

San Juan County Fire District #2

FIRE CHIEF

JOB DESCRIPTION OVERVIEW

San Juan County Fire District #2 (Orcas Island Fire & Rescue) is an all-hazards response district. The Fire Chief is the chief administrative officer of the Fire District, managing a budget of over \$3 million, career and volunteer staff, and multiple assets to achieve the District's mission, values, and vision. The Chief serves as the principal advisor for all fire and emergency service related matters to the Board of Fire Commissioners and to the residents of Orcas Island, WA. The Fire Chief plans, organizes, and directs all functions of the District's Fire Department in accordance with local, State and Federal laws, defined service level expectations, fiscal priorities, and interagency agreements. The Fire Chief directs all operational and administrative aspects of this emergency service organization including finance, human capital, structural and wildland fire suppression, fire prevention, hazardous materials response, emergency medical services, public education and associated services. The Fire Chief provides administrative and operational direction for all Fire Department personnel and volunteers through the supervision and activities review. The Fire Chief reports to a five-person Board of Fire Commissioners, who appoints the Fire Chief and conducts an annual performance review.

REQUIRED QUALIFICATIONS

Minimum

- An Associate's Degree from an accredited college or university in Fire Science, Business Administration, Public Administration, or a related field.
- At least ten (10) years of progressive responsibility with respect to the delivery of fire, rescue and emergency services. Five (5) years of supervisory responsibility in managing personnel in the fire service which would be equivalent to a chief officer level (such as battalion chief or higher).
- Significant experience and knowledge in public safety planning and organization, current fire administrative practices, organizational leadership, personnel management, financial and budget management, information management, risk management, strategic planning, asset management, and public relations and education.
- Experience in working with and/or leading combination fire departments, especially departments with a long-standing volunteer tradition.
- Experience leading a fire department that includes emergency medical response requirements.
- Experience leading under stressful situations while maintaining discipline utilizing sound personal and professional judgment and control.
- Experience negotiating and/or implementing collective bargaining agreements.
- Experience in and knowledge of the financial, budgeting and accounting practices of public agencies.
- Working knowledge of federal, state and local laws and ordinances pertaining to fire and emergency services.
- Ability to operate emergency apparatus and equipment, with knowledge of safety policies and regulations, as well as applicable federal, state and local laws.
- Knowledge of fire prevention, suppression and investigation methods, practices and procedures, with the ability to apply such knowledge and proper procedures to specific situations.

- Ability to pass physical, psychological and medical testing, including drug and alcohol testing, as requested.
- Successful completion of criminal history and background check prior to start date of employment.
- Ability to effectively communicate in writing and orally.
- Possess a valid Washington state driver's license or obtain a Washington state driver's license prior to start date of employment.
- Proficiency in the use of a computer and commonly used business software platforms.
- Experience in the recognition and avoidance of conflict-of-interest situations.
- The successful candidate must live on Orcas Island, WA or establish residency on Orcas Island within 6 months of appointment.

Any relevant combination of education and experience that demonstrates the ability to successfully perform essential duties will be considered.

Preferred

- Bachelor's or Master's degree (MA or MS) in Fire/Emergency Management, Public Administration, or associated field of study.
- Knowledge of and experience serving as a fire marshal, investigating fires and preventing fires through fire safety best practices.
- Working knowledge of fire inspection.
- Experience with Washington State's public agency levy funding.
- Working knowledge of San Juan County's geography; and specifically Orcas Island's geographical challenges, and knowledge of boating safety in the waters surrounding Orcas Island.
- Washington State EMT certification and experience.

CERTIFICATIONS

All certifications must be current and remain current through the duration of employment.

Minimum

- EVIP/EVAP Certification (or ability to complete with six months of appointment)
- ICS 100, 200, 300, 400, 700, 800
- HazMat Awareness/Operations Firefighter II or equivalent
- Wildland FF and Interface FF Washington. Certification may be obtained within 1 year from appointment
- NREMT (or above certification/license). Certification may be obtained within 1 year from appointment
- Must meet the knowledge, health, and physical qualifications established by Orcas Island Fire and Rescue

Preferred

- Fire Officer 3 or 4 (Can be waived if EFO credentialed)
- All Hazard ICT3 Incident Safety Officer NWCG Strike Team Leader (STL) or ICT3 Fire Investigator

PERSONAL ATTRIBUTES

- Self-confident, results-oriented, with a participatory leadership style

- Comfortable interacting with members at all levels of the organization, including commissioners, staff, and volunteers
- Possess a high degree of integrity, professional decorum and well-developed interpersonal skills
- Facilitates decision-making by fostering a spirit of cooperation and consensus building
- Approachable, personable, and friendly; yet retain the ability to make tough decisions when needed
- Able to maintain their emotional self-control in stressful situations
- Accepts advice and constructive criticism, follow rules and regulations and adapts to changing working conditions