

SNOHOMISH COUNTY JOB DESCRIPTION

AIRPORT FIRE CHIEF

Spec No. 4000

BASIC FUNCTION

To plan, develop and implement Fire Department Programs at the Snohomish County Airport (Airport). Provides leadership and management of the Fire Department to ensure the operation of an effective incident response capability, and to support Airport community and tenant relations programs and to assist with Security Programs as required. Serves as a member of the Airport's core management team.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Directs and is responsible for all Fire Department programs. Assists with security programs.
2. Plans, organizes, coordinates and supervises all phases of Airport public safety work including fire inspections, fire prevention, firefighting, security patrols, emergency medical services, hazard control and disaster preparedness; assists in determining work priorities and prepares work schedules; coordinates operations with other county units and departments as required.
3. Plans, schedules, supervises and evaluates the work of subordinate employees using quality management techniques and philosophy; recommends various personnel actions to superiors as necessary, including hiring, development, discipline, transfer and promotion of subordinates; supports county diversity and personnel programs; participates in labor negotiations.
4. Responds to fire and aircraft disaster alarms; commands or delegates command of emergency operations; deploys personnel and equipment as needed; is on call 24 hours a day when in the local area.
5. Attends public, governmental, and professional meetings as a representative of the airport and the county.
6. Enforces airport, county, state, federal (FAA) rules and regulations; develops recommends and implements rules and regulations changes; ensures all staff members are properly trained to comply with programs covering hazardous materials and safety.
7. Maintains working relationships with Airport Operations, Airport maintenance, Snohomish County DEM, various Fire departments, and Law Enforcement agencies, Federal Aviation Administration (FAA), municipal agencies; participates in regional programs; requests backup as necessary.
8. Develops for submission: the annual Fire Department budget; capital improvement program; strategic plans, department plans, goals and objectives; training strategies and plans; directs and monitors program and budget execution, recommends and takes action when appropriate.

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9. Supports Paine Field Intern and management program with training relative to Fire Department programs.

STATEMENT OF OTHER JOB DUTIES

10. Maintains necessary records and prepares required reports.
11. May perform related duties as required.

MINIMUM QUALIFICATIONS

A two-year college degree in Fire Science and additional college level courses in management and public administration or business; AND, five (5) years experience as a full time fire service officer and relevant experience in fire service training/instruction; OR, any equivalent combination of training and /or experience that provides the required knowledge and abilities. Must pass job related tests.

PREFERRED QUALIFICATIONS

Experience in airport crash/fire/rescue, airfield operations, and/or security is preferred.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment. A combination license endorsement may be required for employment.

Candidates for employment may be required to pass a post offer physical examination.

Must pass a fingerprinted-based Criminal History Record Check (CHRC) and a Security Threat Assessment (STA) as required by TSA.

KNOWLEDGE AND ABILITIES

Knowledge of:

- fire fighting and security apparatus, equipment, procedures and techniques
- incident command system
- FAR Part 139 certification aircraft rescue and firefighting requirements
- current emergency medical response practices and techniques
- occupational hazards and safety rules and regulations
- current technology in fire, security, and office environments, including computer applications
- labor relations and negotiations

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- motivate personnel and develop team spirit and positive atmosphere
- communicate effectively and convincingly verbally and in writing
- develop and implement a vision, strategies, and goals
- plan, schedule, supervise and evaluate the work of subordinate level employees
- read, understand and enforce safety rules and regulations
- recognize, identify, and correct conditions which are hazardous to public safety
- establish and maintain effective work relationships with superiors, subordinates, co-workers and the general public
- critically analyze situations quickly and objectively utilizing good judgment
- cope with stressful or emergency situations calmly and effectively
- read, interpret and apply work related ordinances, codes, standards and regulations
- utilize word processing and spreadsheet computer programs

SUPERVISION

The employee in this class reports to an Airport Deputy Director and supervises the Airport Fire Department. The work is performed with considerable independence with periodic reports to the Deputy Director. The employee's performance is reviewed and evaluated through status reports and results obtained.

WORKING CONDITIONS

The work is performed both indoors and outdoors in all types of weather at work sites.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1977 as Fire Chief

Previous Spec. No. 511531

Revised & Retitled: January 1986, December 1993 as Airport Public Safety Supervisor;

Retitled: December 1998

Revised: April 2012, July 2021

Revised & Retitled: January 2017, Airport Public Safety Manager

EEO Category: 2 - Professionals

Pay Grade: 113 – Management Exempt Pay Plan

Workers Comp: 1501 Hazardous