



# MUNICIPALITY OF SKAGWAY

GATEWAY TO THE KLONDIKE  
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## JOB ANNOUNCEMENT FIRE CHIEF

The Municipality of Skagway is accepting applications for a full-time Fire Chief position that is eligible for municipal benefits.

**WAGE RANGE:** Grade 21, Step One-Entry level wage - \$36.86 per hour

**DUTIES:** This position is responsible for overseeing the Skagway Fire Department, supervising full time and seasonal paid staff and up to 50 volunteers. It has ultimate responsibility for all actions of the Department, has supervision and control of the administration of the fire department, and is the Department Head.

- Formulate a set of rules and regulations to govern the department, and shall be responsible to the Borough Manager for the personnel, morale and general efficiency of the department.
- Appoint Chief Officers and Section Captains for approval by the Board of Advisors.
- Manage and supervise fire department staff, volunteer officers, and volunteer membership.
- Fill a minimum of two Chief Officer on Duty Shifts per month and fill in as Duty Officer on those shifts as required.
- Shall at least once a month ensure suitable drills or instruction in the operation and the handling of equipment, first aid and rescue work, salvage, a study of buildings in the municipality, fire prevention, water supplies, and all other matters generally considered essential to good firemanship and safety of life and property from fire.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of:

- State, Federal, and local laws and ordinances.
- Principles and techniques of investigation.
- Fire department administration procedures, policies, management, budgeting, organization, and overall record keeping and accounting.

Possess the Ability:

- To think clearly and quickly in an emergency situation.
- Observe and accurately record events and effectively adopt a course of action.
- Establish and maintain cooperative relations with peers, associates, community, and government entities.

Employment Standards:

- Ten (10) years of experience, with a minimum of five (5) years in a supervisory position, overseeing volunteer and/or combination fire department operations.
- Significant experience overseeing EMS operations, with current Alaska EMT-1 or NREMT preferred
- A bachelor's degree in Fire Science, Fire Protection, or a related management field from an accredited college is desirable, experience in related fields will also be considered.
- Must maintain training standards as established by the Alaska Fire Standards Council under AS 18.70.350(1)(A) and (B).
- Possess excellent administrative, team building and communication skills, both oral and written.

Physical Abilities Required:

- Must be able to lift 50 lbs.
- Ability to perform strenuous physical and mental tasks under difficult conditions.

### **This is not the entire job description**

Applicants must submit a completed employment application form to the borough office at the address above or at City Hall, 700 Spring St. in Skagway, AK no later than **4:00 p.m. Friday, March 22, 2019**. Contact the borough office by email at [m.ghil@skagway.org](mailto:m.ghil@skagway.org) for the full job description or further information. The Skagway employment application is also available on the Municipality website, [www.skagway.org](http://www.skagway.org).

The Municipality of Skagway is an equal opportunity employer.