

Position Description: Chief
Anchor Point Fire & Emergency Medical Service Area

Service Type: Appendix A – Administrative - Level 3

Definition: Under direction and supervision of the Mayor or the Mayor's designee, and with recommendations from the Anchor Point Fire & Emergency Medical Service Area Board, the Operations Chief is responsible for the supervision and direction of total fire department activities including fire, medical, rescue, and hazardous material; budget development and implementation; and personnel evaluations.

Minimum Qualifications: A bachelor's degree related to public service, or equivalent experience of at least 10 years of professional firefighting and EMS experience, and must have been in a supervisor position and included emergency medical response, hold at least a Firefighter 1 and EMT 1 Certification, including knowledge of applicable regulations and requirements for all administrative and operational aspects of Fire Operations. The candidate must document administrative experience supervising personnel, budgets, and equipment; and have a valid Alaska driver's license to perform all job functions. Completion of the four year national Fire Academy Executive Fire Office Program is highly desired. Must possess excellent computer skills; have knowledge of communications equipment, and be proficient in budget management and at least five years of experience in supervising personnel and volunteers.

Essential Functions:

1. Plans and directs all administrative functions for the Anchor Point Fire and Emergency Medical Service Area, as well as supervises the development and implementation of the operations budget.
2. Directs and coordinates the training of paid full-time staff, paid on-call staff and volunteer personnel.
3. Develops and maintains required records, check-lists, daily station log and other documents related to APFEMSA operations including policies and procedures, and standard operating guidelines. Is responsible for providing employee and volunteer records as required to the General Services Department.
4. Identifies and pursues grants in coordination with the Community and Fiscal Projects Manager on behalf of the Anchor Point Fire and Emergency Medical Service Area.
5. Maintains Fire and EMS inventories of equipment and supplies.
6. Prepares various reports, as well as meeting all local, state and federal reporting requirements for any incidents that occur and are the responsibility of the Service Area to report.
7. Schedules and coordinates vehicle (including the Nikolaevsk station vehicles), equipment, and building maintenance as required. Ensures that maintenance logs are up-to-date and current at all times.

8. Performs vehicle and equipment maintenance checks, each morning, if vehicles have been in service the previous night, and completes daily vehicle maintenance check form.
9. May respond to emergencies, if qualified and certifications are current. Ensures that responding employees act only in the capacity in which the responder is qualified to perform.
10. Orders supplies, training materials, and equipment as directed.
11. Coordinates various administrative functions with applicable borough departments and ensures that proper protocols and procedures are followed at all times.
12. Attend all APFEMSA board meetings and provide monthly status reports on Budget, Maintenance, Trainings, Call Volumes, and any other reports requested by the Service Area Board.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit; and occasionally required to use hands and fingers dexterously to operate office equipment, to stand, walk, and reach with hands and arms. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

If qualified to respond to emergencies: While performing the duties of this job, the employee is frequently required to stand; walk, use hands to feel or handle objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear; and smell. The employee must frequently transport up to 50 pounds, and occasionally transport over 100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.