

CITY OF BUCKHANNON, WEST VIRGINIA  
JOB DESCRIPTION & NOTICE OF VACANCY FOR POSITION OF FIRE CHIEF

The City of Buckhannon is currently accepting application materials from qualified individuals interested in the position of Fire Chief. Buckhannon is a progressive city located in north-central West Virginia, with a population of nearly 6,000 residents, and is home to West Virginia Wesleyan College with a student enrollment of about 1,500. The Department, including the Chief, consists of seven paid members and works in tandem with the Buckhannon Volunteer Fire Department and further collaborates with several other volunteer fire departments in Upshur County with a population of about 25,000 residents. The position of Fire Chief is a combined administrative and operational one, i.e., the fire chief shall be active as a firefighter. The Fire Department provides fire suppression and prevention, basic life support, hazardous materials' management, and a variety of other rescue services. Pursuant to municipal charter, the Fire Chief reports directly to the Mayor, is supervised by the City Council, and is expected to appear and make monthly reports during a regularly scheduled City Council meeting and at such other times as requested by the City Council. The City has adopted an ordinance requiring all first responders including the Fire Chief to reside within 10 aerial miles from City Hall.

Responsibilities include, but are not limited to preparing the Fire Department's annual budget and sound administration of the approved budget during the fiscal year; directing the fire protection and emergency response efforts of the Fire Department; scheduling the work of all paid members; review and approval of all payroll materials; participating in the hiring and promotion of paid members of the Department; conducting annual evaluations of all paid firefighters; planning improvements for fire and emergency protection facilities throughout the City; assisting in the maintenance and development of the City's public safety complex; assuring equipment and vehicle maintenance and inspection; establishing and enforcing training guidelines for paid members; developing sound policies for fire protection and emergency response; leading the Department's current CFAI (Commission on Fire Accreditation International) accreditation effort; collaborating with the City's Housing and Code Enforcement officer including service as a Housing Enforcement Board member; and performing all other supervisory duties reasonable or necessary to fulfill the general mission of the Department.

Applicants with a bachelor's degree are preferred; however, applicants with extensive experience in fire and emergency management who do not possess a college degree will receive strong consideration. Additionally, applicants are required to have a minimum 10 years of experience in fire protection and emergency management. Three years of experience as a fire chief or fire department officer is preferred. The preferred applicant should have completed the National Fire Academy Executive Fire Officer Program.

Additionally, the ideal candidate will possess or have completed the following:

- \*West Virginia, Pro Board or IFSAC Firefighter II
- \*West Virginia, Pro Board or IFSAC Fire Officer II
- \*West Virginia, Pro Board, or IFSAC Hazardous Materials Operations
- \*West Virginia, Pro Board, or IFSAC Pumper/Operator Class
- \*National Incident Management Systems 100, 200, 300, 400, 700 and 800
- \*Valid First Aid/CPR card
- \*Acquire a West Virginia Driver's License within 90 days of commencement of service
- \*Certification as an EMR, EMT, or paramedic is highly preferred
- \*All other West Virginia, NFA, Pro Board, or IFSAC certifications will be considered

The City of Buckhannon is an EEOC employer committed to the principle of equal opportunity for all qualified persons, and employs without regard to any individual's creed, race, color, ethnicity, national origin, religion, gender, age, handicap, familial status, or sexual orientation.

The annual compensation for this position will be competitive, and commensurate with the successful applicant's experience, training, and education, but is expected to be \$56,000 - \$60,000. Additionally, the City of Buckhannon offers a competitive, fringe benefits package which includes health insurance and state retirement.

A completed application, available by contacting City Hall, including a current resume and at least three professional references must be either personally delivered to City Hall or submitted by mail postmarked by no later than Saturday, February 24, 2018, addressed to: Mayor of the City of Buckhannon, 70 East Main Street, Buckhannon, WV 26201. The City Council anticipates the appointment of the new Fire Chief about March 15, 2018, with expected service commencing as early as April 1 but in no event not later than May 1, 2018. Any questions regarding the Fire Chief position may be directed to either Mayor David McCauley or Director of Finance and Administration Amby Jenkins at 304-472-1651 or by contacting Mrs. Jenkins by e-mail at [amby.j@buckhannonwv.org](mailto:amby.j@buckhannonwv.org).