

Job Description

Fire Chief

Effective Date: August 2004

Revised: February 2011

1. POSITION PURPOSE

The Fire Chief is the chief executive officer of the Fire District and in that capacity shall have overall responsibility for and oversight of all operations and activities of the District.

2. CONTROL OVER WORK

The Fire Chief is responsible to and reports directly to the Chair of the Board of Commissioners.

3. RESPONSIBILITIES**3.1. Emergency Services Delivery/Operations**

- 3.1.1. Command and direct the activities of assigned fire units and emergency aid units at the scene of fires, medical aid emergencies or disasters as circumstances dictate. Also may serve in various capacities within the Incident Management System commensurate to current training level.
- 3.1.2. May occasionally respond as part of a crew and as such shall fulfill the role of the assigned position as described in the appropriate job description.
- 3.1.3. Shall be responsible for disaster planning and preparedness within the organization.

3.2. Supervision

- 3.2.1. Supervise and coordinate the emergency response activities of all uniformed personnel through the chain of command.
- 3.2.2. Supervise all administrative personnel and activities through the chain of command.
- 3.2.3. Carry out specific supervisory roles when assigned.
- 3.2.4. Enforce District policies, regulations, safety, and health standards and all applicable administrative operating procedures.

3.2.5. Prevent waste and damage of materials and equipment.

3.2.6. May fill the role of Command Duty Officer.

3.3. Training

3.3.1. Attend meetings, seminars, schools and/or training sessions as may be assigned to keep abreast of modern Fire Service methods and techniques.

3.3.2. Take an active role in officer development.

3.3.3. May serve as an instructor particularly in the areas of officer level training.

3.4. Planning

3.4.1. Attends and participates in Officer's meetings on a regular basis.

3.4.2. Provides recommendations for changes to operations and equipment as part of the District's short, medium, and long range planning process.

3.5. Budget

3.5.1. Shall be responsible for the planning, preparation, and implementation of the annual operating budget within the guidelines specified by the Board of Commissioners.

3.5.2. Shall be responsible for the planning, preparation, and implementation of reserve budgets within the guidelines specified by the Board of Commissioners.

3.5.3. Shall be responsible for the planning, preparation, and implementation of budgets for other funds as the District might need within the guidelines specified by the Board of Commissioners.

3.5.4. Shall develop and periodically update budget and revenue projections at least five years into the future for operating and capital needs.

3.6. Administration

3.6.1. Use tact, courtesy, diplomacy, cooperation, and otherwise maintain decorum in dealing with individuals in own department, other departments, visitors, and the public.

- 3.6.2. Maintain discretion in handling matters of a proprietary, confidential, or personal nature.
- 3.6.3. Shall be responsible for short and long term planning for the District in coordination with the Board of Commissioners and staff.
- 3.6.4. Shall have overall responsibility for the production and maintenance of necessary records in all areas of District operations.
- 3.6.5. Shall have overall responsibility for the development, approval, and maintenance of the District Manual of Policies and Procedures as defined in policy.
- 3.6.6. Shall direct and supervise all District uniformed and administrative personnel through the chain of command.
- 3.6.7. Shall have the authority to hire, promote, discipline, and terminate, career or volunteer personnel within the guidelines of District policy and procedure.
- 3.6.8. Perform other duties, responsibilities, and administrative functions as assigned by the Board of Commissioners directly or through policy.

4. KNOWLEDGE, SKILLS AND ABILITIES

- 4.1. Extensive knowledge and experience in the delivery of emergency fire, rescue, and medical services.
- 4.2. Working knowledge of the Incident Management System as it is utilized by the District.
- 4.3. Extensive knowledge and experience in personnel, financial, and administrative matters.
- 4.4. The ability to lead and work in a collaborative, team-based organizational approach.
- 4.5. Working knowledge of District policies and procedures.
- 4.6. Ability to lead fire fighters effectively, maintain discipline, accept lines of authority, and cooperate with other personnel.
- 4.7. Ability to write clear, concise, and accurate reports.

Ability to effectively organize and utilize work time to enhance productivity and effectiveness.

5. WORKING CONDITIONS

- 5.1.** The majority of work is performed during weekday hours but position will include evening and weekend activities on a regular basis and occasional emergency response from home.
- 5.2.** Fire and emergency responses may require exposure to hazardous conditions such as intense heat, smoke, burning debris, and falling structures.
- 5.3.** Must be able to carry out strenuous activity while wearing protective clothing and self contained breathing apparatus. These might include crawling, climbing stairs, climbing ladders, repositioning charged hose lines, carrying heavy equipment, moving unconscious patients, and other activities consistent with current fire fighting practices. Successful initial and annual completion of the District's EMS Physical Capability Test is required.

6. SPECIFIC QUALIFICATIONS (To Be Met And Maintained)

- 6.1.** To be determined by the Board of Commissioners at the time the position is open.
- 6.2.** Residence in the District is preferred.