

# Quartz Valley Indian Reservation



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## JOB ANNOUNCEMENT

**TITLE:** Fire Chief

**REPORTS TO:** Tribal Administrator

**LOCATION:** Quartz Valley Indian Reservation

**SALARY:** Negotiable, Depending on experience

**CLASSIFICATION:** Part Time (8 Hours Weekly, NTE 6 Months), Non-Entry Level

**CLOSES:** **May 1, 2013 (EOB) 5 pm**

### PURPOSE OF THE POSITION

The Fire Chief is responsible for organization and direction of the volunteer Fire Department to ensure that loss/damage of property, loss of life or injury, as a result of fire, is prevented and/or minimized.

### SCOPE

The Fire Chief reports to the General Council through the Administrative Officer. The Fire Chief is responsible for directing the activities of the Fire Department and is the sole authority and command at the scene of a fire. The Fire Chief is responsible for directing all volunteer fire fighters and ensuring that firefighters have adequate training. The Fire Chief is also responsible for ensuring that firefighting equipment is monitored on a regular basis and is in good working order. The Fire Chief will develop all policies and procedures concerning fire fighting in accordance with the Tribal Firehouse committee, local, state and federal policies and in accordance with the Office of the Fire Marshall. (As a result of fire, failure to provide adequate services will endanger the safety of residents and may result in unnecessary injury, loss of life or damage or destruction of property.)

# RESPONSIBILITIES

## 1. Develop, Review and Implement all Firefighting Policies and Procedures

### Main Activities

- Establish Appropriate Firefighting Techniques
- Plan Firefighting Strategies
- Liaise with the Emergency Response Committee
- Ensure All Strictly Adhere to Firefighting Policies and Procedures
- Make Recommendations on Changes to the Firefighting Policies

## 2. Recruit, Train and Direct the Activities of Volunteer Firefighters; Ensuring Trained Firefighters are Available in the Event of a Fire

### Main Activities

- Recruit and Orientate Volunteer Firefighters
- Ensure a High Level of Morale Among Firefighters
- Facilitate the Training of Volunteer Firefighters
- Evaluate the Performance of Firefighters
- Discipline and/or Dismiss Firefighters, if Necessary

## 3. Inspect Firefighting Equipment; Ensuring Appropriate and Required Equipment is Available

### Main Activities

- Regularly Inspect the Fire Truck
- Regularly Inspect Firefighting Equipment and Apparatus
- Make Recommendations on the Replacement and/or Repair of Equipment
- Make Inspections of Places of Business; Ensuring Compliance with Regulations

## 4. Take Sole Command in the Event of a Fire and in order to Ensure a Safe, Effective and Controlled Response

### Main Activities

- Ensure Effective Command Techniques are in Place at the Scene of the Fire
- Make All Decisions Concerning the Appropriate Response to a Fire
- Direct All Activities at the Scene of the Fire
- Ensure that Firefighters Respond in a Safe and Appropriate Manner
- Investigate the Cause of Fire Once Extinguished

## 5. Complete Administrative Tasks, as Required

### Main Activities

- Maintain Records on Incidence of Fire, Injuries and Loss of Property
- Prepare Reports on All Areas of Firefighting
- Monitor the Firefighting Budget
- Implement Fire Prevention Education and Awareness Programs

## 6. Perform Other Related Duties, as Required

# KNOWLEDGE, SKILLS AND ABILITIES

## Knowledge

The Fire Chief must have proficient knowledge in the following areas:

- Firefighting Techniques and Methods
- Command and Control Techniques
- Investigation and Evidence Gathering Techniques
- Firefighting Training Programs
- Training Techniques and Methods
- Public Education Programs Concerning Fire Protective Services
- Public Safety Theories and Methods

- Emergency Response Techniques
- Crowd Control Techniques
- An Understanding of the Native American Cultural and Political Environment
- Emergency Procedures, First Aid and CPR
- Volunteer Training, Development and Recognition

### **Skills**

The Fire Chief must demonstrate the following skills:

- Leadership Skills, Including the Ability to Take Full Command at the Scene of a Fire
- Analytical and Problem Solving
- Decision-making
- Negotiation
- Effective Verbal and Listening Communications
- Ability to Deal Effectively with People in Difficult Situations
- Effective Written Communications; Including the Ability to Prepare Reports
- Effective Public Relations and Public Speaking
- Research and Program Development
- Stress Management
- Time Management

### **Personal Attributes**

The Fire Chief must demonstrate the following personal attributes:

- Maintain Standards per Code of Conduct
- Be Respectful to All
- Possess Cultural Awareness and Sensitivity
- Be Flexible
- Demonstrate Sound Standard Work Ethics
- Remain Consistent and Fair in Work Practices

The Fire Chief must attain the required knowledge and skills through the completion of Fire Fighting Training and/or a combination with several years of related firefighting and supervisory experience in emergency and command and control situations.

The Fire Chief must possess a valid California Driver's License appropriate to the class of vehicle being operated.

## **WORKING CONDITIONS**

### **Physical Demands:**

The Fire Chief may be involved in physically draining and exhausting activities which may include taking command of a fire scene, participating in emergency response situations and being involved in physically dangerous situations. The Fire Chief will have to carry heavy firefighting equipment while climbing ladders and going through buildings. The Fire Chief will regularly be exposed to water in extreme weather conditions and have to deal with resulting ice buildup in winter months.

### **Environmental Conditions:**

The Fire Chief will be exposed to noxious smoke and fumes, as a result of fire. The Fire Chief will have to manage a number of people and projects at one time and may be interrupted frequently to meet the needs and requests of residents. The Fire Chief will be exposed to environments that are dangerous, busy and noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

**Sensory Demands:**

The Fire Chief will be exposed to smoke and fire that will adversely affect each of the senses including smell, touch, taste, hearing and sight. The Fire Chief will require extreme levels of concentration during a firefighting situation.

**Mental Demands:**

Very high levels of mental and emotional stress will be caused by the requirement to fight fires in an effective manner, the requirement to maintain absolute control in dangerous and hectic situations and by the possibility of loss of life/property and injury.

**Indian Preference:**

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian candidates.