



POSITION DESCRIPTION

Date: 08/30/2023	Prepared By: HR Officer Seidler and Board of Directors		
Position Title: Fire Chief		Department: Executive Staff	
Exempt: <input checked="" type="checkbox"/> Non-Exempt: <input type="checkbox"/>		Salary Range: \$7,083.33 - \$8,541.67 (semi-monthly)	
Reports to (please list title, not person): Board of Directors			

Financial Responsibility (profit/revenue contribution, budget \$): \$12,393,811.00			Number of Outlets: 5
Frequent Internal Contacts:	1. RWB Board of Directors	2. RWB Staff	3. Summit Fire Authority/HCTC Staff
Frequent External Contacts:	1. Towns and County governing bodies and managers.	2. General public	3. Public groups
	4. Summit Fire and EMS	5. Law enforcement	6. Other emergency response stakeholders (OEM, Forest Service, etc.)
Number of Employees under Supervision and Titles: Deputy Chief of Administration, Deputy Chief of Operations, Finance Officer, Human Resources Officer, Accreditation Manager, and Public Information Officer.			
Other: N/A			
Job Summary: The Fire Chief serves as the District’s Chief Executive Officer and Commander in Chief. The Fire Chief connects the mission, the people, and resources to fulfill the needs of our community. The Fire Chief serves to ensure the health, safety, welfare, and development of staff; and always ensures an operational state of readiness. Through effective communication and exemplary leadership, the Fire Chief achieves the direction of the District as established by the Board of Directors. The Fire Chief is responsible for implementing the rules, policies, and guidelines established by the Board and for carrying out the duties imposed upon the Fire Chief by federal, state, or local entities, including but not limited to, the duties imposed by the Colorado Special District Act, C.R.S. § 32-1-1002, applicable medical protocols, and the applicable Fire Code(s) and Nationally Recognized Standards (collectively, “Controlling Law”).			

Job Responsibilities:

<p>LEADERSHIP:</p> <ul style="list-style-type: none"> Instill and demand a culture of safety. As part of a robust risk management program, implements occupational health and safety standards, promotes wellness programs, and provides training to maximize employee health and safety while minimizing District liability. Promote a legacy of excellence through a culture of trust, collaboration, support, diversity and inclusion and the encouragement of personal and professional growth. Establish appropriate staffing levels and is responsible for hiring, general direction, supervision, and evaluation of all personnel.
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NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Other duties may be assigned.

- Maintain and continue to grow positive, harmonious relationships with Union leadership. Participate in productive, collaborative labor-management meetings and contract negotiations. Establish realistic expectations as service delivery and resources change and evolve.
- Develop, motivate, mentor, and invest in the next generation of leaders.
- Facilitate decisions and solutions with a collaborative approach, recommendations, and innovation.
- Demonstrate continuous effort to improve operations, identify efficiencies, and streamline work processes that align with strategic plan.
- Set the tone lead by example.
- Engage, inspire, involve, support, and empower others to accomplish various projects and programs.
- Exercise strategic and visionary thinking that will have a long-term organization-wide application and impact.
- Have a strong, transparent, and inclusive leadership style that fosters a culture of respect and consistent accountability.

COMMUNICATION:

- Personify and elevate the District's mission, vision, and guiding virtues.
- Drive the exchange of information between all staff.
- Communicate appropriately with the District's partners and the general public.
- Demonstrate effective communication techniques and pathways utilizing a variety of devices and tools.
- Serve as an ambassador and liaison for the District.
- Communicate with other leadership staff and District Personnel for organizational success.

RESPONSE:

- Direct and oversee all-hazards operations and training with the Deputy Chief of Operations.
- Establish operational priorities and execute an all-hazards response based on those priorities.
- Respond to major incidents and support the Incident Command System.
- Operate District vehicles safely and efficiently.

PREVENTION:

- Direct and oversee Community Risk Reduction (CRR) initiatives with the Deputy Chief of Administration
- Impart, enforce, and demonstrate a working knowledge of fire prevention laws, codes, and ordinances.
- Promote an all-hazards approach specific to District's high elevation, wildland urban interface, tourism environment.

PREPAREDNESS:

- Direct and oversee administration with the Deputy Chief of Administration.
- Evaluate and ensure current and future fiscal health to accomplish District goals.
- Direct and oversee fiscal operations in terms of revenue, operational expenses, capital expenses and revenue funds.
- Deliver an annual budget proposal including five-year capital expenditure plan to the Board.
- Responsible for the performance of an annual District audit and required filing with the state of Colorado.
- Lead successful Accreditation processes and ISO Fire Protection ratings.
- Implement, monitor, and adjust the Strategic Plan.
- Create and encourage an atmosphere of professional development and continued education.
- Research, identify, evaluate, and apply future trends in the fire service.
- Initiate, develop, implement, coordinate, and enforce systems, policies, and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.

List specific knowledge, skills and abilities needed for position (specify whether required or preferred):

