-term goals and activities of the Fire division.**
- **Plans, reviews and directs work activities of subordinate employees.**
- **Assists and councils subordinates in the course of their daily activities.**
- **Conducts performance evaluations for Firefighter positions, reviews performance evaluations, initiates and administers personnel and disciplinary actions, and resolves grievances.**
- **Maintains records of time and attendance of personnel supervised, authorizes necessary overtime hours.**
- **Plans, schedules, and conducts training and education programs for volunteers within the fire division.**
- **Assists with departmental budget preparations and day-to-day fiscal management.**
- **Writes, manages and reports on fire division grants.**
- **Writes, develops, oversees and reports on capital projects in the fire division.**
- **Interprets and applies laws, codes, rules, regulations and policies pertaining to fire and EMS protection.**
- **Conducts and/or assists in criminal fire investigations.**
- **Maintains firefighting equipment by inspection and ensures that repairs are carried out.**
- **Uses and operates equipment associated with work in firefighting and EMS.**
- **Maintains departmental inventory also procures supplies and equipment.**
- **Assists other municipal, state and federal law enforcement and fire agencies.**
- **Maintains productive working relationships within the department and with representatives of the community at all levels, including elected officials**

and staff, business, civic, and agency personnel, boards and commissions, the media, and the public.

- Performs related work assignments as directed by supervisor.

Does this position have access to confidential information? Yes  No  If yes, please provide detail. **The Fire Chief as the overall supervisor for the Firefighters and has access to medical information, controlled documents, and personnel related files and actions.**

Does this position have access to or handle City funds? Yes  No  If yes, please provide detail. **The Fire Chief oversees day-to-day expenses for the Fire Division of the Department of Public Safety.**

Is it important to this position that the incumbent be able to communicate fluently in English? Yes  No  If yes, please explain. **Position requires direct verbal and extensive written communication with City of Unalaska staff, the public, elected officials, local, state, and federal agencies, and various organizations regarding governmental procedures and issues, and requires a high degree of skill and fluency in this area.**

What are the minimum qualifications necessary for this position?  
Education and Experience:

- High School Diploma or GED.
- Valid Alaska Commercial Drivers License.
- Five years experience with a paid and/or volunteer fire department as a fire fighter, with two of those years at the rank of Lieutenant or above.
- Three years supervisory level experience.
- State of Alaska Fire Fighter I Certificate.
- Any combination of experience and/or education, which provides the required expertise, will be evaluated on an individual basis.

What are the preferred qualifications for this position?

- Bachelor's degree in fire sciences or a related field.
- Experience in the operation and/or maintenance of small engines, general gas or diesel vehicles and minor building maintenance.
- Incident command experience.
- State of Alaska Emergency Medical Technician I Certificate.
- Graduate of a State recognized fire fighter academy.
- State of Alaska Fire Fighter II Certificate.
- Alaska Level III Fire Extinguisher Technician Certificate or ability to obtain within 1 year of employment.
- Certified Fire Fighter I instructor.

List the necessary knowledge, skills, necessary training, and abilities to qualify for this position.

- **Knowledge of the principles and practices of employment supervision, including employee development, labor contract requirements, performance evaluations, and progressive discipline.**
- **Ability to identify employee training needs and activities to improve employees' professional skills, abilities, and performance.**
- **Ability to review and evaluate the work of subordinate staff to ensure that high operational and service standards are met and maintained.**
- **Ability to participate in and conduct meetings with public and private officials.**
- **Ability to work effectively with the public in a courteous, efficient, and professional manner.**
- **Skilled in establishing and maintaining productive working relationships with City of Unalaska elected and appointed officials and staff, the public, media, and federal, state and local agencies.**
- **Strong written and oral communication skills, problem-solving skills, and interpersonal skills.**
- **Ability to work under pressure to maintain professionalism under pressure, to manage simultaneous tasks and projects, and to meet multiple deadlines.**
- **Working knowledge of state, federal and local laws pertaining to fire safety and fire investigations.**
- **Knowledge of departmental policies and procedures and ability to relate them to the departments operations.**
- **Ability to operate fire and EMS equipment.**
- **Knowledge of lifesaving, first aid, and water safety techniques.**
- **Knowledge of fire fighting and EMS procedures, practices and techniques.**
- **Knowledge of testing, maintenance, inspection and operation of fire department apparatus, equipment and tools.**

