



## Columbia Walla Walla County Fire District 2 Job Description, District Fire Chief

*Last Updated April 1, 2024*

*Created and formatted by Corben Ketelsen and Dane Henze. Committee initiated by Matt Spring.*

*The review/approval process was completed by the Waitsburg Fire Department Hiring Committee, FD2 Chief and FD2 Volunteers.*

### PURPOSE & SCOPE

The District Fire Chief performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and rescue to prevent or minimize the loss of life and property by fire and emergency medical conditions. The District Fire Chief is responsible for directing the activities of the fire district and is the authority and command at the scene of a fire or rescue. The District Fire Chief makes recommendations and reports to the Board of Fire Commissioners.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responds to emergency calls and performs duties necessary to prevent or limit loss of life and property in emergency situations dealing with fire, disasters, medical emergencies, hazardous materials, or other incidents.
- Plans, coordinates, supervises and evaluates fire operations, as well as documenting such operations on an Incident Report Form, submitted to the board of commissioners, quarterly.
- Helps develop and govern the policies and procedures for Fire District 2.
- Evaluates departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.

- Help coordinate the preparation and presentation of an annual budget for Fire District; directs the implementation of the Departments' budgets; plans for and reviews specifications for new or replaced equipment.
- Supervises his/her station volunteer personnel.
- Work with the Captains to develop and implement training programs.
- Recruit, orient and ensure a high morale among the volunteers.
- Inspect and make recommendations for repair or replacement of all station vehicles and equipment.
- Is responsible for ordering and maintaining inventory and up-to-date supplies for the station including but not limited to medical supplies, equipment supplies, personnel supplies, admin supplies, etc.
- Gather and disseminate information regarding current up-to-date information on codes and ordinances pertaining to fire inspections and code enforcement.
- Maintain a cooperative relationship with outside agencies.
- Ensure effective command and control techniques are used at the scene of a fire and direct all activities at the scene.
- Follow District rules, regulations, policies, procedures, and Memorandums of Understanding. • Responsible for managing his/her facility to ensure a safe and efficient work environment for all staff and volunteers.
- Helps control the expenditure of department appropriations.
- Handles grievances, and maintains Station discipline and the conduct and general behavior of assigned personnel.
- Maintain all records for the fire district such as, but not limited to, incident reports, training records, and attendance records.
- Reports to the Board of Commissioner for Fire District 2. Prepares and submits monthly reports to the Board of Commissioners regarding Station activities and prepares a variety of other reports as appropriate, including the annual report of activities.
- Attend command and/or supervisory training to continue to maintain knowledge of current techniques, operations, etc.

- Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.

## EDUCATION / EXPERIENCE:

At least five years' experience of suppression/prevention of a progressively responsible nature in fire fighting, and first aid/CPR, including supervisory duties of Lieutenant or higher. Must be a high school graduate or possess a GED and be 18 or older at the time of appointment.

## QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **Knowledge of:**

- Washington State Fire Codes.
- Principles, practices, methods, techniques, and equipment employed in modern firefighting and fire training.
- Basic fire chemistry and fire behavior as well as tactics to mitigate.
- District policies and procedures.
- Pertinent federal, state, and local laws, standards, and regulations that govern fire department operations and occupational health and safety.
- Principles and practices of effective personnel management, supervision, and training.

### **Ability to:**

- Command emergency response personnel and resources.
- Communicate clearly and concisely, both orally and in writing.
- Utilize computers and related software in the performance of duties.
- Be familiar with all tools and equipment that is owned or used by the District.
- Interpret, explain, and enforce District policies and procedures.
- Interpret and apply pertinent federal, state, and local laws, regulations, and ordinances.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

## REQUIREMENTS:

- Possession of a valid Washington driver's license or the ability to obtain one within 90 days.
- EVIP Qualification required.
- Ability to read and write the English Language.
- Must be readily available within short notice of an emergency, as a result they must establish residency within or reasonably near the boundaries of the Fire District 2 Response area and within 10 minutes of Station 21.
- No felony convictions or disqualifying criminal histories.
- Current First Aid/CPR card.
- Current (or ability to acquire within a negotiable period) EMT certification.
- Candidates are required to successfully complete a WSP background check and driver's abstract and may be asked to pass a physical.

## WORKING CONDITIONS/PHYSICAL DEMANDS:

Work is performed primarily in an office environment but frequently requires operations from within vehicles and in outdoor settings in all weather conditions, including temperature extremes. Work is often performed in stressful, non-emergency, and emergency situations.

Individual is exposed to alarms and hazards associated with fighting fires, rendering emergency medical services, and providing other non-emergency and emergency assistance to persons in need.

The position also requires the ability to effectively deal with potentially dangerous situations, which may include exposure to fire, disasters, medical emergencies, water rescues, confined spaces, hazardous materials, and emergency driving conditions.

The job risks exposure to the following environmental hazards: bright/dim light, dust and pollen, extreme heat and cold, extreme noise levels, fumes and/or noxious odors, traffic, moving machinery, electrical shock, heights, disease/pathogens, toxic/caustic chemicals, explosives, burned or severely decomposed bodies, smoke, crowds, and violence.

The position occasionally may require heavy work that involves constant lifting, pushing, or raising objects, exerting 50 to 75 pounds on a recurring basis, and exerting up to 100 pounds of force on a frequent basis.

The job requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth, and texture perception.

Please submit a cover letter and resume to [clerkfire2@hotmail.com](mailto:clerkfire2@hotmail.com).

<APPLICATION PACKET TO BE SENT AFTER RESUME AND COVER LETTER SUBMITTED>

<END OF JOB DESCRIPTION>

## **PUBLIC FEEDBACK INSTRUCTIONS:**

Thank you for being involved. Your feedback is important to our process. Although not all recommendations will be implemented, we want to make the process transparent and collaborative for the community.

*Please note that there will be a followup application packet as well as initial vetting interviews performed by the current CWWFD2 Team Members.*

Please make your edits/additions and or revision recommendations and email them to [clerkfire2@hotmail.com](mailto:clerkfire2@hotmail.com). Or you may mail them to the fire department's PO Box.

Attn: Hiring Committee  
PO Box 925  
Waitsburg WA 99362

DRAFT FOR PUBLIC FEEDBACK