

As Fire Chief, you will provide strategic guidance and leadership to the Airports Authority's Fire and Rescue Department, ensuring utilization of best practices and adherence to Airports Authority guidelines and the Federal Aviation Administration (FAA).

### **JOB DESCRIPTION**

- Fire Chief
- Works under the general supervision of the Vice President for Public Safety.
- Serves in the Fire and Rescue Department, Office of Public Safety, located in the West Building at Ronald Reagan Washington National Airport (DCA).

Manages the Fire and Rescue Department with continuing accountability for its operations, polices, and personnel. Integrates the work of subordinate units to produce results and achieve objectives through a unified organizational effort. Work directly and significantly affects the Department's operations and administration, including its overall responsiveness to the entire airport service community and mutual aid calls for service. Commands and manages overall delivery of fire suppression, emergency medical services, rescue operations, hazardous materials responses during critical incidents and other complex coordinated attacks. Contributes to emergency management planning and oversees public education programs. Performs related functions.

### **GENERAL RESPONSIBILITIES**

- Directs the Fire and Rescue Department and provides effective senior level leadership.
- Ensure that operations are effective and responsive to the air carriers, tenants and concessionaires and airport patrons.
- Ensure compliance with legal, regulatory standards and codes, and other requirements including implementation of Airports Authority, Office of Public Safety and Department policies, procedures, practices and other guidelines.
- Ensures effective administration within the Department including coordination with supporting Airports Authority Offices (e.g. the Office of Finance and the Office of Human Resources).
- Advises the Vice President for Public Safety and other key executives on operational and administrative issues that cross organizational bounds.
- Formulates or reviews, approves and ensures consistent implementation of department-wide policies, procedures, practices and other guidelines. Reviews and approves guidelines prepared at lower echelons for internal use.
- Advises or take action on management-employee relations with non-bargaining employees.
- Provides input on grievances to be decided at higher echelons.
- Leads the Department management team in negotiations with the bargaining unit(s), or delegates management team leadership.
- Visits and moves about field locations to monitor, inspect, and provide on-scene command and control, as required.
- Acts as Vice President for Public Safety in his/her absence. Makes "final" decisions in this capacity.

- Performs other duties as assigned.

### **QUALIFICATIONS**

- Two years of progressively responsible experience as a Fire Chief (first in command); **OR**
- Three years of progressively responsible experience as an Assistant Fire Chief (second in command); **OR**
- Five years of progressively responsible experience as a Deputy Fire Chief (third in command) demonstrating the ability to provide leadership at a senior Fire Officer level; **OR**
- Any combination of a minimum of five years of experience as an Assistant or Deputy Fire Chief.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of supervisory principles and ability to manage the operations/programs of the unit/team.
  2. Senior Fire Officer (Assistant Fire Chief or higher) level knowledge of, and skill in, fire suppression, rescue and EMS to help manage and oversee operations of the department and, as required, serve as Incident Commander.
  3. Ability to work under pressure, maintain emotional self-control and provide senior-level leadership during peak work periods, emergencies, and other situations.
- Ability to perform detailed analyses of data and information and make recommendations.
  - Ability to speak and write effectively.
  - Ability to use computer hardware and modern office suite software, with emphasis on special systems generally used in Fire and Rescue Departments such as for dispatching, emergency medical services, records management, scheduling and incident management and command.

### **PREFERRED QUALIFICATIONS**

- Experience in Airport Rescue and Fire Fighting, particularly in leadership at a senior Fire Office level.
- Certification as a Virginia Department of Fire Programs Fire Officer III.

### **REQUIRED EDUCATION**

- A Bachelor's Degree in Fire Science, Business Administration, Public Administration, or closely related field, or an equivalent combination of education, experience and training that totals four years.

### **CERTIFICATIONS AND LICENSES REQUIRED**

- Certification as a Fire Officer III and Fire Service Instructor II.
- Certification of successful completion of Federal Emergency Management Agency (FEMA) accredited training in (a) Incident Safety Officer and (b) Incident Command System (ICS) 400, 700, and 800.

- Certification in HAZMAT Operations (HMO), as required.
- Certification in Emergency Medical Technician (EMT), as required.
- A state driver's license in good standing.

**NECESSARY SPECIAL FACTORS**

- Works under pressure and maintains emotion self-control during emergencies.
- Work may require heavy physical effort and exposure to dangerous/hazardous conditions. Wears personal protective equipment. May be subject to holdover and recall.
- Subject to one-time and recurring training, certification and other requirements and standards mandated by the Commonwealth of Virginia and other proper authority.
- Work is typically reviewed in progress upon completion for quality, quantity, timeliness, teamwork, customer service, and other factors.