

## **CITY OF OAK HARBOR**

### **JOB DESCRIPTION**

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**Job Title:** *Fire Chief*  
**Department:** *Oak Harbor Fire Department*  
**Reports to:** *Mayor*  
**Status:** *Exempt / Non-union*

#### **Job Summary:**

The Fire Chief functions as the department director of the Oak Harbor Fire Department and is responsible for command leadership, management and general supervision of the department, including firefighting, emergency medical services, employee training, fire prevention, public education, permit reviews, administration, and the repair and maintenance of property, equipment, and apparatus. Duties also include capital improvement plans, budgets, regulatory compliance, information systems, communications, and premier customer services. The Chief serves as a member of the City's management team and may serve as Director of Emergency Response.

#### **Essential Job Functions:**

1. Participate in the City's management team functions, and with the Mayor and City Administrator, develop plans and programs to enhance customer focused community services, major projects, and other initiatives.
2. Attend City Council meetings and provide ongoing communications regarding fire department command leadership, management, services, special events, and other matters.
3. Plan and direct operations; establish departmental operating procedures; and direct the maintenance, repair, improvement, and replacement of property and equipment.
4. Direct the department's response, when appropriate, at the scene of major fires or other incidents, and provide overall direction to communications, community services, and reporting.
5. Direct and review results of the municipal fire prevention and public education programs.
6. Direct the departmental training program; guide overall program planning, assessment and development.
7. Confer with members of the public and with other governmental officials with respect to fire prevention, public education and fire protection administrative problems.
8. Lead and provide overall direction for Fire Department's development review functions; attend Planning Commission or Board of Appeals meetings if subjects pertain to fire department policies, fire prevention, suppression, and safety (life).
9. Enforce all phases of Fire Code, City Ordinance, rules and regulations adopted by the City pertaining to fire, emergency medical services, and disaster preparedness.
10. Supervise and provide aid in building inspections: enforce and advise on fire code and administration.
11. Provide overall leadership to volunteer staff activities.
12. Establish and maintain effective and cooperative working relationships with City officials, department heads, co-workers, supervisor, and other City departments and to interact with the public using good judgment in a courteous and helpful manner in stressful situations.
13. Direct and coordinate the City's emergency management response, program, and work closely with the Mayor, City Administrator, County, Federal, other municipalities and community organizations. Maintain CEMP and provide training for the City.
14. Develop, present, implement and monitor the department's annual budget; implement operational changes as necessary to conform with the budget; and be responsible for the annual report.
15. Coordinate activities with other City departments and be responsible for capital improvement projects, information systems, and long-range plans.

#### **Associated Job Functions:**

1. Perform special projects and studies as assigned.

#### **Performance Requirements (Knowledge, Skills and Abilities):**

Must meet performance requirements of the Battalion Chief (except EMT) in addition to the following:

- Knowledge of command leadership, management principles, methods, systems, technologies, and equipment.
- Knowledge of fire hazards and fire prevention techniques, and of fire code administration.

- Knowledge of fire emergency management services.
- Knowledge of and ability to manage proactive, forward thinking strategic program development and administration.
- Knowledge of the rules and regulations of the department of relevant laws and ordinances.
- Oral communication skills for working with a diversity of personnel, public officials and citizens.
- Ability to write effectively and with clarity.
- Thorough knowledge of English, spelling, grammar, vocabulary, punctuation and mathematics.
- Ability to plan, supervise, and perform leadership, team building, administrative and management activities related to a full service fire department with a premier customer service focus.
- Ability to plan, organize and direct the work of a fire department, to analyze its effectiveness, and to adopt operations to changing municipal needs and conditions.
- Ability to utilize a personal computer and associated City and department-specific software.

**Working Environment and Physical Demands:**

Work is performed in a variety of settings including offices, a fire station, emergency scene, and emergency response vehicle; and the work may involve off-duty command recall for major emergencies. The environment ranges from a normal/routine to the emergency setting with unusual modes of communication, extreme noise, discomfort and hazard. The emergency environment may require the management/performance of hazardous tasks under conditions that require strenuous exertion with limited visibility and the physical ability to climb ladders, carry fire hose, lift patients and wear Self Contained Breathing Apparatus certification; in addition to exposure to hazardous or toxic chemicals and gases, extremes in temperature, cramped surroundings, exposed heights and infectious diseases.

**Experience and Training Requirements:**

- Bachelor's degree in education, public policy and administration, management, fire protection, fire technology, fire command and administration or closely related field **required, and**
- Five years of experience in fire department senior management, operations, and administration as a chief officer including community service and command leadership experience.
- Experience must demonstrate outstanding command leadership skills and customer and community focused management with regulatory, budget, and proactive, forward thinking strategic planning skills.
- Master's degree in an appropriate discipline is preferred.
- Must meet and maintain certification requirements mandated by Federal/State Law for Incident Commanders.
- Valid Washington State Driver's license and a good driving record.
- Commercial Driver's License or Emergency Vehicle Accident Prevention (EVAP) certification, as required.
- Must pass background investigation including fingerprint and criminal history, prior sexual offenses, and recent drug use.
- Must pass credit check and driver's abstract.
- Conditional employment offer will include medical examination with pre-employment drug screen and psychological evaluation for aptitude to work in fire service.

*A combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.*

Established: 1984

Revised: NWM/HR 1/04, 6/04, HR 9/09, HR 3/12

FLSA: Exempt

Salary Range: --

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.