

GREATER BRIGHTON FIRE PROTECTION DISTRICT JOB DESCRIPTION

POSITION: FIRE CHIEF

EMPLOYMENT STATUS: FULL-TIME; FLSA EXEMPT

WORK HOURS: AS NECESSARY TO SATISFACTORILY PERFORM
THE DUTIES AND RESPONSIBILITIES OF THE
POSITION

DATE: 2021

This job description is established by the Board of Directors (“Board”) of the Greater Brighton Fire Protection District (“District”) to outline the basic requirements, duties and general responsibilities of the position of Fire Chief.

Position Summary

The Fire Chief is the District’s Chief Executive Officer and Commander in Chief. The Fire Chief is responsible for implementing the rules, policies and procedures established by the Board, and for carrying out the duties imposed upon the Fire Chief by State law. The Fire Chief is responsible for all aspects of the day-to day administration, operation and finances of the District.

Immediate Supervisor

The District Board.

Supervisory Authority

Responsible for the supervision of all District employees, directly and through subordinate supervisors.

Primary Duties and Responsibilities

In addition to duties imposed by the Board from time to time, and by Colorado law, the primary powers, duties and general responsibilities of the Fire Chief shall include:

1. Serve as the Chief Executive Officer and Commander in Chief under the general supervision of the Board;
2. Responsible for all aspects of the day-to-day administration, operation and finances of the District;
3. Develop such rules and procedures, and issue such orders and directives, as may be necessary to implement and enforce the rules, policies and procedures established by the Board, and imposed by Colorado law; provided, that such rules, procedures, orders and

directives shall be consistent with Colorado law, the District's Member Policy Manual, and all other rules, policies and procedures established by the Board;

4. Responsible for the development, implementation and on-going evaluation of fire suppression, fire prevention, emergency rescue, hazardous materials, ambulance and emergency medical services (collectively, "Emergency Services") provided by the District, directly or through a third-party provider;
5. Hire, supervise and terminate personnel, at his/her discretion, and within the limitations of the budget approved by the Board;
6. Require and receive from each employee and volunteer strict compliance with all District rules, policies and procedures, and all orders and directives issued by the Fire Chief;
7. Supervise, direct and coordinate the District's financial, administration and operations departments, and all personnel assigned thereto, to achieve Board policies and objectives, directly or through subordinate supervisors;
8. Within the budget approved by the Board, responsible for the purchase, sale, upgrade, usage, maintenance and security of all District equipment, apparatus, and facilities, and other real and personal District property;
9. Ensure that current divisions/departments within the District, and any divisions/departments established or reorganized by the Board in the future, meet or exceed requirements or standards imposed by Federal or State law, any applicable regulation or Code (including any applicable Fire Code or Nationally Recognized Standards), adopted by the Board or the Fire Chief;
10. Command fire ground and emergency operations of the District, as the Fire Chief deems necessary and appropriate;
11. Coordinate, where necessary, intergovernmental agreements with other governmental and public agencies;
12. Prepare regular or special reports upon any matters, which, in the Fire Chief's judgment, are necessary or appropriate, or as required by the Board;
13. Maintain appropriate office hours at the District's headquarters for the proper transaction of all District business and the satisfactory performance of the Fire Chief's duties;
14. Administer and operate the District in an efficient, effective and economical manner, consistent with the rules, policies and procedures established by Board and Colorado law;
15. Develop and maintain positive, effective working relationships with District employees and volunteers, other Emergency Services agencies, other governmental and public agencies and the community;
16. Develop and timely submit to the Board each year a proposed budget, and ensure that District revenues and expenditures are within the amounts established by the budgets approved by the Board;
17. Responsible for all aspects of the organization and administration of the District's finances, and accounting for and documenting the same;
18. Consistently promote a professional image of the District at all times;