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Area	Comments	Required	Preferred
Education:	Bachelor's degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Computer Operations:	Demonstrated skills in Microsoft Office and other automated systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Computer Operations:	Working knowledge of the Microsoft 365	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Certifications or Designation:	CPR/AED within 6 months of hire	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Licenses or Accreditations:	Valid Colorado Driver's License with an acceptable driving record at time of hire	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Previous Supervisory Exercised:	Demonstrated supervisory experience of 5+ direct reports who oversee divisions, functions, or teams	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Previous Supervisory Exercised:	Demonstrated administrative supervisory level involving multi-layer hierarchy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Previous Supervisory Exercised:	Proven and extensive experience in developing, implementing, and maintaining fiscal budgets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Previous Supervisory Exercised:	Proven experience recruiting, retaining, and working with all employees, including organized labor, while maintaining a cohesive and inclusive work environment for all members	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Language Ability:	Communicate fluently in English both written and verbally.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	18 or more years of age	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Successfully pass a background check, medical/physical, and drug screening	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Prepare and present information for delivery in public settings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Make sound decisions. Make timely, fact-based decisions; handle uncertainties, clarify ambiguities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Embrace changes in the organization; willingness to try new ideas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Positively contribute to the success of a team.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Lead by positive example.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Anticipate and fulfill needs, seeks opportunities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Follow detailed procedures and ensures accuracy in documentation and data with an attention to detail.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Exemplary customer service skills that find common ground and preserve relationships.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Handle and maintain confidential information in a trustworthy, professional manner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Proven skills in project or program management skills, to envision, design, sustain, and ameliorate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Encourage employees to be accountable for their work and take ownership in what they do.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Other:	Demonstrate leadership and courage by making or supporting decisions that reflect the organizational mission and goals even when the decision may be unpopular to some.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Experience and success in grant programs, grant writing, and grant administration with both local and federal programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Education:	Master's degree or higher	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Certifications or Designation:	National Fire Academy Executive Fire Officer (EFO) Designation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Certifications or Designation:	CPSE Chief Fire Officer (CFO) Designation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Certifications or Designation:	Emergency Medical Technician – Basic or Paramedic – State of Colorado and/or National Registry	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Certifications or Designation:	Intravenous (IV) certification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Certifications or Designation:	Incident Safety Officer	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Certifications or Designation:	NWCG Division Supervisor or Task Force Leader	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Certifications or Designation:	NIMS I-400, IS 800	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Certifications or Designation:	Wildland Red Card (arduous) with S 130/190 annual refresher	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Certifications or Designation:	S215 Wildland Urban Interface	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Certifications or Designation:	CO Hazardous Materials Operations Certification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Certifications or Designation:	CO State Fire Instructor I	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Certifications or Designation:	CO State Fire Officer II	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Certifications or Designation:	Emergency Vehicle Operator (EVO or similar)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Certifications or Designation:	Certified Fire Protection Specialist	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Certifications or Designation:	Certified Fire Investigator or Certified Fire and Explosion Investigator	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Certifications or Designation:	ICC Fire Inspector I	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Physical Demands

LIFTING: Does the job require weight to be lifted or force to be exerted? If so, how much and how often?

Weight	NONE	UP TO 1/3	1/3 to 2/3	2/3 OR MORE
Up to 10 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 50 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 100 Pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 Pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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OTHER PHYSICAL ACTIVITIES REQUIRED: How much on the job time is spent performing the following?

Activities	NONE	UP TO 1/3	1/3 to 2/3	2/3 OR MORE
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Using hands to finger, hands to feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

OTHER PHYSICAL ACTIVITIES REQUIREMENTS OR PHYSICAL DEMANDS:

Indoor/Outdoor:	Requires both indoors and outdoors. Indoor includes working in an office environment and the interior of buildings. Outdoor work may include work on roadways, in the forest, in waterways, and exteriors of buildings.
Hazardous Materials or Noise:	May result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists, and dusts. May expose the employee to hazardous materials associated with incident response. May result in exposure to high noise levels such as radios, sirens, air horns, fire alarm systems, heavy equipment, etc.
Work Environment:	Work may be performed under dangerous, hazardous, and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, broken glass or other materials, electrical currents, high places, and confined spaces. Work may also be performed in inclement weather conditions.
Holidays/Weekends/Evenings:	Includes work on holidays, weekends, and evenings.
Stress:	Involves frequent periods of high physical, mental, and/or emotional stress
Equipment Used in Job:	Equipment may include safety vests, eye and hearing protection, hand tools, climbing equipment such as a ladder, office equipment (e.g. computer, tablets, printer/fax/scanner, mobile devices, phone system), personal protective equipment (e.g. helmet, bunker gear, gloves, self-contained breathing apparatus [SCBA], soft body armor) power tools, technical rescue equipment, radios, etc. Requires operating assigned response vehicle, staff vehicles, and may include larger fire and EMS apparatus.
Other:	Typical office hours are Monday through Friday 8am-5pm.

VISION: Select the specific vision requirements for this job:

Close Vision: <input checked="" type="checkbox"/>	Distance Vision: <input checked="" type="checkbox"/>	Color Vision: <input checked="" type="checkbox"/>
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Peripheral Vision: <input checked="" type="checkbox"/>	Depth Perception: <input checked="" type="checkbox"/>	Ability to adjust focus: <input checked="" type="checkbox"/>
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HR Initials: <i>AS</i>	Amended Date: 8/30/23
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ACKNOWLEDGEMENT:

I, _____, acknowledge receipt of this job description.
 Employee's printed name

 Employee's Signature

 Date

Neither the Red, White and Blue Fire Protection District's (RWBFPD) policies nor this job description should be construed by any employee as an express or implied contract guaranteeing the rights of any employee permanently. The RWBFPD reserves the right, without notice to employees, to unilaterally modify, add to, suspend, interpret or cancel any of the provisions of this job description and its published or unpublished RWBFPD policies and procedures if it is in the best interests of the RWBFPD and its workforce as a whole. **Accordingly, unless the employee has an executed written contract with the RWBFPD, employment with the RWBFPD is terminable at will of either the employee or the RWBFPD, at any time, without notice, cause or any specific disciplinary procedures. RWBFPD is an Equal Employment Opportunity Employer.** The District provides equal employment opportunities to all applicants and employees without regard to race, color, religion, creed, national origin, ancestry, gender, marital status, military status, age, disability, sexual preference orientation, transgender status, genetic information, or membership or other status in any other group protected by applicable law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, transfer, promotion, demotion, termination, lay-off, leaves of absence, compensation, and training.

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