



**POSITION VACANCY NOTICE**  
**CITY OF KETCHIKAN**

**SPECIFICS**

May 12, 2026

<b>TITLE:</b>			
<b>DIVISION CHIEF OF COMMUNITY RISK REDUCTION/FIRE MARSHAL</b>			
<b>DEPARTMENT:</b>	Fire Department		
<b>STATUS:</b>	Regular Full-time	<b>HOURS/DAYS:</b>	Monday – Friday 8:00 AM – 5:00 PM
<b>GRADE /STEP:</b>	770 / A-K	<b>DUTIES:</b>	See attached job description
<b>MONTHLY SALARY:</b>	\$7,815.38 - \$9,070.06 DOQ	<b>UNION STATUS:</b>	NO

**SPECIAL REQUIREMENTS:**

Five years of responsible experience as a Firefighter with a minimum of two years' experience qualified as Fire Officer, performing fire prevention duties including experience in conducting occupancy inspections, public fire education, fire cause determination, fire service instruction, emergency preparedness training, annual hazard inspections, fire flow tests, and fire protection system tests. License or Certificate: \*Possession of an appropriate, valid driver's license and evidence of a good driving record upon hire. \*Possession of a Fire Fighter I, Haz-Mat Operations certificate. \*Possession of a Pro Board Fire Officer I certificate or equivalent upon hire. \*Possession of or ability to obtain Pro Board Incident Safety Officer (ISO) or equivalent. \*Possession of or ability to obtain Pro Board 1033 Fire Investigator, or equivalent. \*Possession of or ability to obtain within one year of hire Pro Board 1031 Fire Inspector I or II or equivalent. \*Possession of or ability to obtain ICC General Plans Examiner within one year of hire. \*ICC Property Maintenance Inspector, ICC Structural/Non-Structural Plan Reviewer, NFPA Life Safety Specialist, Alaska EMT-I or National Registry EMT-B or ICC Certified Fire Marshal desirable.

**ADVERTISING REQUIREMENTS**

**POSITION IS OPEN UNTIL FILLED**

**PUBLICATIONS:** City of Ketchikan Website; Job Service

**APPLICANT PROCESSING INSTRUCTIONS**

**FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:**  
**HUMAN REOURCES (907) 228-5631 OR ON-LINE AT**  
<https://www.ketchikan.gov/jobs>

**CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER**

**DIVISION CHIEF OF COMMUNITY RISK REDUCTION / FIRE MARSHAL**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general direction, plans, organize, coordinates, and implements the activities and functions of the City's Community Risk Reduction Division: promotes public safety through implementation and enforcement of fire and life safety codes and standards; provides public educational activities in fire and life safety and Community Risk Reduction; develops and presents public education programs to the community, schools, service clubs, and businesses; oversees and participates in the conduct of fire investigation programs to determine origin and cause; coordinates assigned activities and services with other jurisdictions including local building officials, State Fire Marshal's office, and other regional and federal emergency response agencies. Assists in fire suppression and emergency medical response activities as required. Develops and supervises the Community Risk Reduction programs in the City. Oversee the Community Risk Reduction Division, which includes Outreach & Support Specialists, Fire Inspectors, and other assigned staff. Conducts construction plan reviews for code compliance. Provides complex staff support to the Fire Chief and the Executive Management Team.

The Division Chief of Risk Reduction performs as an individual and team member in delivering fire protection services through fire suppression, fire prevention, emergency medical services, and related activities. The Division Chief of Community Risk Reduction is responsible for planning, organizing, and conducting fire prevention, community risk reduction, and fire investigation programs. The Division Chief of Community Risk Reduction must perform these duties in a manner that reflects positively on the City and the Department and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the Department.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Provides strategic and essential support to the office of Fire Chief.
2. Recommends and implements the Community Risk Reduction Division goals and objectives; establishes performance standards and methods for developing and implementing the related programs and activities; develops and implements policies and procedures.
3. Plans, develops, and oversees the work of staff performing duties related to Community Risk Reduction programs.
4. Evaluates operations and activities of the Community Risk Reduction Division; implements improvements and modifications; prepares various reports on operations and activities.
5. Prepares cost estimates for budget recommendations; submits justifications for staff, supplies, and equipment; secures grants and funding for Community Risk Reduction programs.
6. Assist in developing and presenting educational programs in fire and life safety for schools, service groups, businesses, and citizens.