19. Attend meetings, conferences and trainings that may require travel and overnight lodging, as may be necessary from time to time;
20. Responsible for continually evaluating the present and future Emergency Services needs of the property and citizens within the District's jurisdiction, citizens passing through the District's jurisdiction, the District's Emergency Services obligations to other agencies through IGAs, Mutual Aid Agreements, Automatic Aid Agreements or otherwise, and develop or update strategic plans to meet the present and future Emergency Services needs identified, for consideration by the Board;
21. Attend all special and regular Board meetings and study/work sessions;
22. Perform duties of subordinates, as necessary and appropriate;
23. Maintain positive and constructive written and oral communication skills at all times; and,
24. Perform such other duties as may be assigned by the Board and as required by Colorado law.

Mandatory Qualifications and Requirements

1. Possess, or obtain within 30 days of hire or promotion, and maintain a valid Colorado driver's license, and maintain an acceptable motor vehicle driving record;
2. Possess Chief Fire Officer Designation (CFOD) or in process of obtaining;
3. Possess, or obtain within one year of the date of hire or promotion to the position, a Colorado Fire Officer II, IFSAC or Pro Board certification;
4. Possess, or obtain within one year of the date of hire or promotion to the position, and maintain CPR certification in accordance with applicable medical protocols;
5. Possess and maintain a National Fire Academy N.I.M.S. program certification (100, 200, 300, 400, 700, 800);
6. Possess a Bachelor's Degree from an accredited institution in Fire Science, Fire Management, Public Administration, or a related field;
7. Minimum ten (10) years progressively responsible experience in the fire service, including at least five (5) years at the chief officer level with significant management, financial, administration and operational responsibilities;
8. Experience in developing and implementing budgets and managing finances of an organization;
9. Fire department accreditation leadership experience through Commission of Fire Accreditation International (CFAI) desired.

10. Within one year of hire or promotion to the position, must reside within the District's jurisdiction or within 5 miles of the District's boundaries (and continue to reside within the District's jurisdiction or within 5 miles of the District's boundaries while employed in the position) unless otherwise approved in advance by the Board; and,
11. Knowledge of computerized administrative functions and standard office software programs
12. Obtain continuing education and training as necessary to perform the duties of the position.

Desired Qualifications

1. Master's Degree in Fire Science, Management or a related field;
2. National Fire Academy Executive Officer Program (EFO) Graduate or enrolled with a specified completion date
3. Possess, or obtain within two years of the date of hire or promotion to the position, and maintain an NFA Executive Fire Officer;
4. State of Colorado Fire Officer III, IFSAC or Pro Board certification;
5. Experience and success in grant programs, grant writing and grant administration with both local and federal programs (i.e. SAFER, FEMA, ASG); and
6. Experience with complex, technical and sensitive work environments.
7. Experience with negotiations and relationships with labor groups.

Working Environment/Physical Requirements

This position requires work in a variety of locations and conditions, including living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.

1. A substantial portion of this position will involve sedentary, administrative work in an office environment; however, the Fire Chief may supervise fire ground activities at an emergency incident and/or perform other duties at an emergency incident;
2. Strenuous physical activity under extreme adverse conditions may be required periodically;
3. Must possess the ability to lift items in excess of one hundred fifty (150) pounds occasionally and up to sixty (60) pounds frequently;
4. This position requires standing, running, walking, sitting, kneeling, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching,

gripping digging, spraying, reaching over head, reaching away from body, and repetitive motion;

5. Will be required to work in all weather conditions and in extreme temperatures below twenty degrees (20 degrees) Fahrenheit and in excess of one hundred degrees (100 degrees) Fahrenheit;
6. Work may be performed under hazardous and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces;
7. Work may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dusts, requiring the use of personal protection equipment;
8. Work may result in exposure to air or blood borne infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, etc.;
9. Work may result in exposure to high noise levels requiring the wearing of hearing protection;
10. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision;
11. This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job; and,
12. This position will involve periods of high physical, mental and/or emotional stress.