



JOB ANNOUNCEMENT

Posted March 3, 2022

Job Title: Fire Chief
Job Status: Temporary Employee (Limited Duration Appointment)
Pay Grade: Grade 7
Pay Rate: \$24.06 to \$31.28, Depending on Qualifications & Experience
Department: Volunteer Fire Department

Position Summary

Under the general direction of the Mayor, the Fire Chief is responsible for organization and direction of the volunteer fire department. The Fire Chief is responsible for directing all volunteer fire fighters and ensuring that fire fighters have adequate training. The Fire Chief is responsible for ensuring that firefighting equipment is monitored on a regular basis and is in good working order. The Fire Chief will develop all policies and procedures concerning firefighting in accordance with municipal ordinances, state law, and federal laws and regulations.

Desired Qualifications

- High school diploma or GED.
- At least three (3) years paid or verifiable, active volunteer experience as a firefighter, including some experience as a superior officer.
- Certified in emergency medical care at the level of first responder or higher.
- Must possess and maintain a valid Alaska Driver's License.
- Be able to successfully pass a background check and drug screen.
- No felony convictions or disqualifying criminal histories within the past seven years.
- Know others within the Fire Service community in SE Alaska that can be used as resources for information sharing and have a working knowledge of the streets and roads in the City of Thorne Bay and a solid familiarity with the area and people.
- Be an accessible, good listener for the personnel in the Department and for members of the Community.
- Prior work experience must demonstrate reliability, honesty, and the ability to work with others.

Applications

Complete job description, qualifications/requirements, and job application are available at Thorne Bay City Hall, 120 Freeman Drive, Thorne Bay, AK 99919, or online at www.thornebay-ak.gov. Please submit completed applications to cityclerk@thornebay-ak.gov, or drop off at City Hall. Position is open until filled.

The City of Thorne Bay is an Equal Opportunity Employer



JOB DESCRIPTION

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Pay Grade: Grade 7
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Department: Volunteer Fire Department

Position Summary

Under the general direction of the Mayor, the Fire Chief is responsible for organization and direction of the volunteer fire department in order to ensure that loss of life, property or injury as a result of fire is prevented and/or minimized. The Fire Chief is responsible for directing the activities of the fire department and is the sole authority and command at the scene of a fire. The Fire Chief is responsible for directing all volunteer fire fighters and ensuring that fire fighters have adequate training. The Fire Chief is responsible for ensuring that firefighting equipment is monitored on a regular basis and is in good working order. The Fire Chief will develop all policies and procedures concerning firefighting in accordance with municipal ordinances, state law, and federal laws and regulations. Providing adequate fire services will enhance the safety of residents and may prevent or reduce unnecessary injury, loss of life or damage or destruction of property as a result of fire.

Duties & Responsibilities

1. Develop, review and implement all firefighting policies and procedures in accordance with municipal ordinances, state law, and federal laws and regulations. Main Activities:

- Establish appropriate firefighting techniques.
- Plan firefighting strategies.
- Liaise with the Emergency Response Committee.
- Ensure firefighting policies and procedures are strictly adhered to.
- Make recommendations on appropriate purchases of equipment and apparatus.

2. Recruit, train and direct the activities of volunteer fire fighters in order to ensure that trained fire fighters are available in the event of a fire. Main Activities:

- Recruit and orient volunteer fire fighters.
- Ensure a high level of morale among fire fighters.
- Facilitate the training of volunteer fire fighters.
- Evaluate the performance of fire fighters.
- Discipline and/or dismiss fire fighters if necessary.

3. Inspect firefighting equipment in order to ensure appropriate equipment is available as required. Main Activities:

- Inspect the fire truck on a regular basis.
- Inspect firefighting equipment and apparatus on a regular basis.
- Make recommendations on the replacement and/or repair of equipment.
- Make inspections of places of business to ensure compliance with regulations.

4. Takes command in the event of a fire in order to ensure a safe, effective and controlled response. Main Activities:

- Ensure effective command and control techniques are in place at the scene of the fire.
- Make all decisions concerning the appropriate response to and method fighting a fire.
- Direct all activities at the scene of the fire.
- Ensure that fire fighters are responding in a safe and appropriate manner.
- Investigate the cause of fire once it has been extinguished.