7. Participates in strategic planning by assisting with developing and refining strategies, goals, and action plans for the Community Risk Reduction Division.
8. Plans, organize, and coordinates fire prevention, community risk reduction, and fire investigation programs for the City.
9. Communicates effectively with the local business community, the general public, and other interested parties and agencies on questions, interpretations, and enforcement of current fire codes, local ordinances, and related codes, rules, and regulations.
10. Performs fire safety and fire prevention inspections, including the larger and more complex reviews as well as the occupancies that are resistant to routine shift inspections; inspects for compliance with fire and life safety codes as well as city, state, and federal legislation applicable to commercial, industrial, institutional and public occupancies; prepares notices to correct violations and ensures corrective action is taken when violations are found; completes follow-up inspections as necessary.
11. Performs annual hazard inspections, fire flow tests, and fire protection system tests as necessary.
12. Reviews current construction projects for compliance with applicable fire codes, related ordinances, and policies, specifying in writing the change necessary to comply with adopted fire codes and ordinances before permit issuance; works closely with other departments and outside agencies on plan review issues as well as in matters concerning future construction projects.
13. Provides technical fire protection assistance to builders, contractors, developers, and the general public, including fire-safe construction, fire control systems installation, and compliance with procedures and codes.
14. Coordinates and works closely with local, state, and federal jurisdictions regarding fire and life safety issues pertaining to code and inspection or inspections.
15. Maintains inspection database for all city occupancies, keeps current information regarding business types and locations, and changes to the site and responsible parties.
16. Consults with Fire Department operational personnel on fire code enforcement and interpretation; develops and provides applicable training to operations personnel, including fire code interpretation and fire safety inspection techniques.
17. Develops and presents educational programs in fire and life safety for schools, service groups, businesses, and citizens.
18. Researches and determines necessary City ordinance changes and fire code acceptances or possible deferments as requested by the Department and the City, including local, state, and federal codes and standards.
19. Coordinate the activities of the Fire Investigation Team.
20. Responds to emergencies as necessary; performs duties at an emergency scene to assist in the suppression or control of fires, emergency medical responses, or other critical incidents; may assume command of the incident as necessary.
21. Serves as the Department's Safety Officer; coordinates with the Training Committee to develop, plan, and schedule safety and training programs that meet departmental needs and professional development objectives; reviews and approves division training and travel requests for

consistency with departmental policies, priorities, and budgetary constraints; and monitors related training budget expenditures.

22. Must maintain operational readiness to respond to active emergencies; ensure personal certifications, physical fitness, and equipment familiarity are maintained at all times to safely and effectively assume command or support roles at emergency scenes.
23. Ensures annual performance evaluations are completed on time for all assigned personnel and that personal performance documentation remains up to date.
24. Performs other duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Pertinent federal, state, and local laws, codes, regulations, rules, and ordinances pertaining to fire prevention, safety, and hazardous materials.  
Principles and techniques of building inspection work, building materials and construction, and principles of combustion; building codes, regulations, and techniques as well as exceptions or like practices as they pertain to construction and renovation within the City.  
Principles, practices, and procedures of modern fire protection theory and techniques.  
Procedures, techniques and operation of various fire equipment such as fire extinguishers, sprinkler and alarm systems, fire hydrants, and other extinguishing systems.  
Fire prevention and firefighting methods and techniques.  
Methods and techniques of fire investigation.  
Methods and techniques of public relations.  
Modern office equipment and computers including applicable software applications.  
Basic principles and practices of municipal budget preparation and administration.

### **Ability to:**

Conduct a variety of building and fire code inspections and ensure compliance with applicable laws, codes, and standards.  
Read, interpret and make corrections on building plans as they relate to fire code requirements.  
Detect and evaluate a wide variety of hazardous conditions and materials.  
Interpret, apply, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.  
Explain technical code requirements to developers, contractors, and the general public.  
Collect, analyze, and evaluate data and prepare reports and recommendations.  
Supervise and direct subordinate professional and support staff: interpret and enforce administrative/operational policies, practices, and procedures.  
Prepare and present professional fire safety presentations to civic organizations.  
Deal firmly but fairly with violators and prospective violators of fire codes.  
Analyze facilities and recommend effective fire safety measures.  
Retain presence of mind and act quickly and calmly in emergency situations.  
Effectively use specialized public safety tools and equipment including safety equipment.  
Meet the physical requirements necessary to safely and effectively perform the assigned duties.  
Operate modern office equipment and computers including applicable software applications.  
Effectively present information and respond to questions from other staff and the general public.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in fire science, fire protection engineering, or related field including technical studies in fire inspection and investigation and successful completion of updated Fire Code/Fire Inspection classes within the last three years.

**Experience:**

Five years of responsible experience as a Firefighter with a minimum of two years' experience qualified as Fire Officer, performing fire prevention duties including experience in conducting occupancy inspections, public fire education, fire cause determination, fire service instruction, emergency preparedness training, annual hazard inspections, fire flow tests, and fire protection system tests.

**License or Certificate:**

Possession of an appropriate, valid driver's license and evidence of a good driving record upon hire.

Possession of a Fire Fighter I, Haz-Mat Operations certificate.

Possession of a Pro Board Fire Officer I certificate or equivalent upon hire.

Possession of or ability to obtain Pro Board Incident Safety Officer (ISO) or equivalent.

Possession of or ability to obtain Pro Board 1033 Fire Investigator, or equivalent.

Possession of or ability to obtain within one year of hire Pro Board 1031 Fire Inspector I or II or equivalent.

Possession of or ability to obtain ICC General Plans Examiner within one year of hire.

ICC Property Maintenance Inspector, ICC Structural/Non-Structural Plan Reviewer, NFPA Life Safety Specialist, Alaska EMT-I or National Registry EMT-B or ICC Certified Fire Marshal desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in a standard office with frequent travel to various locations to conduct inspections, attend meetings, and/or perform Department activities in responding to emergency scenes, disasters, or critical incidents; the employee occasionally works near moving mechanical parts; occasionally exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, etc; wear protective apparel including goggles, face protector, aprons, safety shoes, and self contained breathing apparatus; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings; subject to mandatory call back at any time. Extensive opportunity and requirement to interact with other municipal employees, contractors, the general public, Federal, State and local officials, and other individuals or groups doing business with the City.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized vehicles and equipment.

**Vision:** See within the normal range of vision with or without correction; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Hearing:** Hear in the normal audio range with or without correction.

Grade: 7-70  
Union: No  
FLSA: Exempt  
Date Approved: December 2023  
Date Amended: May 2026

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Human Resources Manager Approval

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City Manager Approval

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