



CITY OF KODIAK
invites applications for the position of:

Deputy Fire Chief

SALARY:	\$36.75 Hourly \$2,940.00 Biweekly
DEPARTMENT:	Fire Department
OPENING DATE:	04/28/22
CLOSING DATE:	Continuous
DESCRIPTION:	

The City of Kodiak is recruiting for a full-time **Deputy Fire Chief** in the Fire Department that is dedicated to protecting lives and serving the community.

Under general administrative direction of the Fire Chief, this position assists in planning, directing, managing, and overseeing day-to-day activities and operations of the Fire Department including fire suppression, emergency medical services, hazardous materials response, and related programs, services, and operations. Participates in managing the development and implementation of departmental goals, objectives, and priorities for each assigned service area and development of tactical objectives to reach said goals. Recommends and administers departmental policies and procedures. Provides highly responsible and complex administrative support to the Fire Chief. Coordinates assigned activities with other departments and outside agencies. Directly responsible for department training. Works with subordinate leaders to ensure department compliance with operations and safety procedures and standards. Stays abreast of new trends and innovations in the field of fire prevention and suppression. Serves as second in command to the Fire Chief, and acts in their absence.

The goal of the City of Kodiak government is to provide quality municipal services as efficiently and effectively as possible within guidelines established by federal and state law, the Charter of the City of Kodiak, the Kodiak City Code, and the citizens of Kodiak as represented by the City Council. The Deputy Fire Chief must perform these duties in a manner that reflects positively on the City and the fire department and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the fire department.

EXAMPLES OF ESSENTIAL DUTIES:

- Assume command of all firefighting/emergency medical services (EMS) personnel and apparatus at the scene of emergency incidents until relieved by the Fire Chief. Directs emergency activities and makes decisions as to the best methods of controlling the incident. Calls for supplementary personnel, equipment and apparatus as needed.
- Participate in the development and implementation of goals, objectives, regulations, and standard operating guidelines (SOG), policies, and priorities for assigned area of responsibility including fire operations, fire prevention, emergency medical services, and hazardous materials; identify resource needs; recommend and implement policies and procedures. Ensures compliance with federal, state, and local laws, codes, and regulations.

- Plan, organize, assign, and direct departmental operations with respect to equipment, apparatus, and personnel. Advises Fire Chief and other officials on matters pertaining to firefighting and emergency services.
- Supervises, inspects and oversees personnel to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring any performance deficiencies are corrected; ensuring employees follow policies and procedures, and maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Manages emergency medical operations and administration including quality assurance (QA) program, updating protocols and submitting records for medical billing.
- Participates in planning, organizing, leading, and evaluating the work plan for the Fire Department; meets with staff to identify and resolve problems; assigns work activities and projects; reviews and evaluates work projects, methods, and procedures.
- Plans, directs, coordinates and delivers the department's training to include basic and advanced firefighting techniques, rules, and regulations of the department, emergency training, emergency management, fire prevention program, preplanning, use and operation of firefighting equipment and apparatus, supervisory training for department officers, emergency medical technician (EMT) certification, hazmat, rescue training and maintains records on all training and department personnel files.
- Manages department maintenance program.
- Preparation and ultimate analysis of Fire/EMS records and reports to secure efficient operations to meet service demands and to comply with the authorized requests for information regarding departmental activity and personnel.
- Performs duties of Fire Chief or Acting Emergency Services Coordinator or Director when necessary.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or General Education Development (GED) and Bachelor's degree in emergency management, fire service, emergency medical service, or related field, eight to ten years of progressively responsible professional fire service experience; including at least five years of executive management experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS:

Licensing Requirements:

- Firefighter I & Firefighter II
- Fire Service Instructor I
- Fire Inspector I
- Fire Officer I
- State of Alaska EMT III
- HAZMAT Technician
- Rope Rescue I & II
- Confined Space Rescue Certification
- FEMA IS-700, IS-800 and ICS 100, 200, 300, and 400
- CPR/AED Certification
- Valid Alaska Driver's License or ability to obtain within 30 days of hire

LICENSING PREFERRED:

- State of Alaska EMT Instructor
- BLS/ALS Instructor

SUPPLEMENTAL INFORMATION:

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, stooping, bending, kneeling, crouching, balancing, climbing, talking, hearing, seeing and repetitive motions. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Possess basic swimming skills and water safety knowledge for potential assignments on ice and/or open water rescue incidents. Perform and maintain physical fitness to successfully pass the department's annual physical fitness testing requirements.

Functions of this position require sufficient physical ability to work in an office setting; walk, stand, or sit for prolonged periods of time; operate office equipment including use of computer keyboard; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized vehicles and equipment.

Very Heavy Work: Exerting in excess of 150 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

WORKING CONDITIONS:

Work is performed primarily in a standard office with frequent travel to various locations to attend meetings and/or perform department activities in responding to emergency scenes, disasters, or critical incidents.

Occasionally works near moving mechanical parts and in areas of limited and restricted entry and exit; occasionally exposed to outside weather conditions and wet and/or humid conditions; works in high, precarious places; exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration; risk of electrical shock; possible exposure to bloodborne pathogens and other infectious materials; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud when responding to emergency calls and when working at the fire or other emergency incidents.

Standard 40 hour work week. Non-traditional work hours are necessary and rotates responsibility of assigned Duty Officer. Subject to mandatory call back at any time. May be required to attend City Council or other public meetings as assigned. Some travel may be required.

APPLICATION PROCESS - The application package includes the documents listed below. Please carefully proofread and submit as one application package. Incomplete applications may be disqualified from further review.

1. City of Kodiak Employment Application
2. Optional, but highly encouraged; Cover Letter, Resume, and any other documents relevant to this position

SELECTION PROCESS- Successful applicants may be invited to participate in the following:

- Interview
- Physical Fitness Assessment
- Conduct Mock Training Session
- Second Round Interview

PRE-HIRE CONDITIONS OF EMPLOYMENT- Successful completion of the selection process may result in an official conditional offer of employment, which includes successful completion of the following:

- Pass a background investigation
- Pass a pre-employment drug test
- Pass a pulmonary function test
- Pass a medical exam/physical

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.city.kodiak.ak.us/hr>

Position #21-00064
DEPUTY FIRE CHIEF
NS

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