5. Complete administrative tasks as required. Main Activities:

- Maintain records on incidence of fire, injuries and loss of property.
- Prepares and submits monthly reports to the Mayor and City Administrator regarding the Departments' activities.
- Prepares a variety of other reports as appropriate including the annual report of activities and annual VFD Registration with the State Fire Marshal.
- Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Departments' activities.

- Monitor the firefighting budget.
- Implement fire prevention education and awareness programs.

6. Perform other related duties as required.

Knowledge, Skills and Abilities

1. **Knowledge** - Must have proficient knowledge in the following key areas:

- Knowledge of firefighting techniques and methods.
- Knowledge of command-and-control techniques.
- Knowledge of fire investigation and evidence gathering techniques.
- Knowledge of firefighting training programs.
- Knowledge of training techniques and methods.
- Knowledge of firefighting public education and awareness programs.
- Knowledge of public safety theories and methods.
- Knowledge of emergency response techniques.
- Knowledge of emergency procedures, emergency first aid, and CPR.
- Knowledge of volunteer training, development and recognition.

2. **Skills** - Must demonstrate the following skills:

- Leadership skills including the ability to take full command at the scene of a fire.
- Analytical and problem-solving skills.
- Decision making skills.
- Negotiation skills.
- Effective verbal and listening communications skills.
- Ability to effectively give and receive verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees, supervisors, and the public.
- Ability to train and supervise subordinate personnel.
- Ability to deal effectively with people in difficult situations.
- Effective written communications skills including the ability to prepare reports and business documents and correspondence.
- Effective public relations and public speaking skills.

- Research and program development skills.
- Stress management skills.
- Time management skills.

3. Abilities - Must demonstrate the following personal attributes:

- Maintain standards of conduct.
- Be respectful.
- Possess cultural awareness and sensitivity.
- Be flexible.
- Demonstrate sound work ethics.
- Be consistent and fair.
- Be positive and establish good workplace morale.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to maintain personal composure during times of emergency or acute stress.
- Maintain a high level of confidentiality.

Working Conditions

- May be involved in physically draining and exhausting activities, which may include taking command of a fire scene, participating in emergency response situations and being involved in physically dangerous situations.
- Will have to manage several people and projects at one time and may be interrupted frequently to meet the needs and requests of residents.
- Will need to carry heavy firefighting equipment while climbing on and off equipment and navigating uneven ground.
- Must be able to lift and/or move up to 70 pounds.
- Will be exposed regularly to water in extreme weather conditions.
- Will be exposed to noxious smoke and fumes as a result of fire.
- Will be exposed to environments that are dangerous, busy, noisy and will need

excellent organizational and time and stress management skills to complete the required tasks.

- The fire chief will be exposed to smoke and fire that will adversely affect each of the senses including smell, touch, taste, hearing and sight.
- The fire chief will require extreme levels of concentration during firefighting.
- The fire chief will experience very high levels of mental and emotional stress caused by the requirement to fight fires in an effective manner, the requirement to maintain absolute control in dangerous and hectic situations and by the possibility of loss of life, injury and property.

Tools and Equipment Used

- Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, jaw-of-life, radio, pager, personal computer, phone.

Vehicle/Building Maintenance

- Maintain fire trucks and apparatus by ensuring they are in operating condition, clean and orderly, and well stocked with all necessary hoses, pumps and equipment.
- Maintain documentation of all maintenance records and scheduled maintenance.
- Assist with the general cleanliness and organization of the fire section within the Thorne Bay EMS/Fire Halls.

Desired Qualifications

- High school diploma or GED.
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- Must possess and maintain a valid Alaska Driver's License.
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Position & Benefits

- This is a Temporary Position for a limited duration to bring a focus and increased effort to the work of getting the Volunteer Fire Department well organized and fully functioning. This paid position is approved by the City Council and appointed by the Mayor. The Temporary position may terminate at the end of the appointment period or revert to a volunteer stipend position.
- Benefits are only those required by state law or otherwise allowed by City Code or personnel policies for Temporary employment unless otherwise approved by the Mayor.
- Compensation will be within Grade 7 and the starting hourly wage will be determined based on verifiable qualifications, experience and knowledge, subject to approval by the Mayor.

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