



**POSITION VACANCY NOTICE**  
**CITY OF KETCHIKAN**

DATE: August 23, 2021

<b>SPECIFICS</b>			
<b>TITLE: FIRE CHIEF</b>			
<b>DEPARTMENT:</b>	FIRE		
<b>STATUS:</b>	Regular Full-time	<b>HOURS/DAYS:</b>	Monday – Friday 8:00 AM – 5:00 PM With evenings and weekends
<b>GRADE /STEP:</b>	779 A-U mo	<b>DUTIES:</b>	See attached job description
<b>HOURLY/ SALARY:</b>	\$8,340.55-\$11,233.50 mo / DOE	<b>UNION STATUS:</b>	NO
<p><b>SPECIAL REQUIREMENTS:</b> Bachelor’s degree with major course work in emergency management, fire science, EMS or related field; post graduate work in public administration and completion of executive fire officer or chief fire officer certificate preferred. Ten years of fire service experience including three years as a fire chief or an assistant fire chief; possession of NFPA, Fire Officer I, II, or III and the ability to obtain Executive Fire Officer Certification.</p>			

<b>ADVERTISING REQUIREMENTS</b>
<b>WHEN: Position is Open Until Filled</b>
<b>APPLICATIONS MUST BE RECEIVED BY CLOSING DATE</b>
<b>PUBLICATIONS:</b> Western Fire Chiefs; AK Fire Chiefs Association; International Association of Fire Chiefs; GovernmentJobs.com; The Daily Dispatch
<b>STANDARD:</b> City of Ketchikan Website; Local Job Service; Ketchikan Daily News

<b>APPLICANT PROCESSING INSTRUCTIONS</b>
<p><b>FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:</b>  <b>HUMAN REOURCES (907) 228-5631 OR ON-LINE AT</b>  <a href="http://www.ktn-ak.us/jobs">http://www.ktn-ak.us/jobs</a></p>

**CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER**

## **FIRE CHIEF**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Fire Department for the City of Ketchikan including fire suppression, fire prevention, emergency medical services, emergency management, and related services and activities; coordinates assigned activities with other departments and outside agencies, which includes managing the Local Emergency Planning Commission (LEPC) and provides highly responsible and complex administrative support to the City Manager.

The goal of the City of Ketchikan government is to provide quality municipal services as efficiently and effectively as possible within guidelines established by federal and state law, the Charter of the City of Ketchikan, the Ketchikan Municipal Code, and the citizens of Ketchikan as represented by the City Council. As Director of the Fire Department, the Fire Chief administers the Fire Department's operating and capital budget, applies for and manages all grants, and manages the staff of the department in furtherance of the City's goals. On own initiative or by direction of the City Manager, the Fire Chief ensures implementation of City Council policies and direction by planning, implementing, and evaluating the Fire Department's activities, programs, and facilities. The Fire Chief must perform these duties in a manner that reflects positively on the City and the Fire Department and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the Fire Department.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assumes full management responsibility for all Fire Department services and activities including all fire suppression, fire prevention, emergency medical services, emergency management, plan review and related services and activities; provides effective emergency services and prevention activities in the City of Ketchikan in order to protect lives and property; coordinates plans, implements, and evaluates community emergency preparedness programs.
2. Manages the development and implementation of goals, objectives, and priorities for Fire Department; recommends and administers policies and procedures.
3. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
5. Ensures that up-to-date and efficient fire prevention, fire suppression, hazardous incident mitigation, and emergency medical technologies are incorporated into the Fire Department's procedures, equipment, and methods.

6. Plans, directs, and coordinates, through subordinate level staff, the Fire Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
7. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements progressive discipline and termination procedures.
8. Oversees and participates in the development and administration of the Fire Department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implement budgetary adjustments as appropriate and necessary.
9. Identifies federal, state, and private research and development grants; determines scope of work for which funds are needed; prepares proposals to obtain grants; administers grant funds.
10. Supervises and administers the Fire Department's capital improvement and grant projects; assumes responsibility for facility and fleet management including maintenance, general projects, and vehicle fleet.
11. Provides staff assistance to the City Manager; prepares and presents staff reports and other necessary correspondence.
12. Directs analyses of appropriate legislative and enforcement actions including zoning and planning issues to improve fire prevention, fire suppression, and provision of emergency medical and hazardous incident mitigation services; recommends appropriate legislation to City Council and other legislative bodies.
13. Represents the Fire Department to other departments, elected officials, and outside agencies; presents issues and recommendations on major issues to appropriate advisory bodies and to the City Council.
14. Coordinates assigned activities with those of other departments and outside agencies and organizations; establishes and maintains cooperative relationships with neighboring fire departments and districts to ensure coordinated efforts to address common suppression, prevention, emergency management, and emergency medical issues; administers agreements with other jurisdictions.
15. Responds to emergency and non-emergency incidents; utilizes the incident command system to take action to mitigate hazards and treat patients including operational requirements within the response system; makes decisions affecting life and property under emergency circumstances.
16. Functions as the Regional Emergency Management Coordinator during disasters; develops, maintains, and updates local emergency response plans.
17. Responds to and resolves difficult and sensitive citizen inquiries and complaints; explains, justifies, and defends Fire Department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
18. Participates on a variety of boards, commissions, and committees; serves as the City's representative to committees and community organizations concerned with improvements in fire services, public education, and departmental public relations.
19. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of fire science, emergency management, and emergency medical services; incorporates new developments as appropriate.
20. Performs related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Operations, services, and activities of a comprehensive Fire Department including fire suppression, fire prevention, emergency management, emergency medical services, disaster preparedness, hazardous materials response, and associated programs, services, and operations.

