

City of Gustavus

Open Position Announcement & Job Description

Position Title	<u>Fire Chief - Gustavus Volunteer Fire Department</u>
Location	Gustavus, Alaska
Application period	April 12 th , 2010 – May 12 th , 2010
Closing date	May 12 th , 2010, may be extended if necessary
Hire Date	July 1 st , 2010
Employee category	Regular / Full time
Hours of work	1 st 4 months - 40 hours a week; 30 – 40 hours per week is expected thereafter
Salary	Negotiable
Supervised by	City Mayor
Probationary Period	Six months

Position Description

Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions.

Employee Benefits

- Monthly health insurance stipend
- Paid holidays
- Vacation leave is negotiable

All applications for employment shall provide a cover letter and resume, which shall contain information on education, training, degrees, certificates and licenses, prior employment, experience, skills and references.

To be considered for employment, a certification statement form is to be signed and dated by the applicant and a witness. Statement forms are available from the City Clerk (CoG Section 3.02.040 & 3.02.050).

Where to submit applications

Job applications and certification statement form should be mailed, e-mailed or faxed to - Mail: City Clerk, PO Box 1, Gustavus, Alaska, 99826; Fax: (907)697-2136; E-mail: clerk@gustavus-ak.gov

Appointment procedure

After the close of the application period, applicant(s) will be interviewed by the Gustavus Volunteer Fire Department Committee. The committee will forward their recommendation to the Mayor for final approval.

Questions? Please call the Mayor (907)697-2451 or e-mail
mayor@gustavus-ak.gov

The City of Gustavus is an Equal Opportunity Employer

Open to the public and any current Gustavus Volunteer Fire Department Member

Job Description
Fire Chief – Gustavus Volunteer Fire Department

Essential Duties & Responsibilities:

- **Supervisory/ Management**
 - Plans, coordinates, supervises and evaluates all Department operations.
 - Responds to emergency calls: Coordinate department resources for a proper and timely response. Be prepared to take the role of incident commander at major incidents.
 - Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.
 - Supervise Fire and EMS Captains
 - Plans departmental operation with respect to equipment, apparatus, personnel, and safety requirements; supervises the implementation of such plans.
- **Training**
 - Act as primary training officer, leading regular Fire and EMS drills. Coordinating with private, state and federal training officers for the additional training of Department personnel.
- **Budget /Finance**
 - Prepare, present and implement the Department's annual budget. Plans for and reviews specifications for new or replacement equipment.
 - Act as the purchasing officer for the Department. Controls the expenditure of departmental appropriations using the City's purchase order system and tracks budget expenditures on a monthly basis.
- **Record Keeping**
 - Coordinate the submission of Alaska National Fire Incident Reporting System (ANFIRS) reports to the state.
 - Develop necessary controls over all responses over all response gear such as inventories, maintenance records, maps etc.
 - Maintain a database of all Department members training records.

Peripheral Duties

- Serves as the City representative in all activity with the National Park Service, Bartlett Cove regarding Fire and EMS.
- Obtains and maintains an Airport Rescue and Fire Fighter (ARFF) certification and participates in duties as scheduling requires. Oversees the contract with the State of Alaska, and ensures all obligations are met.
- Prepares and submits tri-annual reports to the City Council regarding the Departments' activities and prepares a variety of other reports as appropriate including the annual report of activities.
- Attend GVFD Committee meetings.
- Meets with elected or appointed officials, other Fire/EMS officials,

community and business representatives and the public on all aspects of the Departments' activities.

- Attends conferences and meetings to keep abreast of current trends in the field; represents the City Fire/EMS Departments in a variety of local, state and other meetings.
- Provide assistance to the GVFD Committee with grant writing.
- Occasional collection and receipt of department fees.

Desired Minimum Qualifications

Education and Experience

- Graduation from high school or GED equivalent with specialized training in fire department administration.
- Four (4) years prior work experience of a progressively responsible nature in fire fighting and prevention and emergency medical services, including supervisory duties.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
- Skill in the operation of listed tools and equipment.
- Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; 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; and Ability to meet the special requirements listed below.

Special Requirements

- Must be eighteen (18) years of age or older at time of hire;
- EMT-I Certification;
- Fire Fighter I Certification;
- Must obtain 40 hour Hazwoper certification within one year of employment;
- Must possess, or be able to obtain by time of hire, a valid State of Alaska Driver's License with Commercial Driver's License endorsement or certification of Emergency Vehicle Accident Prevention Program (EVAP) without record of suspension or revocation in any state;
- No felony convictions or disqualifying criminal histories within the past seven years;
- Ability to meet Departmental physical standards; and
- Under the ARFF contract, applicant will be subject to random drug testing and a background check

Tools and Equipment Used

Emergency medical vehicles, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, emergency medical equipment, radio, pager, 911 communication system, computer(s), phone, and facsimile.

Physical Demands

The physical demands described here are representative of those the Fire Chief is expected to encounter.

The Fire Chief must frequently lift and/or move objects weighing up to 20 pounds, and occasionally up to 100 pounds.

Vision requirements for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The Fire Chief must hear well enough to discern oral and radio communications in a noisy emergency response environment.

The Fire Chief will be required to don, and perform work in, personal protective equipment including fire turn out clothes, self-contained breathing apparatus, air purifying respirator, eye protection, and hearing protection.

Applicant will be required to pass a pre-employment physical exam with a favorable determination by a medical practitioner that he/she is fit for duty.

Work Environment

The work environment conditions described here are representative of those the Fire Chief is expected to encounter while performing essential functions of this job.

The Fire Chief's work is performed in the fire hall office, on the apparatus floor, in vehicles, and in outdoor settings, under all weather conditions, including temperature extremes, during day and night, and in emergency and stressful situations.

The Fire Chief has the potential to be exposed to the following work conditions and hazards:

- Cold and/or wet weather
- Fire and explosion hazards
- Airborne inhalation hazards including toxic smoke, vapors, dusts, and fumes
- Hazardous liquids such as petroleum products and toxic household or light industrial materials
- Hazardous physical agents such as electric shock, noise (which may exceed 100 dBA for brief periods), whole body vibration, and heavy work in ergonomically awkward positions
- Hazardous biological agents such as blood-borne pathogens

Legal Notice

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.