



Clifton Fire Protection District Job Description

Position Title: Fire Chief
Division: Administration/Operations
Supervised By: Board of Directors
FLSA Status: Exempt
Supervises: All Members Assigned

JOB SUMMARY

The Fire Chief serves as the District's Chief Executive Officer and is responsible for all administrative, operational and support functions of the fire district either directly or through delegation. The Fire Chief ultimately oversees all aspects of service, both emergency and non-emergency, delivered to the citizens and visitors of the fire district. The Fire Chief is expected to provide administrative direction and leadership for all fire district functions, operations and personnel through effective supervision of staff and a review of their activities. The Fire Chief is the fire district's Fire Code Official, unless otherwise delegated, and is an active member of the Clifton Fire Protection District's development review team.

The Fire Chief typically works a 40-hour per workweek schedule, though may often require considerable additional work hours for incident response, meeting attendance and performance of other duties. The Fire Chief is considered on call beyond the standard 40-hour workweek

SUPERVISION RECEIVED

The Fire Chief receives supervision from the Board of Directors, but will communicate directly with the Board President or Board Member designee.

SUPERVISION EXERCISED

The Fire Chief directly supervises 3 shift Captains and supervises the Administrative Assistant for matters associated with the Administration Office.

AVAILABILITY

The Fire Chief is considered on call beyond the standard 40-hour workweek and is issued a District cell phone, radio, and vehicle for official use only. The Fire Chief is not expected to respond to every emergency call but is expected to respond to all major emergency calls as outlined in the district's response procedures.

RESIDENCY

The Fire Chief is required to respond to all emergencies within 30 minutes.

ESSENTIAL JOB DUTIES

The Fire Chief's responsibilities include but are not limited to:

- Review the general operation of the department to determine efficiency
- Provide direction on major projects or problem areas
- Planning for the future of the organization
- Along with staff, prepares and presents the annual operating budget and ensures adherence to the adopted annual operating budget
- Developing and implementing Policy, Procedures, SOP's/SOG's and providing policy guidance
- Response to fire, EMS, rescue and other incidents as outlined by the fire district's established response guidelines
- Make decisions as to the best methods of handling large-scale emergency and non-emergency incidents and serve as Incident Command as appropriate
- Responsible for enforcing all rules, regulations, policies and procedures of the fire district

- Responsible for maintaining the flow of communications and dissemination of information to and from the members
- Shall attend all Board of Directors meetings, department meetings and other meetings as directed by the Board of Directors, unless on vacation or emergency situation.
- Along with staff, helps prepare, justify, and submit for board approval and ensure compliance of the annual district budget
- Provide oversight and direction to and ensure performance of all officers, members and staff both paid and volunteer
- Responsible for the development of cooperative interrelations between the fire district and surrounding emergency fire/ems service agencies, Mesa County Officials, federal agencies, local law enforcement agencies and community groups
- Responsible, either directly or through delegation, for finding alternative funding methods, such as grants, and ensuring proper administration of such funding
- Respond to emergency calls as outlined in the district's response plan and perform the duties of command if appropriate
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GENERAL JOB DUTIES

- Attend conferences, meetings and various trainings to keep abreast of current trends in the field of emergency services
- Represent the Fire District in a variety of local, county, state and other meetings
- Other duties and responsibilities as may be assigned by the Board of Directors

MINIMUM QUALIFICATIONS

- Completion of a Bachelor's Degree in Public Administration, Fire Science, or related field.
- AHA Health Care Provider CPR Card.
- ICS 300 and 400.
- Colorado State certification as emergency medical technician at the basic level or higher or equivalent at time of hire.
- Colorado State certification as a Firefighter I and II or equivalent at the time of hire.
- Colorado State certification as a Fire Officer I and II or equivalent at the time of hire.
- Minimum of 10 years of experience in a career fire department.
- Minimum of 5 years in a leadership position at a career fire department as a Captain level or above in a comparable sized department.
- Possess a valid Colorado Driver's License, or have the ability to obtain one prior to employment;
- Must accurately read, write, and communicate in English.
- Must respond for emergencies and assume incident commander role as needed.

Preferred Requirements:

- Colorado or NREMT certified Paramedic.
- Veterans' preference points will be awarded for previous service.
- Completion of a Master's Degree in Public Administration or related field.
- Graduation from the National Fire Academy's Executive Fire Officer Program (EFO).
- Chief Fire Officer (CFO) Designation from the Commission on Professional Credentialing.

KNOWLEDGE, SKILLS & REQUIREMENTS

- Knowledge of fire behavior, fire chemistry, firefighter safety, and modern effective firefighting tactics and the ability to implement this knowledge during high stress situations
- Knowledge of public administration, accounting principles, budget planning and control, principles of management, performance evaluation and public relations

- Possess the knowledge and skill to effectively solve practical and dynamic problems with a variety of challenging environments
- Knowledge of proper documentation of incident information, report generation and statistical information
- Knowledge and understanding of utilizing principles of supervision, interaction management, and delegation of authority
- Knowledge of the Incident Command System and ability to perform position duties and as assigned
- Knowledge of emergency medical scene management and appropriate patient treatments by Basic Life Support and Advanced Life Support providers
- Possess excellent communication skills both written and oral, for effective and appropriate interactions with board members, subordinates and the public
- Possess the necessary skills to be able to professionally deal with members of the public
- Possess the necessary knowledge and skill to handle personnel disputes, arguments and disagreements without allowing for unnecessary escalation
- Required to recruit, select, train, and supervise department personnel
- Required to perform work in extreme conditions requiring good physical condition
- Required to make independent judgments which have critical impact on the organization
- Required to deal persuasively and effectively with property owners and the general public
- Required to think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations
- Required to react to emergency situations quickly and calmly to adopt effective courses of action, giving consideration to surrounding hazards and circumstances
- Required assess and assign priorities to administrative issues and work assignments when confronted with several pressing demands at one time and express ideas, clearly and concisely, both verbally and in writing

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions, as long as such accommodations do not create an undue hardship for the fire district or create a direct threat to the fire chief or others. .

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

- Sit, talk, hear, stand, walk, use hands and fingers to; feel, handle or operate; objects, tools, or controls; and reach with hands and arms.

The employee is occasionally required to:

- Climb, balance, stoop, kneel, crouch, crawl, taste and smell.

The employee must frequently:

- Lift and/or move up to 10 pounds and occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this job include; close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

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

Work is performed in the office environment, in vehicles and outdoor settings, in all weather conditions, including temperature extremes during day and night hours throughout the year. Work is often performed in emergency and stressful situations. The employee is exposed to hearing alarms and hazards associated with firefighting operations and rendering emergency medical care including but not limited to; smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and is occasionally exposed to wet or extreme dry conditions, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock and vibration. The possibility of coming into contact with blood-borne pathogens in body fluids exists.