



CHELAN COUNTY FIRE DISTRICT 3

Policy

Original 8/14/19

Policy: 10.03.07

Procedure: [-----]

Update: 3/11/2026

JOB DESCRIPTION – FIRE CHIEF

1. NUMBER: 10.03.07
2. SUBJECT: ***Job Description – Fire Chief***
3. POLICY: The Fire Chief, as the Chief Executive Officer, is responsible for organization and direction of the Fire District
4. SCOPE: This Policy and Procedure is applicable to the Fire Chief.
5. RESPONSIBILITIES:
 - A. The Board of Commissioners shall ensure that this Policy and Procedure is adhered to.
 - B. The Fire Chief shall adhere to this Policy and Procedure.
6. PROCEDURE:
 - A. SUPERVISION RECEIVED
 1. Works under the general supervision of the Board of Commissioners.
 - B. SUPERVISION EXERCISED
 1. Manage and supervise all paid and volunteer personnel. The authority to manage and supervise all personnel. The Board of Fire Commissioners shall be kept informed of all significant personnel matters.
 - C. ESSENTIAL DUTIES AND RESPONSIBILITIES
 1. Perform such services for the District as directed by the Board of Fire Commissioners in the manner and to the extent permitted by the laws of the State of Washington and in accordance with the policies of the District as established by the Board of Fire Commissioners.



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2. Develop, implement and maintain Fire District goals, objectives, policies and priorities for appropriate service areas and ensure that established goals and priorities are achieved.
3. Attend District Commissioners' meeting unless excused by the Board of Fire Commissioners. Attend and/or have a district representative attend City of Leavenworth Council and other community group meetings that are pertinent and of interest to the District.
4. Assist in the preparation and management of the annual budget. Manage the purchase of all equipment, supplies and services necessary for the operation and maintenance of the District. The Chief shall have the authority to execute all purchases and expenditures that are contained in the budget approved by the Board of Fire Commissioners. Purchases and expenditures that are not budgeted for, and exceed \$10,000, shall be affirmed and authorized prior to being executed. The Chief shall communicate purchases on a regular basis with the Board of Fire Commissioners.
5. Ensure effective maintenance of all facilities and equipment owned or managed by the District, including managing a capital replacement program.
6. Cultivate relationships with local, state, and regional partners and stakeholders.
7. Ensure the preparation and maintenance of all records that are required by law or by the direction of the Board of Fire Commissioners as per RCW governing record retention.
8. Assign duties for all personnel of the District and supervise the performance of their duties directly and/or through delegation of authority to subordinate officers and personnel.
9. Shall continually work to promote the positive public image of Fire District #3 and be party to no act or omission that may detract from a positive public image.
10. When available, the Chief should respond to major incidents within the District or auto/mutual aid as agreed by auto/mutual aid



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agreements to provide and/or ensure proper command and control is in place. The Chief shall assume command and control or provide support, mentoring and safety oversight.

11. Perform other duties as assigned by the Board of Commissioners.

D. PERIPHERAL DUTIES

1. Attends periodic schools, conferences, workshops and seminars as to maintain a high degree of ability, knowledge and understanding of fire service methods, practices, developments and attitudes.
2. Serves as a member of various fire service committees.

E. KNOWLEDGE ABILITY AND SKILLS

1. Knowledge of District administration, principles of public administration, personnel management, budgeting and local municipal government.
2. Knowledge of principles of fire protection including emergency response, fire and life safety and training, and emergency scene tactics and command and have a current First Aid and CPR card.
3. Knowledge of District resources, geography, special hazards and communication systems.
4. Ability to apply principles of fire protection to District needs; analyze fire suppression, EMS and fire prevention needs and address them through the development of realistic budgets.
5. Ability to plan and carry out short- and long-term programs of the District.
6. Ability to meet and deal with the public in a courteous and professional manner and promote a positive image of the Fire District.
7. Ability to proficiently communicate through electronic mediums such as email, Word, Power Point, and Excel. Position requires



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extensive analytical thought and correspondence to a variety of community stakeholders.

8. Ability to deal effectively with people in difficult situations and make independent decisions.
9. Must be effective at public relations and have public speaking skills.
10. Must have experience fighting fire in the Wildland Urban Interface.

F. SPECIAL REQUIREMENTS

1. Must be twenty-one (21) years of age or older at time of hire;
2. Must have a High School diploma, GED, or equivalent.
3. Ability to read and write the English language.
4. Ability to meet Chelan County Fire District #3's physical standards.
5. Must possess, or be able to obtain by time of hire, a valid Washington State Driver's License without record of suspension or revocation in any state and obtain certification of Emergency Vehicle
6. Have not been convicted of a job-related crime or released from prison within the last 10 years.
7. As these services require they shall be continually available to take command of an emergency incident, they shall be required to reside within a reasonable response time of the headquarters fire station.

G. TOOLS AND EQUIPMENT USED

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

H. PHYSICAL DEMANDS

The physical demands described here are representative of those that



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must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.


1. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.
2. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

I. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Work is performed in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
2. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
3. The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene and maintenance shop setting.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does

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not exclude them from the position if the work is similar, related or a logical assignment to the position.

NOTHING CONTAINED IN THESE JOB DESCRIPTIONS OR ANY OTHER WRITTEN POLICY OF THE DISTRICT IS INTENDED TO BE PART OF ANY EMPLOYMENT RELATIONSHIP OR CONTRACT. THESE JOB DESCRIPTIONS FOR THIS FIRE DISTRICT OR ANY OTHER WRITTEN POLICY OF THE DISTRICT ARE MERELY STATEMENTS OF DISTRICT POLICY AND DO NOT AMOUNT TO PROMISES OF SPECIFIC TREATMENT. FURTHERMORE, THE DISTRICT RESERVES THE RIGHT TO MODIFY THE AFOREMENTIONED JOB DESCRIPTION AND DISTRICT POLICIES AT ANY TIME.

Approved at the regular Board of Commissioners meeting on March 11th, 2026.

Ross Frank, Chairman

John Dawson, Commissioner

Mahala Murphy-Martin, Commissioner