



## CENTRAL LYON COUNTY FIRE PROTECTION DISTRICT

### Job Description

**Job Title:** District Fire Chief

**FLSA:** Exempt

**Division:** Administration

**Approved:**

**Reports To:** District Board of Directors

**Revised:**

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### Job Summary:

The Fire Chief provides administrative direction for all Fire District functions, operations, and personnel through the supervision of subordinate staff and review of their activities.

Responsibilities include reviewing the general operation of the department to determine efficiency, providing direction on major projects or problem areas, developing and implementing policies and procedures, administration of the labor relations program; and providing policy guidance. Also, the Fire Chief is responsible, through study and consultation with elected officials, for developing recommendations for the protection of life and property in the District.

The Fire Chief will exercise strategic and visionary thinking that will have long-term organization-wide application and impact, including the development and implementation of critical programs, and supervision of multiple assigned functions, divisions, and significant resources.

The Board of Directors appoints the Fire Chief. The Fire Chief receives general supervision from the Board of Directors, who reviews work based on overall results achieved. The Fire Chief may consult with the Board of Directors on problems relating to policy planning but works independently in supervising the global operations and is responsible for the proper administration of all affairs of the Fire District.

### Essential Functions:

- Establish and maintain productive working relationships with staff, board members, community organizations, other agencies, and the general public.
- Represent CLCFPD with effective verbal and written presentations

- Inform public groups on the plans, programs, and goals of the Fire District.
- Advise District management and the Board of Directors of Fire District progress.
- Respond courteously and tactfully to a demanding and diverse public in answering questions, explaining district policies, and handling complaints.
- Plan, organize, and direct a progressive public Fire District with several functional areas.
- Organize and direct the activities of staff engaged in providing emergency services.
- Plan, direct, and control district activities such as recruitment of personnel; purchase of equipment; assignment of personnel and equipment; and the budgeting and control of expenditures.
- Coordinate Fire District activities in accordance with federal, state, and local emergency services organizations, and city departments.
- Plan, organize, coordinate, prepare, administer, and monitor the Fire District budget
- Responsible for all personnel matters, which include employment and termination of all district personnel.
- Analyze and resolve operational, procedural, and personnel problems.
- Resolve complex problems involving diverse functional areas.
- Analyze information, statistics, and reports on district activities.
- Develop plans designed to maintain district efficiency and responsiveness.
- Analyze fire service needs, as well as the availability of resources, existing programs, and other related factors in developing district programs to meet those needs.
- Provide direction on major projects or problem areas.
- Develop and implement policies and procedures applicable to administrative functions and provides policy guidance.
- Maintain a cooperative and collective relationship with CLCFPD membership in the labor/management process with the leadership and membership of Central Lyon County Firefighters; Local 4728.
- Maintain a cooperative relationship with the CLCFPD Volunteer Fire Department membership.
- Work more than 40-hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

## **Knowledge, Skills, and Abilities:**

### Knowledge of, including but not limited to:

- Knowledge of the theories, principles, and practices of effective public administration, with particular reference to Fire District policies, personnel, and budget administration.
- Knowledge of modern management techniques, supervisory practices, and evaluation methods.
- Knowledge of the modern principles and practices of human resources.
- Knowledge of governmental organization management.
- Knowledge of the principles and practices of effective administration with particular attention to short- and long-term strategic planning.
- Knowledge of the activities, objectives, and ideals of fire services and operations.
- Knowledge of the facilities, equipment, and personnel needed to provide fire and medical services and operations.
- Knowledge of the methods, equipment, and materials used in providing fire and medical services.
- Knowledge of federal, state, and local laws, rules, and regulations as they pertain to Fire District activities.
- Ability to demonstrate a basic understanding of the principles and methods of governmental funding, budget presentation, and monitoring.
- Ability to plan, organize, and direct a progressive public agency with several functional areas.
- Ability to organize and direct the activities of staff engaged in providing optimum fire services.
- Ability to plan, prepare, and administer an annual district budget.
- Ability to effectively analyze and resolve operational, procedural, and personnel problems.
- Ability to develop formal agreements and contracts with other agencies and communities.
- Ability to make effective verbal and written presentations.
- Ability to establish and maintain effective working relationships with district staff, elected officials, community organizations, other agencies, and the general public.

**Required Training and Experience:**

- Minimum bachelor's degree from an accredited university with a major in Fire Science, Business Administration, Public Administration, or a closely related field.
- Minimum rank of Battalion Chief with extensive experience (5 years plus) and progressive responsibility, including administrative, supervisory, and budgetary experience in fire prevention and suppression work, preferably with a municipal, county, or state fire department or district
- Professional affiliations reflecting the commitment to continuous learning and self-improvement
- Certifications in firefighting, emergency medical services (EMS), leadership, and other aspects of the fire service that illustrate the level of experience and rank
- Or an equivalent combination of training and/or experience as determined by the District Board of Directors

**Manager/Supervisor Expected Behavior:**

The Fire Chief is expected to embrace, support, and promote the Fire District's core values, beliefs, and culture, which include, but are not limited to, the following:

- High ethical standards
- Train, develop, nurture, and mentor all employees suppression, ground transport, and administrative staff
- Encourage teamwork and participation by all employees
- Lead by example
- Institutionalize and promote safety principles and safety awareness as a culture for CLCFPD members and external customers
- Provide outstanding customer service to internal and external customers
- Willingness to seek out all possible alternative revenue sources, including grants, bonds, etc.

**Special Requirements:**

- If offered employment applicant will be required to submit to a background investigation. Failure to pass the background investigation will result in offer being withdrawn.
- Residency within reasonable proximity of the Central Lyon County Fire Protection District is required.

**Required License or Certifications:**

- Must obtain and maintain a Nevada Class C driver's license at the time of employment; Class C with F Endorsement within one year of employment.

**Physical Requirements and Working Conditions:**

- The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.
- Strength and stamina to sit at a desk and/or drive long distances, and perform occasional lifting up to 75 pounds; reaching, bending, and standing for long periods of time; sufficient mobility to stand, climb, or balance, stoop, kneel, crouch, or crawl; vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus; hearing and speech to communicate in person or over the telephone.
- In compliance with applicable disabilities laws, reasonable accommodation may be provided for qualified individuals with a disability who require and request such accommodation. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodation with the employer.

**NOTE:** Applicants must submit to a pre-placement physical that will include testing for the use of controlled substances.

Work is performed under the following conditions:

- Both in the office and in the field. While performing the duties of this job in the office, the employee may work in a generally clean office environment with limited exposure to conditions such as dust, fumes, odors, or noise. In the field, the employee will be frequently exposed to outside weather conditions including extreme cold and extreme heat, wet and/or humid conditions, high, precarious places, smoke, fumes, or airborne particles, toxic or caustic chemicals, and risk of electrical shock. May be exposed to bodily fluids of other persons. The noise level may be loud.