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

- **Knowledge of office practices, procedures, and general office equipment.**
- **Knowledge of general record keeping and filing systems utilized in public safety departments.**
- **Must be proficient in a Windows environment, including word processing, spreadsheet, and database software.**
- **Must be able to operate a City automobile.**
- **Familiarity with multi-line phone and mobile radio systems.**

Check any of the following factors that are important to successful performance in this position:

Problem Solving	<input checked="" type="checkbox"/>	Bilingual	<input type="checkbox"/>
Analytical Ability	<input checked="" type="checkbox"/>	Interpersonal Skills	<input checked="" type="checkbox"/>
Communication Skills	<input checked="" type="checkbox"/>	Dexterity	<input type="checkbox"/>

Describe the requirements of this position that make these factors important:

**Coordinating operations and supervising staff to meet department and City of Unalaska goals and administrative directives.**

#### LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **Valid Alaska Commercial Drivers License. As a condition of employment, this position is subject to a background check and successful completion of pre-employment drug and alcohol screening.**

Are there any trainings, certifications, or standards required for this position after employee has been hired that he/she must pass in order to retain this position? If so, please provide detail: **All required certifications and licenses must remain current for the duration of employment.**

#### NOTICE

If selected for hire, appointment in this position will be conditional based upon the submission of a current (dated within 30 days from date requested) copy of the applicant's Alaska Commercial Driver's license (CDL) and a current copy of his/her Department of Motor Vehicle driving record, including a driving record from previous states if the Alaskan Driver's license was first issued within one year prior to application, documenting an acceptable driving history. The processing fee(s) are the responsibility of the selected applicant.

#### WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted(i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes  No  If yes, please explain: **Occasional non-traditional work hours may be necessary. Position is required to attend meetings and Council sessions on a regular basis. May be required to attend other board and commission or other public meetings on an as-needed basis. Some travel may be required.**

## ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.                      Describe job responsibilities which  
require physical demands checked.

1. Strength			
a. Standing	<b>X</b>	<b>15%</b> of time	<b>Majority of time spent behind a desk or in meetings.</b>
Walking	<b>X</b>	<b>15%</b> of time	
Sitting	<b>X</b>	<b>70%</b> of time	
b. Lifting			
Carrying	<b>X</b>	<b>50lbs.</b>	<b>Occasionally needed</b>
Pushing	<b>X</b>	<b>50lbs.</b>	
Pulling	<b>X</b>	<b>50lbs.</b>	
2. Climbing			
Balancing			
3. Reaching			
Handling	<b>X</b>		<b>Required in day to day activity in retrieval of working materials.</b>
4. Stooping			
Kneeling	<input type="radio"/>		<b>Intermittently and occasionally in the course of duties, operating copy machine, handling cases of copy paper.</b>
Crouching	<input type="radio"/>		
Crawling	<input type="radio"/>		
5. Speaking			
Hearing	<b>X</b>		<b>Coordinate activities, projects and meetings.</b>
6. Seeing			
Depth Perception	<input type="radio"/>		<b>Must see to drive.</b>
Color Vision	<b>X</b>		

### HISTORY SUMMARY

July 1979 – Last known review.

July 2003 - Changed Job Description to current format. Changed Title from Assistant Director of Public Safety to Fire Chief. Minor language and requirement changes.

December 2004 – Included Municipal Fire Marshal certification to the preferred

Fire Chief job description

Revised: 06/29/2006

Page 6 of 7

qualifications list. Included duties associated to Fire Marshal to “Essential Duties and Responsibilities” list.

June 2006 – Updated language and removed reference to Municipal Fire Marshal duties. Municipal Fire Marshal references could have negatively impacted the scope of duties as outlined in Title 2 of the Municipal Code. Under essential duties and responsibilities, changed “Interprets and modifies” to “Interprets and applies,” as that better reflects the level of responsibility required of the Fire Chief. Removed references under confidential information and access to City funds regarding supervision of the EMS Coordinator and EMS Division.