

Position Descriptions

1003.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a comprehensive description of overall duties and responsibilities of each rank or job classification within the District.

1003.2 POLICY

It is the policy of North Whatcom Fire & Rescue to develop unique position descriptions for each assignment within an established rank or classification.

1003.3 PROCEDURE

The Administration will generally develop and maintain classification specifications (e.g., firefighter, Captain, Battalion Chief). Within the classification specifications there may be multiple assignments. The descriptions will detail the unique duties and responsibilities of each assignment.

Position descriptions may be included in collective bargaining agreements.

Position descriptions should be considered living documents and should be reviewed and evaluated for modification. This should occur at least annually and any time duties or expectations of a specific position substantially change.

Position descriptions should be reviewed prior to hiring to assure the candidate's knowledge, skills and abilities are consistent with the current performance expectations of the position.

1003.4 SIGNATURE APPROVAL

Approved:



Fire Chief

North Whatcom Fire and Rescue

Date:



