



WINDSOR SEVERANCE FIRE RESCUE

100 N. 7th Street • Windsor • Colorado • 80550
970-686-2626



POSITION TITLE: FIRE CHIEF

REPORTS TO: BOARD of DIRECTORS

FLSA STATUS: EXEMPT

DEPARTMENT: ADMINISTRATION

SCHEDULE: 40 HOUR

SUMMARY:

The Fire Chief is the Chief Executive Officer of the organization and is responsible for providing executive-level leadership, planning, evaluation and implementation of daily administration, operations, and finances of the department, as well as those items specifically imposed 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.

The Fire Chief is an "at-will" position which will be modified only to the extent expressly stated in a written employment agreement and only for as long as the written employment agreement is in effect. The Fire Chief is a full-time employee who is FLSA exempt, unless otherwise provided for in a separate employment agreement.

ESSENTIAL DUTIES:

- Oversees and directs the efficient and effective implementation of all emergency response and other support programs provided by the district through proper budgeting, accurate distribution and deployment of resources, quality training and safety of personnel, creation and maintenance of Standard Operating Procedures, and other means necessary to effectively support and match service levels with the identified characteristics, threats, and impacts of the district.
- Provides visionary leadership and strategic direction to the district.
- Resolves complex problems involving diverse functional areas.
- Develops, implements, and upholds district policies and procedures.
- Responds to emergency incidents, as appropriate, and directs emergency incident response operations if needed, or operates in a subordinate role to the Incident Commander.
- Provides leadership to all district personnel, either directly or through subordinate officers, guiding, mentoring, evaluating, training, and coaching as needed.
- Oversees the recruitment, retention, development, and separation of district



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personnel as appropriate, and works to maintain a safe, cohesive, and efficient working environment.

- Develops and maintains positive and effective working relationships with the Board, district personnel, partners, neighboring and other statewide emergency services agencies, the towns and other governmental agencies, and members of the community.
- Prepares and submits a proposed budget for each fiscal year to the Board.
- Attends all regular and special meetings of the Board; ensures all required and appropriate notices and agendas are posted; provides, in advance, written reports on all matters appropriate to the meetings or as required by the Board.
- Develops, manages, and maintains strategic, tactical, and long-range plans for the future of the district's operational, financial, and business needs.
- Responsible for all financial aspects of the organization, including administration and accounting.
- Ensures the security of all district assets, including equipment, apparatus, vehicles, and facilities.
- Maintains accredited status according to the Commission on Fire Accreditation International and the Center for Public Safety Excellence (CPSE) to include supporting, maintaining, and implementing the district's Standards of Cover.
- Attends or delegates attendance, as appropriate, at other events that impact district services as deemed necessary, such as county and state chiefs' associations, advisory boards, national accreditation, legislative sessions, or other meetings, conferences, or trainings as needed.
- Performs other duties that may be assigned by the Board or as required by law.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Consistently demonstrates strong leadership experience, knowledge, and skills in all aspects of emergency and non-emergency services, as well as in the overall administration and operation of the district including mill levies, ballot measures, and community measures.
- Knowledge of federal, state, and local laws, rules, and regulations as they pertain to district activities.
- Demonstrates skills in analysis, evaluation, and management of all functions of the district, including extensive emergency management response, fire prevention, public education, finance, planning, logistics, human resources, and other programs and services provided by the district to ensure that each are



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consistent with the district's mission and strategic plan, and are appropriate to the changing conditions of the industry and of the communities served.

- Demonstrates the ability to maintain high levels of professionalism, personal integrity, honesty, and respect as well as an organizational commitment to duty and customer service.
- Ability to treat coworkers and community members with dignity and respect regardless of their race, religion, gender, age, socioeconomic status, etc.
- Consistently displays excellence in communication, both with internal members and external stakeholders. Must possess the ability to effectively communicate both verbally and in writing in the English language.
- Possess strong public relations and customer service skills, including interactions with other agencies, coworkers, and the public in both routine and emergency settings.
- Understands and demonstrates experience with labor management, collective bargaining, and cooperative relationship development.
- Possess strong, consistent, leadership skills with demonstrated success at showing empathy and building relationships.
- Incorporate various leadership styles and techniques that are best matched to the current situation.
- Possess and consistently demonstrates the ability to develop and maintain effective working teams.
- Possess a strong ability and willingness to work as a member of a team, knowing when to lead, delegate, or even follow.
- Demonstrates ability to maintain a strong work ethic, as well as the ability to work well under stress or uncertainty.
- Consistently promotes and encourages action to support the mission, vision, and core values of the district.
- Demonstrates ability to teach, mentor, coach, motivate, and support all personnel to support continuous learning and development.
- Consistently advocates for and empower all personnel, regardless of rank and position, in a manner which supports and strengthens the district and personnel.
- Possess proven and extensive experience in developing, implementing, and maintaining multi-million-dollar fiscal budgets.
- Possess experience and success with local and federal grant administration including grant writing.
- Demonstrates ability to use current information technologies including computers and computer software such as word processing, spreadsheets, and presentations.



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EDUCATION, EXPERIENCE AND MINIMUM QUALIFICATIONS:

- A bachelor's degree from an accredited college or university in fire science, public administration, management, or a related field approved by the Board, and seven (7) or more years of experience in a Chief Officer role is highly preferred.
- Possess, maintain, or acquire Chief Fire Officer (CFO) credential from the Center for Public Safety Excellence (CPSE), Commission on Professional Credentialing within 3 years of hire.
- Must possess, or obtain within 1 year of employment, and maintain valid CPR certification.
- Must possess, or obtain within 90 days of hire, and maintain a valid State of Colorado driver's license, and possess and maintain an acceptable driving record.
- Must establish permanent residency within the district boundaries within one year of employment or as approved by the Board of Directors.

PREFERRED QUALIFICATIONS:

- A master's degree from an accredited college or university in fire science, public administration, MBA, or a related field approved by the Board.
- Progressive experience as an Assistant, Division, or Deputy Chief with management, financial, operational, and administrative responsibilities.
- NIMS 100, 200, 700, and 800 certificates.
- Executive Fire Officer (EFO).
- Fire Officer II Certification.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to:

Physical Demands:

- Finger Dexterity: Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling.
- Talking: Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly.



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- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction and having the ability to receive detailed information through oral communication and making fine discriminations in sound.
 - Repetitive motions: Making substantial movements (motions) of the wrists, hands, and/or fingers.
 - Visual Acuity: The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.

Type of work:

- Sedentary work: Exerting up to 10 pounds occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects including the human body. Work involves sitting most of the time.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that a Fire Chief may encounter while performing the essential functions of this position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- None: The worker is not substantially exposed to adverse environmental conditions (as in typical office or administrative work).

The above statements listed in this job description are intended only as illustrations of the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Acceptance:

I have received and understand the essential duties and other requirements of my position as stated in the above job description. I am able to perform these essential duties with or without reasonable accommodations.



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Employee Signature

Date

Employee Printed Name