



KITTITAS COUNTY FIRE DISTRICT 7

•Professionalism •Integrity •Accountability

4244 Bullfrog Road — Cle Elum, Washington 98922 — (509) 649-2789 — Emergency Dial 911

Job Description-Division Chief

FLSA Exempt/ Non-Union

Description:

Under the general supervision of the Fire Chief, plan, organize direct and evaluate one or more Divisions, or areas of responsibility including Operations/ Fire Prevention or Training & Safety. This is a multiple-position management classification.

Each position is responsible for performing general to complex administrative tasks related to the assigned program area, including, but not limited to: personnel management, budgeting, education and training of fire service best practices, and formulation of District policies and procedures. The Division Chiefs will have designated command and control of emergency operations as needed or requested, including scheduled duty officer periods to provide 24/7 command coverage for the District.

The Division Chief may function as the acting Fire Chief as necessary and perform related work as required.

The Division Chief position is an integral part of the leadership team in concert with the Fire Chief and are expected to demonstrate the highest levels of professionalism, integrity and accountability. In addition to guiding critical District operations and functions on a day-to-day basis, the Division Chief will also provide consistent, respectful, and highly communicative interaction and mentoring of District members with the desire to always fulfill the District's Mission: "To Provide the Highest Quality Fire, Rescue, and Emergency Services to the Community in a Caring and Professional Manner".

Minimum Requirements:

- Primary residency within Upper County (Elk Heights to Easton) within 12-months. The Division Chief should be prepared to respond to major emergency incidents from home.

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- Possession of a valid Washington driver's license; ability to maintain required driver's license requirements as established by the Fire Chief and pass an "insurability" check by the District's insurance carrier.
- Must be at least 18 years of age.
- Provide proof of eligibility to work in the United States.

Education and Experience:

Required:

- IS. 700 National Incident Management System
- IS. 800 National Response Framework, An Introduction
- ICS-100 Introduction to Incident Command System
- ICS-200 Incident Command System Initial Attack
- ICS 300 Intermediate Incident Command System for Extended Attack
- IFSAC Fire Instructor I or equivalent
- IFSAC Fire Instructor II or equivalent
- IFSAC Fire Officer I or equivalent
- IFSAC Fire Officer II or equivalent

Six (6) years of increasingly responsible experience in governmental fire suppression, training, and/or prevention, with a minimum of three (3) years in the classification of Battalion Chief (or equivalent) or higher.

Desired:

- Equivalent or possession of a Bachelor's degree from an accredited college or university with significant coursework in fire science, public or business administration, or other related fields of study.
- ICS 400 Advanced Incident Command System
- O-305 All-Hazard Incident Management System
- IFSAC Fire Officer III or equivalent
- IFSAC Fire Officer IV or equivalent
- NFPA 470 HazMat Incident Commander or equivalent
- NWCG Engine Boss
- NWCG Strike Team Leader

Typical Duties:

- Manages the day-to-day operations and personnel assignments of the various Divisions within the District. Day-to-day operations may include employee relations, safety, purchasing, appraisals and other administrative duties.
- Responsible for Chief Officer duty coverage to provide all-hazard incident command of simple to complex incidents.
- Ensures administrative and operational compliance of Safety Standards for Firefighters to assist the District and its members in the reduction of work-related injuries and illnesses.
- Accountable for the comprehensive development and implementation of District program objectives and program budgets.
- Develop and implement new programs that enhance the District's organizational goals.
- Provides emergency management oversight as needed or requested.
- Supervises programs relating to fire apparatus maintenance and repair; conducts ongoing reviews of programs for efficiency and effectiveness.
- Supervises programs relating to facility needs, maintenance and repair; conducts ongoing review of programs for efficiency and effectiveness.
- Provides leadership, direction, and mentorship for subordinate personnel.
- Takes a leadership role in various committees, professional organizations, training exercises, courses and conferences.
- Provides administrative assistance to the Fire Chief relating to special projects, analytical studies and policy input and development.
- May provide duty coverage during absences of other Division Chiefs or Fire Chief as requested.
- Involvement in community events and activities within the District.
- Performs other related duties and responsibilities as assigned.

Knowledge of:

- Modern fire suppression methods, technology and equipment.
- Principles, practices, techniques, codes and ordinances associated with modern fire suppression, prevention, and emergency medical treatment and rescue.
- Knowledge of government financing and budgeting procedures.
- Active in legislative activities at Federal, State and local levels of government as needed.
- Principles of organization, supervision, management and administration.

- Principles and practices of training.
- Fire Operations, Fleet and Facilities Management.
- Develop and apply skills such as communication, decision-making, strategic planning, and team building to manage emergency responses.

Ability to:

- Effectively motivate, supervise, and elicit the cooperation of others.
- Render sound decisions in emergency situations.
- Implement and evaluate assigned program areas; analyze program needs and related documents, making recommendations for improved methods, changes in operation, or staffing requirements.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include performing firefighting or related activities in an emergency.
- Exercise good professional judgment and make sound decisions in a manner consistent with the essential job functions.
- Communicate effectively in writing and orally; assimilate, understand, and convey information in a manner consistent with job functions.
- Establish and maintain cooperative relationships with employees, supervisors, outside agencies, and the public.
- Effectively apply local, state, and federal codes, laws, and regulations.
- Always represent the District in an effective and professional manner.
- Take a proactive approach to customer service issues.
- Recommend process improvement changes to streamline procedures.
- Properly use and maintain all safety equipment as per District policy, procedures or guidelines.
- Maintain confidentiality regarding sensitive information.
- Operate a personal computer and appropriate work-related applications, including word processing, calendaring, spreadsheets and e-mail systems, etc.
- Work extended hours beyond routine assignment in the event of a local, county, state, and/or federally declared emergency, disaster, and/or catastrophe; or the activation of the Washington Mutual Aid System (WAMAS).

Working Conditions:

Work is performed in an office environment or outdoors at fire, emergency medical and disaster scenes in a variety of weather, terrain, noisy, and hazardous conditions.

Equipment utilized includes standard office equipment; radios and other communication devices; audio-visual equipment; and fire department apparatus and equipment. Work involves frequent travel to various locations to attend meetings and/or perform department activities.

APPROVED: October 9, 2025

UPDATED: