

# FIRE CHIEF JOB DESCRIPTION

ADOPTED: FEBRUARY 21, 2017

REVISED: MARCH 29, 2022

## GENERAL STATEMENT OF DUTIES

The Fire Chief is responsible for overall supervision, planning, organizing, and directing of Fire-EMS services including fire prevention and suppression, inspection and emergency medical services. The Fire Chief directly supervises full-time officers, clerical employees and indirectly supervises employees, and paid on call employees. The Fire Chief will possess strong leadership skills in guiding and mentoring career, volunteer, and administrative staff. This person will lead by example by setting a standard for the District members and must have a strong, confident presence, along with being a good listener, encouraging accessibility and maintaining close and consistent communication with staff. The Fire Chief will create a positive working environment characterized by respect and teamwork.

The Fire Chief will need to be skilled in strategic thinking and planning with the ability to communicate to all stakeholders and lead the District with intelligence and inspiration.

The Fire Chief must value community involvement and be comfortable participating in community events. Understanding the unique challenges that accompany living in a small community is very important.

## SUPERVISION RECEIVED

The Fire Chief receives general administrative direction from the Board of Directors, carrying out policies of the Board regarding established goals, budget, boundaries set by District policy, and all applicable laws.

## SUPERVISION EXERCISED

The Fire Chief supervises all staff: full-time, part-time and temporary employees and volunteers in all aspects of District operations through the approved District organizational structure.

Using District Policy and Goals, the Fire Chief is expected to exercise independent judgment in carrying out programs to hire, promote, evaluate, counsel, assign, recall, transfer, reward, discipline, suspend, and discharge any District personnel as needed.

## EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Performs emergency response duties as necessary at a high level of technical competence and provides any necessary support to subordinate personnel involved in emergency operations, including shifts as Duty Officer.

Direct and plan for the care and maintenance of all departmental supplies, equipment and vehicles.

Directs, coordinates, and supervises the preparation of the District budget, directs the analysis and implementation of the budget, and is responsible for the administration of the budget as Budget Officer.

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Determine personnel policies, training requirements and disciplinary actions as required. Prepares performance appraisals for persons reporting directly to the Fire Chief.

Prepares and/or reviews reports and keeps necessary records concerning District activities as may be required by District policy and/or the Board of Directors.

Attends internal meetings necessary for efficient operations and external collaborative meetings with elected and appointed officials, other Fire and EMS agencies, local community and business leaders, and the public when deemed necessary to represent and promote the District regarding inquiries, complaints and concerns.

Develops, promotes, and models positive organizational two-way communication with all levels, divisions and programs of the District.

Promotes high organizational morale through appropriate motivational and conflict resolution processes.

Promotes volunteerism and actively participates in the recruitment and retention enhancement of District volunteer firefighters and EMS personnel.

Performs other duties and functions as the Board of Directors may require, direct, or assign.

## POSITION QUALIFICATION REQUIREMENTS

1. Strong EMS background and certified to at least the National Register EMR, EMT or Paramedic certification desired
2. Substantial experience participating in ICS situations.
3. Experience in emergency disaster planning, wildland, and interface firefighting.
4. Possess skills in Fire District finance budgeting, cost control and administration.
5. Pass District's medical requirements, a psychological evaluation and a thorough background check as per NFPA 1582.
6. Must be willing to relocate and reside within the Fire District boundaries within one year of hire.
7. Candidate is bondable and insurable through the District's insurance agent for fiscal responsibility purposes.
8. Candidate has demonstrated ability to work closely with career staff, volunteers, staff, elected officials, citizens, and other governmental agencies.

## EDUCATION AND EXPERIENCE

1. A minimum of an Associate degree in fire science, fire service administration, public administration, management, business, public policy, or related field.
2. Ten years' fire service experience, including five years' experience in a supervisory/command position.
3. Work history should show a progression of increased responsibility culminating in role equivalent to a Fire Officer.
4. Proficient in verbal, electronic and written communications.

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## REQUIRED CERTIFICATIONS

1. Must hold, or be able to obtain, a valid Oregon driver's license in accordance with Oregon Statue.
2. NFPA HazMat Incident Commander
3. EMT (Current Oregon or National Registry Paramedic preferred)
4. NIMS IS-100, 200, 300, 400, 700, 703, 706 and 800

## DESIRABLE CERTIFICATION AND QUALIFICATION

1. NFPA Fire Officer IV, or equivalent
2. NFPA Instructor II, or equivalent
3. A Bachelor's degree from an accredited university or college in Fire Administration, Public Administration, or related field or equivalency or completion of the National Fire Academy's "Executive Fire Officer" program or equivalency.

## PHYSICAL JOB REQUIREMENTS

Lift, drag or carry items up to and including a human being; work in protective clothing in temperatures in excess of ambient temperature or below 32 degrees F; perform clerical work, including prolong sitting or standing; work under mental or physical stress; drive apparatus, including trucks, vans and cars; climb ladders; work in areas where good balance is required; work in confined spaces and/or wear self-contained breathing apparatus; crawl on hands and knees; perform medical aid duties; work in close proximity to others; perform house cleaning duties; perform repair and maintenance on facilities and equipment including apparatus; attend classroom and outside training sessions; make public presentations to all age groups.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes of airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration, and extreme temperatures.

The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.