



CITY OF WHITTIER

GATEWAY TO THE WESTERN PRINCE WILLIAM SOUND
P.O. BOX 608, WHITTIER, ALASKA 99693
(PHONE) (907) 472-2327
(FAX) (907) 472-2404
www.whittieralaska.gov

JOB DESCRIPTION – Emergency Services Chief

Posting Date: 03/10/2023

Closing Date: Open until filled

Position Title: Emergency Services Chief
Department: Fire and EMS
Supervisor: City Manager
Supervises: Emergency Services Captain, Fire/EMS Coordinator, Volunteer Staff
Classification: Full-Time Exempt, Salaried and Confidential Position
Pay Range: \$84,897 - \$122,663
Starting Pay Range: \$84,897 – \$93,599

POSITION SUMMARY: This position shall be appointed and hold office at the discretion of the City Manager. Under general supervision of the City Manager, the Emergency Services Chief (Chief) is responsible for overseeing the Whittier Fire/EMS Department (Department), supervising full time and seasonal paid staff and volunteers. The position is responsible for all actions of the Department, has supervision and control of the administration of the Department and is the Department Head. Responsible for all fire and EMS response, operations, administration, and leadership. Supervises all activities of the divisions of fire and emergency medical services and performs other duties as may be specified by Municipal Code or by the City Manager. The Chief must possess a broad and comprehensive knowledge of fire service administration, modern firefighting, emergency medical services, rescue, and fire prevention techniques and volunteer recruitment and retention. This position involves very complex emergency scene tasks with the ability to adhere to NIMS- ICS, foster positive 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 volunteer department with few paid staff while coordinating and partnering with neighboring service areas. The Chief must be committed to the professionalism, development, and continuation of the department's volunteer program serving Whittier.

Personnel Management: Hires, appoints, promotes, transfers, discharges, and adjudicates employee grievances. Responsible for maintaining staffing schedule to ensure maximum employee presence in Whittier for emergency response, while balancing budgetary resources. Assigns and monitors work assigned to employees, schedules, and approves leave time to ensure adequate emergency services coverage, manages training plans and evaluates subordinate employees regarding work performance. Responsible for corrective and disciplinary action when required, including recommendations for termination. Provides oversight for all emergency service personnel, including issues of selection, training, assignment, performance, promotion, discipline, and termination. Recruits new members, officers, special appointments, medical directors, and staff. Personnel pertains to both paid employees and volunteers.



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Will coach employees and realign performance as needed, including disciplinary steps and/or promotions. Prepares and executes performance evaluations and recommends pay adjustments to the City Manager. Makes proposals or recommendations regarding hiring or termination of employees. Creates an environment to foster growth and development of the department's members. Supervises volunteers to ensure duties are accomplished and develops their leadership skills.

Leads by example and exhibits ethical behavior, serving as a role model for others.

Administration: Plans and supervises the delivery of fire protection, rescue, emergency medical services, prevention programs, building codes and enforcement, and related services. Works with the City Administration to negotiate new and renewal contracts. Ensures EMS maintains requisite physician oversight and negotiates physician services contracts. Under supervision of the City Manager, prepares and administers the Department Operating and Capital budgets. Maintains oversight of financial operations and ensures appropriate internal controls. Works with the City Manager on strategies for large expenditures, special projects and financial audits. Ensures workplace compliance with the Whittier City Code, the Personnel Handbook and labor and safety standards, Equal Employment Opportunity Commission requirements, confidentiality, and department policies. Promotes a culture of safety to ensure safe practices on responses, in training, and on and around apparatus and equipment. Sets strategic goals to maintain or improve the community's ISO Fire Protection Rating. Ensures a process to review, evaluate, revise, or develop policies and procedures, rules and regulations governing activities of the department. Maintains a system to bill insurance companies and/or individuals for EMS services to maximize reimbursement.

Facility and Department Management: Supervises the maintenance of department apparatus, equipment, and facilities. Plans, schedules and budgets for future equipment replacement and facility needs. Supervises the maintenance of department records, reports, correspondence, and other documents. Ensures proper recordkeeping and timely reporting required by regulating agencies, vendors, and partner agencies.

Cooperative Agreements: Ensures operations meet or exceed the requirements of any cooperative agreements with nearby fire service areas and partners. Develops and coordinates mutual aid plans and cooperative agreements. Supports and trains with neighboring jurisdictions to create successful mutual aid relationships. Represents the department to municipal, regional, state, and federal government officials, as well as private agencies and providers. Assists authorities in suppressing the crime of arson by investigating, or causing to be investigated, the cause, origin, and circumstances of all fires.



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Public Education: Attends interdepartmental, public, and professional meetings to represent the department's interests and to keep abreast of current trends and developments. Develops and participates in community relations programs to explain the activities and functions of the department and promote the value of professional volunteer responders. Assists public with fire and building code compliance and cooperates with the State Fire Marshall in fire and building code enforcement.

RESPONSE TO EMERGENCY CALLS

1. Responds to fire, emergency medical and rescue incidents as he/she deems necessary.
2. With respect to the division of volunteer fire services, will attempt to extinguish fires, attempt to rescue persons endangered by fire, promote fire prevention, and other related duties.
3. With respect to the division of emergency medical services, will attempt to ensure ambulance response to requests for emergency assistance and maintain adequate membership of emergency medical technicians in the volunteer ambulance services, and other related duties.
4. May be called upon in emergency situations to perform the duties of any position at the emergency scene.
5. Coordinates department resources for a proper and timely response.
6. Coordinates emergency response with the City Manager (Incident Commander) and may serve as the Incident Commander for major incidents occurring in the service area as needed and as directed.
7. In coordination with the Public Safety Director, manages the City's Hazard Mitigation Plan, disaster response and tsunami readiness efforts.
8. Coordinates and functions within the Unified Command structure at incidents involving mutual aid.
9. Ensures safety at emergency scenes.

INTEGRATION

1. Supports the volunteer mission of the Whittier Volunteer Fire Department.
2. Ensures the department is trained, equipped, and organized primarily as a volunteer service, and valued for essential services provided to the community.
3. Expected to routinely perform suitable drills and instructions in the operation and handling of equipment, first aid and rescue work, salvage, fire prevention, water supplies and other matters essential to good firemanship and safety of life and property.
4. Promotes training opportunities in fire, rescue and EMS that accommodate volunteer member's available hours.



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5. Provides opportunities for members to maintain a high skill level, a ready response, to attain growth, and to progress in their abilities and certifications.
6. Develops and encourages leadership training opportunities for current and potential leaders.
7. Supports the Volunteer Department's bylaws, democratic process, and the volunteer member's role in department operations and organization.
8. 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. Must pass an annual physical and SCBA mask fit test.

DESIRED QUALIFICATIONS

1. 12 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 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 Whittier city limits and be capable of responding within 10 minutes when on-call.



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NOTE: Hiring qualification requirements may be modified if, in the opinion of the hiring team, 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 to 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 response. This is an overtime-exempt position.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.whittieralaska.gov/employment>