

# SPOKANE COUNTY FIRE DISTRICT 8

## Standard Operating Procedures

**10.03.07**  
**JOB DESCRIPTIONS**



Adopted: 10/03/17  
Reviewed: 03/21/18  
Revised: 00/00/00

Approved:

A handwritten signature in black ink, appearing to read 'Tony Fisher', is written over a horizontal line.

**Purpose:** To identify and define how job descriptions will be maintained.

**References:** N/A

**Procedure:**

1. The District generally maintains a job description for each position that describes the qualifications for the position and the essential functions of the job.
  - a) The appropriate manager is responsible for periodically updating these job descriptions and submitting them to the Human Resource Division Manager.
2. Job descriptions must be approved by the Fire Chief.
3. The District reserves the right to modify the job description for any position or member at any time, at its discretion, based on the needs of the District.
  - a) Impacts of the change in job descriptions for members of a collective bargaining unit shall be negotiated.