

RESOLUTION NO. 2019-24

A RESOLUTION OF THE CITY OF ELECTRIC CITY
ADOPTING A JOB DESCRIPTION FOR
THE VOLUNTEER FIRE CHIEF

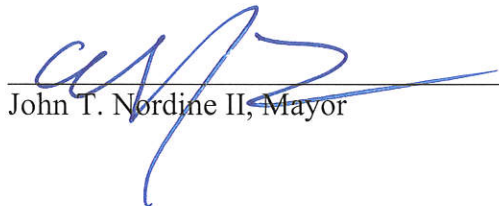
RECITALS:

1. WHEREAS, the City of Electric City desires to adopt a job description for the following position: Volunteer Fire Chief


NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Electric City:

1. The job description for the position of Volunteer Fire Chief as attached hereto is hereby adopted.

ADOPTED by the City Council of the City of Electric City, Washington, this 12th day of November, 2019.

for 
John T. Nordine II, Mayor

ATTEST:



Russell D. Powers,
City Administrator – Clerk/Treasurer

Class Specification: Volunteer Fire Chief

General Summary:

Appointed by the Mayor and council majority. This position is responsible for providing lead fire support in the City's Volunteer Fire Department. Leads volunteer firefighters and performs various work in support of the Fire Department and other areas of responsibility as directed. This position requires physical labor, public relation, independent judgment and organizational skills. Works under the direction of the Mayor or City Administrator.

Responsibilities/Duties:

- Lead the fire department in the daily operation, maintenance, and repair, of the fire station, equipment and gear.
- Plan and organize volunteer firefighters and resources as needed.
- Adhere to city's ordinances, policies and procedures.
- Operate specialized emergency vehicles and equipment within the fire department.
- Operate radios and communicate with MACC or other agencies during fire events.
- Perform testing of equipment and hydrants, maintain logs, and operate sensitive equipment.
- Maintain inventory of fire department equipment and supplies.
- Prepare documents and reports as required by city, state and federal agencies.
- May be required to organize volunteers, and work outside normal business hours for emergency response.
- Conduct or organize training and attend required fire meetings and fire calls.
- Attend quarterly council meetings as requested by the Mayor or City Administrator.
- Submit yearly budget request as required by the City Administrator.
- Regularly attend fire training to insure improvement skills and knowledge.
- Assume other duties as directed by the Mayor or City Administrator.

Knowledge, Skills and Abilities:

- Knowledge and ability to operate, troubleshoot, and perform basic maintenance on vehicles and equipment.
- Knowledge of structural and wildland firefighting techniques and regulations.
- Ability to attend and present information at meetings associated with the fire department.
- Ability to establish and maintain effective working relationships with volunteers, employees, public officials and the general public.
- Ability to lift 50 pounds, bend, crouch, climb up or down ladders and excavations, work in confined spaces, stand for long periods of time, and perform precise movements with hands and arms.
- Ability to read and write English, follow detailed instructions, interpret maps, plans, manuals, and calculate mathematical figures with accuracy.

Education and Experience:

- Valid Washington State Driver's License
- 6 years progressive fire department or related fire experience
- High School Diploma or GED equivalent