

CHUGIAK FIRE AND RESCUE COMPANY, INC.

Position Description FIRE AND EMS CHIEF

JOB SUMMARY

Under the direction of the Supervisory Board, the Fire and EMS Chief is responsible for all aspects of Chugiak Volunteer Fire and Rescue including response, operations, administration and leadership of the department. The chief must possess a broad and comprehensive knowledge of fire service administration, modern firefighting, emergency medical services, rescue, fire prevention techniques, and volunteer recruitment and retention. This position involves very complex emergency scene tasks adherent to NIMS-ICS, social interactions, and the ability to work with diverse groups in high-stress situations. The chief is responsible for coordinating the strengths and challenges of a dedicated and professional volunteer department with a small paid staff, while integrating with neighboring service areas. The chief must be committed to the professionalism, development, and continuation of the department's volunteer program which serves this community so well.

JOB FUNCTIONS AND MAJOR DUTIES

1. Leads by example and serves as the #1 role model for ethical standards behavior.
2. Supervises and administers the operation of CVFRD and its component parts.
3. Plans and supervises the delivery of fire protection, rescue, emergency medical services, prevention programs, and related services.
4. Oversees response schedule and required staffing.
5. Ensures operations meet or exceed the requirements of the contract with the Municipality of Anchorage.
6. Supervises the work of paid staff, makes assignments, approves leave, monitors payroll.
7. Coaches employees and realigns performance as needed, including disciplinary steps and/or promotions.
8. Prepares and executes performance evaluations and recommends pay adjustments to the Board of Supervisors.
9. Makes proposals or recommendations regarding hiring or termination of employees.
10. In concert with the Company Bylaws and elected officers, provides oversight for all emergency service personnel, including issues of selection, training, assignment, performance, promotion, discipline and termination.
11. Creates an environment to foster growth and development of the department's members.
12. Supervises elected officers, ensuring duties are accomplished and helping to develop their leadership skills.
13. In cooperation with the Board of Supervisors, prepares and administers the Fire and EMS Operating and Capital budgets.

14. Maintains oversight of financial operations and ensures appropriate internal accounting controls.
15. Works with the Board of Supervisors and Board of Directors to negotiate all contract renewals with the Municipality.
16. Works with the Board of Supervisors on strategies for large expenditures, special projects and financial audits.
17. Ensures workplace compliance with all applicable labor and safety standards, Equal Employment Opportunity Commission requirements, confidentiality and department policies.
18. Promotes a culture of safety to ensure safe practices on responses, in training, and on and around apparatus and equipment.
19. Sets strategic goals to maintain, or improve, the community's ISO Fire Protection Classification.
20. Ensures a process to review, evaluate, revise or develop policies and procedures governing the activities of the department.
21. Recruits as needed for new members, officers, special appointments, medical directors and staff.
22. Develops and coordinates mutual aid plans and cooperative agreements.
23. Supports and trains with neighboring jurisdictions to create a professional basis for mutual aid.
24. Supervises the maintenance of department apparatus, equipment and facilities.
25. Plans, schedules and budgets for future equipment replacement and facility needs.
26. Supervises the maintenance of department records, reports, correspondence and other documents.
27. Ensures proper recordkeeping and timely reporting as required by the various vendor and agencies with which CVFRD interacts.
28. Represents the department to the municipality, regional, state and federal government officials, as well as private agencies and providers.
29. Attends interdepartmental, public and professional meetings to represent the department's interests and to keep abreast of current trends and developments.
30. Develops and participates in community relations programs to explain the activities and functions of the department and promote the value of professional volunteer responders.
31. Assists public with fire code compliance and cooperates with the State Fire Marshall in fire code enforcement.
32. Assists authorities in suppressing the crime of arson by investigating, or causing to be investigated, the cause, origin and circumstances of all fires.
33. Provides and presents monthly and annual reports to the Board of Supervisors and the Executive Board.

RESPONSE TO EMERGENCY CALLS

1. Responds to fire, emergency medical and rescue incidents as he/she deems necessary.
2. May be called upon in emergency situations to perform the duties of any position at the emergency scene.
3. Coordinates department resources for a proper and timely response.

4. Serves as the Incident Commander for all major incidents occurring in the service area as needed.
5. Coordinates and functions within the Unified Command structure at incidents involving mutual aid.
6. Ensures safety at emergency scenes.

INTEGRATION

1. Supports the volunteer mission of the Chugiak Volunteer Fire and Rescue Company.
2. Ensures the department is trained, equipped and organized primarily as a volunteer service, and valued for essential services provided to the community.
3. Promotes training opportunities in fire, rescue and EMS that accommodate volunteer member's available hours.
4. Provides opportunities for members to maintain a high skill level, a ready response, to attain growth, and to progress in their abilities and certifications.
5. Develops and encourages leadership training opportunities for current and potential leaders.
6. Supports the Volunteer Company's bylaws, democratic process, and the volunteer member's role in department operations and organization.
7. Attends the department's board, membership, training, and leadership meetings.

KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS

Must be a skilled and diplomatic leader and consensus builder, with substantial experience in Fire, EMS, administration and budgets, supervision of employees and management. Fire and EMS credentials must be current and fully eligible for Alaska certification. Extensive knowledge in the principles, practices and application of managing an organization providing fire service, emergency medical services and related emergency services. Extensive knowledge of local, state and federal laws, regulations, codes and standards applicable to emergency services. Experience working in or with volunteer services required.

Requires the ability to exercise independent judgment in the performance of all aspects of duties. Must have proven leadership successes, strong organizational skills, the ability to work with multiple deadlines and priorities, and the ability to express ideas clearly and concisely, both verbally and in writing.

DESIRED QUALIFICATIONS

1. 10 years of progressively responsible Fire/EMS service.
2. Five years experience in administration, supervision, and budget development.
3. Demonstrated leadership skills.
4. Demonstrated professional oral and written communication skills.
5. Demonstrated strong organizational skills.
6. Experience working with volunteer firefighters and EMS providers.
7. State of Alaska certified Firefighter I eligible, II preferred.

8. State of Alaska or Nationally Registered advanced level EMT required. Paramedic preferred.
9. State of Alaska certified Fire Officer I, or eligible for that certification within one year as training becomes available.
10. Bachelor's Degree in Fire Science, Business, Management, Public Administration or similar field preferred.
11. Attendance in National Fire Academy management or leadership classes.
12. Must live within the area bounded by Hiland Road, the R 1 W range line of the Seward Meridian, and the Knik River, or do so within six months.

NOTE: Hiring qualification requirements may be modified if, in the opinion of the Hiring Board, a particular candidate possesses significant offsetting characteristics, such as past accomplishments, experience, education, or estimate of future potential. Should an applicant be deficient in certain educational achievements, offsetting experience may be substituted or vice versa.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

High frequency of exposure to hazardous situations in performance of firefighter or EMS duties. Moderate exposure to adverse weather conditions. While performing the duties of the job, the employee may be required to stand for long periods of time, frequently talk and hear, use hands to finger, handle, grasp and feel. The employee may also be required to wear and perform tasks in protective clothing and lift up 50 pounds. The position requires the ability to sit, walk, climb, balance, stoop, crouch, kneel, to reach and pull, work in close spaces, and wear protective clothing. Specific vision abilities required by this position include close and distance vision, peripheral vision, depth perception, ability to adjust focus, and adequate vision to safely operate vehicles and equipment in daylight, darkness, and in all types of weather conditions.

May be required to work at irregular hours, and on holidays. Regularly on-call for consultation and occasional response. This is an overtime-exempt position.