

SPOKANE COUNTY FIRE DISTRICT # 5



FIRE CHIEF: JOB DESCRIPTION

FLSA STATUS:

Volunteer Position

REPORTS TO:

Board of Commissioners

PURPOSE STATEMENT:

The position of the District Fire Chief is to provide first line management of assigned station personnel and operations.

Required Qualifications:

Current Washington State EMT or First Responder

Current EVIP certification

Duties and Responsibilities:

The District Fire Chief shall be appointed by the Board of Commissioners and shall be the executive officer of the District and as such shall perform the following duties as assigned by the Board of Commissioners.

1. Perform such services for the District as directed from time to time by the Board of Commissioners in the manner and to the extent permitted by the laws of the State of Washington and in accordance with the policies of the District as established by the Board of Commissioners.
2. Supervise all district volunteer personnel. The Chief shall have the authority to recommend to the Board of Commissioners the reprimanding, suspension and termination of volunteer personnel.
3. Subject to the approval of the Board of Commissioners, determine who shall become volunteer fire fighters for the District.
4. Direct and supervise the training of all volunteers of the district. Establish and enforce a manual of operating procedures for the District. Maintain custody of all equipment of the District and provide for the maintenance of the equipment, facilities and stations.

5. Assist in the preparation of the annual budget; recommend to the Board of Commissioners the purchase of all equipment, supplies and services necessary for the proper operation and maintenance of the facilities of the District. All purchases in excess of \$100.00 per month must be authorized by at least one member of the Board of Commissioners. In emergency situations the District Chief has the authority to make necessary purchases to rectify the emergency situation.
6. Prepare and maintain all appropriate records that may be required by law or by the direction of the Board of Commissioners. Originals shall be kept on the district computer system.
7. Maintain the district inventory system and inventory lists. Give the District Secretary the original documents for inventory.
8. Assign duties to all personnel of the District and supervise the performance of the duties, provided, that the duties so assigned shall conform to the resolutions of the Board of Commissioners in all events where a resolution has created a specific office and/or job description for that office.
9. Perform all duties established by the job description of the position of Chief which is incorporated into this agreement by this reference.
10. Become familiar with and comply with all applicable federal, state, and county laws and regulations and all policies and procedures established by the Board of Commissioners.
11. Assist in the development of District policies and procedures for approval by the Board of Commissioners. Implement and enforce District policies and procedures as adopted by the Board of Commissioners.

By signing I have read, fully understand and agree to comply with the duties and responsibilities of Fire Chief listed above:

Signature

Date

Print Name