Principles and practices used in the administration, organization, and management of a comprehensive municipal Fire Department.

Advanced principles and practices of program development and administration.

Fire science theory, principles, and practices and their application to a wide variety of emergency service operations including fire suppression, fire prevention, and fire investigation.

Advanced methods and techniques of emergency medical response.

Principles and practices of disaster preparedness, response, and recovery.

Incident command administration techniques.

Operational characteristics of fire apparatus and equipment.

Recent court decisions and how they affect Fire Department operations.

Methods and techniques of public relations.

Modern office equipment and computers including applicable software applications.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training, performance evaluation, and progressive discipline.

Pertinent federal, state, and local laws, codes, and regulations.

Plan review.

Collective Bargaining.

International Fire Code.

### **Ability to:**

Manage and direct a comprehensive Fire Department including fire suppression, fire prevention, emergency medical services, disaster preparedness, hazardous materials response, and associated programs, services, and operations.

Develop and administer goals, objectives, and procedures for the Fire Department.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns, and needs.

Plan, organize, direct, and coordinate the work of lower level staff.

Delegate authority and responsibility.

Select, supervise, train, and evaluate staff; implement progressive discipline when necessary.

Mediate and resolve conflict situations.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Prepare clear and concise administrative and financial reports.

Prepare and administer large and complex budgets.

Interpret, apply, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.

Retain presence of mind and act quickly and calmly in emergency situations.

Effectively use specialized fire tools and equipment including safety equipment.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Operate modern office equipment and computers including applicable software applications.

Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Bachelor's degree from an accredited college or university with major course work in emergency management, fire science, EMS, or a related field. Post-graduate work in public administration, and completion of executive fire officer or chief fire officer certification is preferred.

**Experience:**

Ten years of increasingly responsible fire service experience including three years as a fire chief or assistant fire chief in a full-time or combination department and administrative responsibility.

Three (3) years emergency medical service (EMS) experience with a paid, volunteer, or combination EMS provider; at least (1) of which is at the Advanced Life Support (ALS) level (Alaska EMT 2, or 3; National Registry AEMT or Licensed Paramedic) is desired.

Current EMS certification at the National Registry EMT or Alaska EMT 1 or higher is preferred.

**License or Certificate:**

IFSAC, Pro Board, or State of Alaska Fire Officer 1 and Fire Officer 2 certification is required;

IFSAC, Pro Board, or State of Alaska Fire Officer 3, Fire Officer 4, or NFPA Executive Fire Officer is preferred.

FEMA IS-700, IS-800 and ICS 100, 200, 300 and 400.

Ability to possess and maintain an Alaska Driver's License.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office with frequent travel to various locations to attend meetings and/or perform Department activities in responding to emergency scenes, disasters, or critical incidents; the employee occasionally works near moving mechanical parts; occasionally exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, etc; wear protective apparel including goggles, face protector, aprons, safety shoes, and self contained breathing apparatus; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings; subject to mandatory call back at any time. Frequent opportunity and requirements to initiate contacts and interact with the general public, educators, medical and professional organizations, service groups, state agencies, and other individuals and groups doing business with the municipality.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information;

ability to operate a vehicle to travel to various locations; ability to operate and use specialized vehicles and equipment.

**Vision:** See within the normal range of vision with or without correction; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Hearing:** Hear in the normal audio range with or without correction.

Grade: 7-79

Union: No

FLSA: Exempt

Date Approved: February 17, 2004

Date Amended: June 2007 (Johnson & Associates)

Date Amended: July 2021

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Human Resources Manager Approval

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City Manager Approval