



**CITY OF GRANDVIEW
JOB POSTING
FIRE CHIEF**

The City of Grandview is seeking an outstanding individual to be its Fire Chief. Grandview's Fire Chief commands a department that includes a paid full-time Deputy Fire Chief, a paid full-time Fire Captain and 30+ volunteer firefighters. Housed in a modern fire hall there are three pumpers, one ladder truck and one aid vehicle. The successful applicant will have at least five years' experience as a senior fire department officer, and will demonstrate successful experience in fire department administration, training and operations. Budget administration, fire code administration and enforcement, Emergency Medical Services and EMT experience, and demonstrated fire department supervision and leadership abilities will be important attributes. A combination of experience and education which provides suitable knowledge and ability to perform the duties may be substituted.

This position is an exempt management position reporting to the City Administrator. Duties of this position and the terms of employment are in accordance with the City of Grandview Personnel Manual. Salary for the Fire Chief position is \$7,737 - \$11,604 per month depending on qualifications. A comprehensive benefits package is also provided.

Applications and job descriptions are available on-line at www.grandview.wa.us or at City Hall, 207 West Second Street, Grandview, WA 98930, (509) 882-9200 and will be mailed upon request. Completed and signed applications can be taken or mailed to the above address or emailed to anitap@grandview.wa.us by 5:00 p.m., Friday, April 18, 2025.

The City of Grandview is an Equal Opportunity Employer.

Publication:

Yakima Herald – March 23, March 30 and April 6

Tri-City Herald – March 23, March 30 and April 6

Grandview Herald/Prosser Record Bulletin – March 19, March 26 and April 2

Daily Sun News – March 19, March 26 and April 2

City of Grandview Website www.grandview.wa.us

City of Grandview Facebook Page

POSITION DESCRIPTION

Position: Fire Chief

Report to: City Administrator

Department: Fire

Revised: March 11, 2025

Position Purpose

The Fire Chief commands and oversees all Fire Department operations. Appointment by the Mayor, subject to confirmation by the City Council.

Supervises

Deputy Fire Chief, Fire Captain, Volunteer Fire Officers and Volunteer Firefighters

Essential Job Functions

1. Provides for public safety and compliance with applicable City, County, State, and federal laws, ordinances, and regulations by providing managerial leadership and direction to the Fire Department. The Chief establishes and monitors plans, inspection and testing schedules, goals, standards, and operating procedures for the Department. Directs and commands the Fire Department's fire suppression, fire inspection and fire prevention activities.
2. Develops a staff capable of providing the full range of public safety services and fire code enforcement by selecting and training department volunteers and paid personnel. Oversees the planning, organization, and assignment of work duties; evaluates employee performance and maintains records on all department personnel; investigates and resolves grievances and problems; provides leadership and supervision. Estimates staffing requirements for full-time, part-time, and volunteer (on-call) help based on projected growth.
3. Responsible for the financial well-being of the department by performing cost control activities and monitoring all fiscal operations of the department. Prepares annual budgets and justifies budget requests and amendments. Approves all department expenditures; obtains and evaluates bid proposals and price quotations on various articles of Fire Department equipment, including vehicles; supervises the purchase and acquisition of supplies and equipment. Maintains equipment and vehicle maintenance logs and ensures that proper maintenance is performed.
4. Develops and maintains effective communication within the department, between the department, the Mayor, City Administrator, and City Council, and with other jurisdictions through the management of multi-frequency radio operations, telephones, computer systems, and 911 call center. Compiles reports and makes recommendations to the Mayor, City Administrator, or City Council.

5. Assures proper management of records by overseeing the Fire Department.
6. Recommends to the City Administrator and/ or Mayor the hiring, discipline, and discharge of employees within his or her jurisdiction in accordance with City policy, procedures, and union agreements as appropriate. Acts as the first step in any grievance procedure.
7. Responsible for all risk management within the department.
8. Shall maintain a close working relationship with the Council Committee(s) having jurisdiction with the department.
9. Performs other related duties as required or assigned.

Working Conditions

Work is primarily performed in and around the Fire station, but from time to time is conducted at hazardous locations and emergency scenes.

Minimum Qualifications

High School Diploma or GED equivalent.

Fluency, verbal and written, in English and Spanish is preferred, but not required.

Must have the ability to meet and maintain the medical and physical requirements prescribed in Rule 21.01 of the Civil Service Rules and Regulations; be of good moral character and industrious habits; must be of a temperament and disposition suitable for working with the public.

Trained firefighter with not less than five years' experience as a senior fire department officer.

U.S. Citizen.

Possession of or the ability to obtain a valid Washington State Motor Vehicle Operator's License.

A combination of experience and education which provides suitable knowledge and ability to perform the duties may be substituted.