



The City of Moses Lake is proud to be an equal opportunity employer. Our objective is to provide equal opportunity in all terms, conditions and privileges of employment for qualified applicants and employees without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or status as a covered veteran.

JOB TITLE:	Fire Chief	DEPARTMENT:	Fire
JOB DESC. #:	FD01	DIVISION:	Administration
PAY GRADE:	25	REPORTS TO:	City Manager
PAY RANGE (ANNUAL):	\$133,231.49 - \$170,547.57	FLSA STATUS:	Exempt
UNION REPRESENTATION:	Unrepresented		

JOB SUMMARY

This position is responsible for planning, administering, and directing the city’s fire, emergency medical services (EMS), and fire prevention/risk management operations.

ESSENTIAL FUNCTIONS

- Advises the City Managers and City Council concerning issues related to fire protection, risk assessment, and the mitigation of emergencies and hazards.
- Plans and implements Fire and EMS programs.
- Formulates programs and policies to alleviate deficiencies in safety and service delivery.
- Reviews departmental performance and effectiveness and develops and implements improvements.
- Supervises and coordinates the preparation, presentation, and management of annual Fire and EMS budgets.
- Plans and reviews specifications for new or replacement equipment; coordinates fleet readiness with other city departments.
- Responds to major incidents as necessary.
- Maintains labor management relationships with the bargaining unit; participates in routine labor management meetings and contract negotiations.
- Hires, trains, assigns, directs, supervises, evaluates, and disciplines personnel.
- Represents the department and city to regional and statewide advisory, planning, educational, and professional associations.
- Researches and identifies grant opportunities.
- Plans departmental operations as related to equipment, apparatus, and personnel.
- Supervises the implementation of plans in accordance with policies, codes, standards, and laws.

- Recommends performance standards as set forth in the Revised Code of Washington (RCW); reports on department performance related to published performance standards.
- Performs additional related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION

- Knowledge of fire prevention, suppression, and investigation standards, practices, strategies, tactics, and apparatus.
- Knowledge of EMS principles and practices.
- Knowledge of National Fire Protection Agency (NFPA) standards.
- Knowledge of Occupational Health and Safety Administration (OSHA) standards.
- Knowledge of the National Incident Management System.
- Knowledge of local, state, and federal fire codes, local ordinances, and departmental rules and regulations.
- Knowledge of budgeting practices.
- Skill in management and supervision under both routine and emergency situations.
- Skill in decision making and problem solving.
- Skill in the operation and use of fire equipment and apparatus.
- Skill in developing and implementing long-term operations plans.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The City Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the Code of Federal Regulations, the RCW, the state administrative code, the International Fire Code, NFPA standards, the municipal code, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops departmental guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, managerial, supervisory, and technical duties. Emergency and life-threatening situations contribute to the complexity of the work.
- The purpose of this position is to direct the operations of the Fire Department. Successful performance helps ensure the protection of community life and property.

CONTACTS

- Contacts are typically with co-workers, other City personnel, medical care providers, other Fire Chiefs, representatives of community groups, school system representatives, attorneys, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, motivate persons, justify or negotiate matters, and educate the public.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or walking. The employee frequently lifts light and occasionally heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, except while at fire or other emergency scenes. The employee may be exposed to machinery with moving parts, irritating chemicals, extreme temperatures, hazardous situations, and inclement weather. The work requires the use of protective clothing and devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision of the Deputy Fire Chief and Assistant Fire Chiefs.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require ten (10) to fifteen (15) years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Washington for the type of vehicle or equipment operated.
- Bachelors Degree or higher in Fire Science, Fire Service Administration, Public Administration, or a directly related field.
- Washington State First Responder or higher EMS certification.
- NIMS Certification, ICS 100 through 800.
- All applicants must be able to successfully pass a background check process which includes reference checks and criminal history checks, or other.

The statements contained herein reflect general details necessary to describe principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility; and such statements should not be considered all-inclusive. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods, or to balance workloads.

Management reserves the sole right to add, modify or exclude any duties at any time with or without notice. Nothing in this job description, nor by completion of any job requirements by the employee, is intended to create a contract of employment.

At its sole discretion, the City of Moses Lake may consider combinations of education, experience, certifications, and training in lieu of specifically required qualifications contained herein.

This is an FLSA-exempt position and, as such, is not entitled to overtime. The position is also subject to an "employee at will" doctrine.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received and reviewed this job description and understand the expectations of this position.

Signature

Date