



## CITY OF OTHELLO PUBLIC WORKS SECRETARY JOB DESCRIPTION

JOB TITLE: Fire Chief  
REPORTS TO: City Administrator  
FLSA STATUS: Exempt  
CLASSIFICATION: Non-Union  
PREPARED BY: Tania Morelos, City Clerk DATE: May 15, 2025  
APPROVED BY: Shawn Logan, City Administrator/Mayor DATE: May 15, 2025  
SALARY RANGE: \$105,000-\$115,000 Annual DOE

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As Fire Chief, you will oversee all operations of the Fire Department as City Department Head, supervising 2 full-time staff and a pool of support volunteers. This executive-level role combines strategic planning, hands-on leadership, and community engagement to ensure effective emergency response, fire prevention, and public safety services. Experience in the field of firefighting will be given significant weight and consideration.

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### **Essential Duties & Responsibilities**

#### **Leadership & Personnel Management**

- Lead departmental operations including emergency response, fire prevention, and personnel management.
- Supervise, coach, evaluate, and mentor staff in accordance with City policy.
- Oversee hiring, advancement, and disciplinary processes.
- Foster a professional, inclusive culture grounded in accountability and growth.

#### **Strategic Planning & Administration**

- Develop and implement department objectives and strategic plans aligned with the City's mission.
- Serve as the department head with authority over operations and personnel.
- Contribute to agency-wide policy development and performance improvement initiatives.

#### **Budgeting & Financial Oversight**

- Prepare, manage, and monitor operating and capital budgets.
- Support audits, oversee expenditures, and participate in grant development and fiscal planning.

#### **Compliance & Operational Standards**

- Ensure compliance with local, state, and federal laws, codes, and labor agreements.

- Maintain up-to-date knowledge of industry standards, labor practices, and safety protocols.
- Support labor negotiations and uphold collective bargaining agreements.

### **Liaison & Representation**

- Act as liaison to the Mayor/City Administrator, elected officials, and partner agencies.
- Represent the department in mutual aid coordination, boards, and regional discussions.

### **Emergency Response & Preparedness**

- Respond to emergencies and lead on-scene operations as needed.
- Oversee development and implementation of emergency plans and safety procedures.
- Ensure personnel readiness through training and drills.

### **Reporting & Analysis**

- Provide regular updates and reports to City leadership.
- Oversee the City's strategic planning process and support agency-wide performance improvement.

### **Other Responsibilities**

- Represent the City in public and professional settings as assigned.
- Perform other duties as assigned to advance departmental goals.

### **Qualifications**

#### **Education & Experience**

- Associate degree in Fire Science, Public Administration, or related field preferred;
- Executive-level experience in fire service administration preferred
- Proven leadership under high-stress conditions using sound judgment and discipline.
- Background in development in policies and procedures, a problem solver. Works well with others.
- Experience in the field of firefighting will be given significant weight and consideration

#### **Licenses & Certifications**

- Valid Washington State driver's license with a clean driving record (or ability to obtain prior to hire).
- EVOIC certification required within 2 months of hire.
- Fire Code Inspector certification (ICC) required within 18 months.
- Must pass background check, medical exam, drug screen, and psychological testing.

#### **Skills & Competencies**

- Knowledge of fire safety, emergency response, and public service management.
- Strong leadership, interpersonal, and communication skills.
- Skilled in budgeting, personnel coordination, and operational oversight.
- Proficient in fire equipment, driving both light- and heavy-duty vehicles.
- Technologically competent with mobile, cloud-based, and office systems.
- Able to manage multiple priorities and meet deadlines in a dynamic environment.
- Commitment to professional development and industry best practices.

#### **Physical & Sensory Requirements**

- Full vision range (close/distance, color, depth, focus).
- Able to sit, stand, walk, kneel, climb, crawl, and lift up to 25 pounds (heavier with assistance).
- Frequent communication and computer/device usage.

- Capable of prolonged activity without rest during emergency/disaster response.
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### **Work Environment & Conditions**

- Standard 40-hour week with flexible scheduling based on City needs.
- Required availability during evenings, weekends, and holidays.
- Work performed in both office and emergency environments, including hazardous or extreme conditions.
- Exposure to noise, chemicals, weather, confined spaces, and high-stress situations.
- Must maintain strong physical and mental endurance under demanding conditions.

### **Value Statement**

As a senior leader in the City, the Fire Chief embodies integrity, humility, discernment, and dedication to public service. The role offers:

- Meaningful Work – Shape safety and resilience in a growing community.
- Supportive Culture – Collaborate with a leadership team that values trust, inclusion, and service.
- Professional Growth – Opportunities to lead, innovate, and make lasting impact.
- Comprehensive Benefits – Includes medical, dental, vision, DRS retirement, and paid leave (vacation, holidays, sick, personal).

### **Acknowledgement**

This job description outlines the primary responsibilities of the Fire Chief and may evolve to meet the changing needs of the City. The City Administration reserves the right to modify duties as required.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_