

FIRE CHIEF (1 OF 5)

ESTES VALLEY FIRE PROTECTION DISTRICT MISSION STATEMENT:

- The mission of the Estes Valley Fire Protection District is to provide the residents of and guests to the Estes Valley with superior fire protection, fire prevention, and emergency services in a safe and efficient manner.

ESTES VALLEY FIRE PROTECTION DISTRICT STRATEGIC OBJECTIVE:

- **Make the Estes Valley a safer place.**
 - **Administration** – Support our personnel through strategic direction and management of all resources (human, physical, and financial).
 - **Prevention** – Proactively increase safety through reduction or elimination of risk.
 - **Training** – Support our personnel so that they are consistently competent.
 - **Operations** – Reliably respond to fires and emergencies in a professional manner.

GENERAL STATEMENT OF DUTIES:

The Fire Chief shall have the responsibility for the overall management of the Fire District. This includes but is not limited to: Administration, Support Services, Training, and Operations. They shall be responsible for complete fire prevention, provide response in firefighting as necessary, and shall be answerable to the Board of Directors. This position is required, when appropriate, to respond and take command at emergency scenes.

The Fire Chief will strive to:

- Eliminate obstacles that prevent moving forward together, as an organization, in solidarity.
- Emphasize that safety must always be prioritized over relationships and the desire for acceptance.
- Encourage a culture where constructive criticism is the norm and the drive for self-improvement overrides individual ego, personal agendas, and preservation of perceived reputation.
- Reinforce that credibility is built on candor, competence, and transparency.
- Promote a District culture that does not tolerate posturing, marginalizing of individuals or groups, or self-protection.
- Maintain and grow volunteer firefighter membership through recruitment and retention initiatives.

SUPERVISION RECEIVED:

- This position works under the general guidance and direction of the District Board of Directors.

SUPERVISION EXERCISED:

- The Fire Chief directly supervises the Chief of Staff, Division Chief of Support Services, and Division Chief of Operations & Training.
- This position exercises supervision of all subordinate officers and firefighters via the chain of command. The Fire Chief shall conduct and/or oversee formal and informal job performance appraisals for all employees and volunteers and provide documentation and feedback to the subordinate. The Fire Chief will handle grievances, disciplinary issues, and conduct of assigned personnel through the chain of command.

FLSA:

- This is an exempt employee position.

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WORK SCHEDULE:

- The Fire Chief works a 40-hour per week schedule, though the position may often require considerable additional work hours for incident response, on-call duty, meeting attendance, and performance of other duties. The Fire Chief is not expected to respond to every emergency call, but is expected to respond to major emergency calls and as needed.
- This position has been deemed essential during man-made and natural emergencies.

RESIDENCY:

- The Fire Chief must live within the primary response area of the Estes Valley Fire Protection District.

MINIMUM REQUIRED JOB SKILLS AND CERTIFICATIONS:

Education and/or Experience

- Bachelor's degree in fire science, fire administration, and/or related field, or equivalent combination of education and experience.
- Minimum of (10) years of progressive fire service experience.
- Minimum of five (5) years' experience in a supervisory and/or management capacity in the fire service.
- Experience in Wildland fire suppression preferred.
- Experience of working in a combination department in a leadership position in an integrated fire/EMS department.
- Experience with Special Districts.
- Valid driver's license.
- Creating and implementing budget.

Certifications

- CPR/AED
- NIMS 100, 200, 300, 400, 700, 800
- DFPC Fire Officer II or equivalent
- DFPC Fire Instructor I or equivalent

Skills and Abilities

- The ability to use and understand Microsoft Office Professional Suite, QuickBooks, and other software utilized by the District. The Fire Chief will be working closely with the District's accounting firm.
- Knowledge of public administration, accounting principles, budget planning and control, principles of management, performance evaluation, and public relations.
- Responsible for the development of cooperative interrelations between the Fire District and governmental and non-governmental partners.
- Ability to plan, gather, and organize materials to be used by Fire District Board of Directors, employees, and governmental and non-governmental partners.
- Ability to work independently, and with a team.
- Ability to maintain confidentiality of materials.

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- Ability to work in a hectic, busy, and sometimes stressful environment.
- Ability to be a working team member when needed on the emergency scene.
- Ability to read and interpret documents such as policies and procedures, federal, state, or local regulations, teaching materials/handbooks, manuals.
- Ability to communicate effectively with Fire District Board of Directors, employees, volunteers and governmental and non-governmental partners.

ESSENTIAL FUNCTIONS OF THE JOB:

The following are essential functions for the job. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Management

- Ability to develop and implement department policies, procedures, and standard operating guidelines in collaboration with the appropriate Division Chief.
- Prepare for board approval a budget; implement and maintain budget per fiscal policy.
- Pursue alternative funding methods, such as grants, and ensure proper administration of such funding.
- Develop an organizational structure to support the Mission.
- Develop short- and long-range capital improvement, equipment needs and budgets.
- Review and recommend revisions to fire and life safety codes.
- Attend all regular board meetings and other meetings as appropriate.
- Investigate worker's compensation claims and accidents within the department.
- Ensure the department is in compliance with OSHA safety, health, NFPA and other state standards.

Leadership

- Provide departmental leadership and direction by developing and implementing a department strategic plan, in collaboration with the Fire District Board of Directors.
- Serve as the liaison to all the entities the Fire District provides service to, and attend meetings as directed and/or needed.
- Continually identify opportunities for improving services or efficiencies in operations and service delivery.
- Provide leadership to the district in all practices and procedures of the fire/EMS service.
- Attend and participate in professional groups; stay abreast of new legislation, as well as, federal, state and local regulations that will impact our Fire District.

Supervision

- Ability to integrate into the incident command system during emergency situations, as necessary.
- Supervise department personnel within the chain of command.
- Develop, communicate, and enforce policies and guidelines governing the conduct of fire and EMS personnel, through the chain of command.

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Administrative

- Makes reports to the District Board.
- Make reports, when appropriate, to other agencies when needed.
- Act as a resource for media releases for the department.
- Oversee the maintenance of department records, such as: IGAs, MOUs, contracts, annual reports, etc.
- Prepare financial data for budgets, and the annual reports as requested by the District Board.
- Work with other fire/EMS departments to develop and implement mutual aid.
- Coordinate with other regulatory agencies including local, county, state and federal officials, when necessary, on matters involving emergency services.

COMPETENCIES

1. Ethical Conduct.
2. Stress Management/Composure.
3. Problem Solving/Analysis.
4. Communication Proficiency.
5. Strategic Thinking.
6. Teamwork Orientation.
7. Diversity and Inclusion.
8. Technical Capacity.

WORK ENVIRONMENT

While performing the duties of this job, this employee regularly works within an office environment whose duties are primarily performed behind a desk. This position frequently operates a computer, reads and writes, and interact with others in person, over the phone, and via other devices. They move about within the facility in which their office is located to access file cabinets, documents, office machinery, and other equipment. They also travel within the facility in which their office is located and to locations outside of the facility, to attend meetings, trainings, events, and other business activities.

While performing the duties of this job, the employee also regularly works in outside weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

The employee occasionally works near moving mechanical parts, in high, precarious places and is occasionally exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. It is reasonably anticipated that the individual will be exposed to blood-borne pathogens and other infectious materials in the course of duties.

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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 job.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, climb, balance, stoop, kneel, crouch, crawl, smell, push, and pull, use hands and fingers to feel, handle, or operate objects, tools or controls, and reach with hands and arms. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 100 pounds.

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