



JOB SUMMARY

The Part-Time Fire Chief serves as the chief executive officer of the fire department. They report directly to the Mayor and city council. The Chief manages up to 35 active volunteer firefighters. They supervise all fire suppression, prevention, and administrative functions. This position requires flexible administrative office hours combined with on-call emergency response duty.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Small City Administration:** Prepare and defend the annual department budget to the City Administrator and City Council. Write municipal reports.
- **Roster Management:** Lead the recruitment, vetting, retention, and training of a roster of up to 35 active volunteer personnel.
- **Emergency Operations:** Command major fire, rescue, and EMS scenes. Maintain the Incident Command System (ICS) structure.
- **Training & Safety:** Plan and track mandatory state-level training programs for volunteer firefighters.
- **Asset Accountability:** Oversee the inspection, safety testing, and maintenance of city-owned fire trucks, rescue equipment, and the station.
- **Municipal Collaboration:** Coordinate closely with the city public works, police department, and regional emergency management agencies.

MINIMUM QUALIFICATIONS

- **Experience:** 5+ years of progressive firefighting experience, including at least 2 years in a command or supervisory role.
- **Education:** High school diploma required. An Associate's degree or higher in Fire Science, Public Administration, or a related field is preferred.
- **Certifications:** State-certified Fire Officer II (or equivalent), valid driver's license with appropriate apparatus endorsement, and active EMT or EMR certification.



COMPENSATION AND BENEFITS

- **Salary/Stipend: \$32,000 – \$45,000 annually** (dependent on experience and qualifications), paid on a monthly or bi-weekly schedule. This position is structured as a part-time exempt municipal role based on an average expected workload of 20 hours per week.
- **Retirement and Pension:** Eligibility for PERS Enrollment (Plan 2 or 3) in the Washington State Public Employees' Retirement System, PERS Retire-Rehire Framework, and optional access to the Washington State Deferred Compensation Program.
- **Insurance Coverage:** 100% city-paid Workers' Compensation coverage and professional liability insurance while on duty.