



# CITY OF WHITTIER

Gateway to Western Prince William Sound

P.O. Box 608 Whittier, Alaska 99693 | (907) 472-2327 | Fax (907) 472-2404

## **JOB DESCRIPTION – Fire and EMS Chief**

**Posting Date: 08/08/2024**

**Closing Date: 09/22/2024**

<b>Position Title:</b>	Fire and EMS Chief
<b>Department:</b>	Fire and EMS
<b>Supervisor:</b>	City Manager
<b>Supervises:</b>	Fire and EMS Captain, Fire/EMS Coordinator, Volunteer Staff
<b>Classification:</b>	Full-Time Exempt, Salaried and Confidential Position
<b>Pay Range:</b>	\$86,545 – \$125,045
<b>Starting Pay Range:</b>	\$86,545 – \$95,416

### **POSITION SUMMARY**

The working Fire and EMS Chief, appointed by and reporting to the City Manager, oversees the Whittier Fire/EMS Department. This role supervises full-time, seasonal, and volunteer staff, managing all fire and EMS response, operations, administration, and leadership functions. The Chief ensures the Department meets local, state, and federal regulations while fostering volunteer recruitment and retention, and coordinating with neighboring service areas.

### Personnel Management

- Hire, appoint, promote, transfer, discharge, and manage employee grievances.
- Establish and maintain staffing schedules for optimal emergency response coverage within budgetary limits.
- Assign tasks, manage training plans, evaluate performance, and oversee corrective actions.
- Recruit and supervise both paid employees and volunteers, fostering leadership skills and departmental growth.
- Conduct performance evaluations and recommend pay adjustments.

### Administration

- Plan and supervise delivery of fire protection, rescue, EMS, and prevention programs.
- Prepare and administer the Department's Operating and Capital budgets under the City Manager's supervision.
- Maintain oversight of financial operations, contracts, and compliance with regulations.
- Promote a culture of safety and set strategic goals for improving the community's ISO Fire Protection Rating.
- Review, evaluate, and develop departmental policies and procedures.
- Manage billing for EMS services to maximize reimbursement.
- Attend and actively participate in City Council meetings, providing updates, answering questions, and drafting agenda statements as needed.
- Foster positive relationships with Council members and other stakeholders, ensuring transparent communication and collaboration for the benefit of the community.

### Facility and Department Management

- Supervise maintenance of department apparatus, equipment, and facilities.
- Plan and budget for future equipment and facility needs.
- Ensure proper recordkeeping and timely reporting to regulatory agencies and partners.

### Cooperative Agreements

- Meet or exceed requirements of cooperative agreements with nearby fire service areas.
- Develop mutual aid plans and represent the department to various government and private agencies.
- Support arson investigations and cooperate with the State Fire Marshal on fire and building code enforcement.

### Public Education

- Represent the department at meetings to stay informed on current trends and developments.
- Develop and implement comprehensive programs to educate and engage the community in fire safety, emergency preparedness, and disaster resilience.
- Provide training, workshops, and resources to empower residents with the knowledge and skills to respond effectively to emergencies.
- Develop and participate in community relations programs to promote volunteer responders.

### Response to Emergency Calls

- Respond to fire, EMS, and rescue incidents as necessary.
- Ensure effective response to emergency calls and maintain adequate membership of EMTs in the volunteer ambulance service.
- Perform duties at emergency scenes and coordinate resources for proper and timely responses.
- May serve as Incident Commander for major incidents and assist the Public Safety Director in managing the City's Hazard Mitigation Plan, disaster response, and tsunami readiness.

### Community Commitment

- Recognize the importance of being an active, engaged presence in the community.
- Commit to building strong relationships within the community to foster trust and cooperation.
- Embrace the community's needs and contribute positively to its development and well-being.
- Acknowledge the significant role of cruise ships in our community and the high volume of medical calls during the summer months.
- Be prepared to dedicate substantial time and resources to responding to medical emergencies from docked cruise ships, ensuring efficient and effective emergency medical services for both residents and visitors.

This position requires a broad and comprehensive knowledge of fire service administration, emergency medical service, rescue operations, and volunteer management. The Chief must be

committed to the development and continuation of the department's volunteer program, serving Whittier with dedication and excellence. Your presence and active participation in our community are crucial to the success of our fire and EMS services.

### **KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS**

1. Deep understanding of fire service management, emergency medical services, and related emergency services.
2. Thorough knowledge of local, state, and federal laws, regulations, codes, and standards for emergency services.
3. Proven leadership with a successful track record.
4. Exceptional organizational abilities, including:
  - a. Effective time management to prioritize tasks and meet deadlines
  - b. Development of plans and schedules
  - c. Allocating and managing resources such as personnel, equipment, and budgets
  - d. Appropriate delegation of tasks to team members based on their skills and workload
  - e. Accurate and thorough task completion
  - f. Coordination of activities and team member's efforts
  - g. Adaptability to changing circumstances
5. Excellent verbal and written communication skills.
6. Hands-on experience in:
  - a. Fire and EMS services
  - b. Administration and budget management
  - c. Supervising staff
  - d. Working with and motivating volunteers
7. Strong independent judgment and decision-making skills.

### **DESIRED QUALIFICATIONS**

1. Ability to pass an annual physical and SCBA mask fit test.
2. Ten years of progressively responsible Fire/EMS experience.
3. Five years of experience in a supervisory or management role.
4. State of Alaska Firefighter II certification (or the ability to obtain within one year as training becomes available).
5. Advanced EMT certification (State of Alaska or Nationally Registered) required; Paramedic preferred.
6. State of Alaska Fire Officer I certification, or eligibility within one year as training becomes available.
7. Bachelor's degree in Fire Science, Business, Management, Public Administration, or a related field preferred.
8. Participation in National Fire Academy management or leadership courses preferred.
9. Must reside within Whittier city limits, with the ability to respond within 10 minutes when on-call.

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>