**DISCRIPTION:** The Borough Fire Chief is tasked with planning fire operations, training, investigations, reporting, and incident management. The Fire chief will provide support to the public safety department and specifically the office of emergency management providing disaster assistance. The fire chief will also provide on call support for the Borough search and rescue program as needed.

**DUTIES:**

* Recognizing, establishing, sanctioning, and administratively supporting community Volunteer Fire Battalions;
* Providing firefighting equipment upgrades for each community Fire Battalion, as Borough resources may allow;
* Implementing and maintaining a fire prevention program in each Borough community;
* Requiring monthly meetings of local Battalions, and collecting / maintaining documentation of these meetings;
* Conducting or facilitating the conducting of periodic training for village volunteer fire fighters, to bring all reginal Fire Fighters to Rural Basic Fire Fighter Certification Level.
* Expanding and sustaining support for community Volunteer Fire Battalions so as to maintain adequate Fire Department membership, a high level of fire fighter competency, and an ongoing fire prevention program;
* Maintaining a record of all fire outbreaks in each community which require Fire Battalion response;
* Conducting, or causing to be conducted, after-action reviews after all fire outbreaks requiring a response by the local Battalions;
* Coordinating and assisting in the response to any disaster, or any other declared emergency;
* Investigating the causes of all fires, and filing of written reports of these investigations, whenever a qualified fire investigator is employed by the Borough;
* Conducting inspections of existing structures, facilities, or residences on an annual basis as a part of an ongoing Fire Prevention program;
* Support the borough office of emergency management providing disaster assistance in the Village

**MINIMUM REQUIREMENTS:**

* High School Diploma or GED
* Valid Alaska Driver’s License with a good enough driving history to be covered by the Boroughs insurance.
* Be able to complete a Method of Instruction and obtain fire instructor certification within 1 year of hire
* Firefighting 1, or wildland fire certs about the level of single resource boss or equivalent valid certification and experience required
* Computer proficiency and skills in business applications, Microsoft office and network applications.
* Good communicative skills
* Must pass a criminal background check
* Experience in fire ground operations required

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**Employee Date Public Safety Director Date**

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**Mayor Date Chief of Staff Date**