

CITY OF UNALASKA  
**JOB ANNOUNCEMENT**  
WE ARE AN EQUAL OPPORTUNITY EMPLOYER

IN HOUSE POSTING: December 27, 2017  
TO THE PUBLIC: December 27, 2017

The City of Unalaska is accepting applications for the position of **Fire Chief** for a well-established Public Safety Department located in the number one commercial fishing port in the United States, the international Port of Dutch Harbor. Unalaska is a coastal community located in the Eastern Aleutian Islands with a multi-cultural population of approximately 4,300 full-time residents with seasonal influxes from multiple commercial fishery operations. **Position is open until 5:00 pm on Thursday, February 8, 2018.**

**GENERAL DESCRIPTION:** This position, under the direct supervision from the Director of Public Safety, is responsible for overseeing administration of the Division of Fire and EMS.

**EXAMPLES OF WORK:** Responsible for the oversight of all fire, EMS, and communications personnel by planning, reviewing, directing, disciplining, training, and evaluating work. Commands staff at fire and other emergencies. Serves as Incident Commander during emergency operations. Plans, schedules, and oversees short-term and long-term goals and activities of the Division. Assist with budget preparations and day-to-day fiscal management. Writes, manages and reports on fire division grants and capital projects. Assists with departmental budget preparations and administers day to day fiscal management of the division within established budget. Interprets and applies laws, codes, rules, regulations, and policies pertaining to public safety. Conducts and/or assists in criminal fire investigations. Maintains firefighting and EMS equipment inventory and ensures that inspections and repairs are carried out.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of the principles and practices of management and supervision. The ability to participate in and conduct meetings with public and private officials. Skilled in establishing and maintaining productive working relationships with City of Unalaska elected and appointed officials and staff, the public, media, and federal, state and local agencies. Possess strong written and oral communication, problem-solving, and interpersonal skills. Must have ability to work under pressure. Have a working knowledge of state, federal, and local laws pertaining to fire safety, fire prevention, and departmental policies and procedures. The ability to operate, test, inspect, and maintain fire and EMS equipment. Must have knowledge of rescue operations as they pertain to fire and EMS. Have knowledge of office practices, procedures, filing systems, and general office equipment. Must be proficient in a Windows environment.

**EDUCATION AND EXPERIENCE:** Minimum qualifications: Two year degree in Fire Science, Emergency Management, Business, or related field; Ten (10) years' experience with a paid and/or volunteer fire department as a fire fighter, with five (5) years at the command level; State of Alaska Fire Fighter I & II certificate; Federal Emergency Management Incident Command System (ICS) 100, 200, 300, and 400; State of Alaska Emergency Medical Technician II or equivalent; Fire Instructor I (or ability to obtain within one year of employment); Fire Inspector I (or ability to obtain within one year of employment).

**PREFERRED QUALIFICATIONS:** Bachelor's degree in Fire Sciences, Emergency Management, or related field; Paramedic certification; experience supervising combined fire department; ICS Instructor Certification.

**LICENSES AND SPECIAL REQUIREMENTS:** Valid Alaska Commercial Driver's License (or ability to obtain one within 90 days of employment). This position is subject to a background check and successful completion of pre-employment drug screening.

**TO APPLY:** Please submit a City of Unalaska application, a Department of Public Safety Questionnaire and release of information form. A complete job description and other necessary forms are available at City Hall by calling HR at 907-581-1251, or by downloading at [www.ci.unalaska.ak.us](http://www.ci.unalaska.ak.us). Return completed application materials to HR in City Hall or by one of the following methods: Mail to P.O. Box 610, Unalaska, AK 99685; e-mail to [kstiles@ci.unalaska.ak.us](mailto:kstiles@ci.unalaska.ak.us); or fax to 907-581-4469.

**PAY RANGE:     \$77,076.32 - \$123,322.12 DOE\*   Regular Full Time. Excellent Benefits.**

**\*Starting salary will be based up to the midpoint of the range: \$100,199.22, dependent on qualifications.**

Must present work authorization within 3 days of hire (INS requirement)  
All applications will be kept on file for 90 days.