

# City of Seward

## POSITION ANNOUNCEMENT

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The City of Seward is seeking qualifications from interested persons for the position described below. All applicants should deliver an application/resume and cover letter indicating their interest to Personnel Officer, Tamara Foster, or email to [tfoster@cityofseward.net](mailto:tfoster@cityofseward.net).

**DEPUTY FIRE CHIEF:** This is a regular, exempt position, with benefits starting at \$27.53-\$28.93/hour.

This position serves as second in command of the Fire Department. Directs activities and is responsible for ensuring adequate firefighting and rescue services and fire prevention services throughout the City by performing the following duties personally or through subordinate supervisors.

- Assists in developing and implementing department goals pertaining to fire prevention and confinement, code development/enforcement, public education and emergency preparedness and analysis.
- Assists in surveys of buildings, grounds and equipment to estimate needs of the department.
- Assists in overall training and supervision of department members in fire protection practices and firefighting tasks.
- Manages operations of the Fire Prevention Division, including approval of routine expenditures, maintenance of division records and preparation of division budget.
- Provides and addresses the general public, civic groups, City Council and other fire/emergency response agencies with information and assistance on all aspects of department activities, programs and facilities.
- Directs activities and communications in fire or emergency situations and performs fire fighting and related tasks as assigned.
- Assigned stand-by hours to assists in ensuring 24-hour supervision is maintained for response to fire/rescue/disaster.

### **Education and/or Experience:**

An Associate's Degree in Fire Administration, Fire Science Management, Business Administration, or Public Administration is preferred. Five (5) years of fire department related supervisory experience. Ten (10) years' experience with a volunteer or combination department. The degree requirement may be substituted for any combination of education, experience and training as deemed acceptable by the hiring authority. Must have a State of Alaska Firefighter 2 certification or equivalent, EMT 1 or higher and experience in conducting fire safety inspections. Must have or be able to obtain within one year State of Alaska or IFSAC Instructor 1 certification. Must have or be able to obtain within one year ICC Fire Inspector 1 certification.

Successful applicants must pass a background investigation and drug testing. Preference may be given to current City employees. A complete job description and employment application can be obtained from Tamara Foster, City of Seward Personnel Office, 410 Adams Street, (907) 224-4074 or by emailing [tfoster@cityofseward.net](mailto:tfoster@cityofseward.net). **Must establish residency within the Seward city limits within six months.**

**The City of Seward is an Equal Opportunity/Affirmative Action Employer.**