

**JOB DESCRIPTION -- FIRE CHIEF**  
**A – 005**

**Job Title:** FIRE CHIEF

Origination Date: 10/01/09

Revision Date: 11/21/19

FLSA Status: Exempt

**GENERAL SUMMARY:**

Serves as the Chief Executive Officer of the District and directs, administers and manages all activities of the District. Administrative responsibilities include implementing policy promulgated by the Board of Directors, strategic planning, developing and implementing an annual budget, overseeing capital improvements, contracting and financial management, recruiting, hiring, assigning and evaluating personnel. This position is appointed by and serves at the pleasure of the Fire Board. Upholds the District mission and contributes to an environment of teamwork and cooperation.

**JOB SCOPE:**

The Fire Chief is responsible for all operations and activities of the District. The position involves a high degree of regular contact with others both inside and outside the District as he or she works highly independently on a wide variety of complex duties and responsibilities with only general direction given by the Fire Board. Performance of functions has significant financial, reputational, and operational impact upon the District which requires the incumbent to use a high degree of judgment and tact in the execution of the essential functions. The position requires travel both inside and outside the District as he or she represents the District in community, political, and other fire service related activities; additionally, the position involves frequently working under a high degree of stress and requires working long hours in the performance of essential functions.

**SUPERVISION RECEIVED:**

The Fire Chief works under the guidance and direction of the Fire Board, who review work on the basis of overall results achieved. The Fire Chief may consult with the Fire Board on problems related to policy planning but works independently in supervising the overall technical operations and is responsible for the proper administration of all affairs of the District.

**SUPERVISION EXERCISED:**

The Fire Chief is responsible for direct supervision of the Battalion Chiefs and the support staff, and indirect supervision of all other District employees. The Fire Chief carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include overseeing and/or participating in interviewing and hiring; training employees; planning, assigning and directing work; appraising performance; motivating and mentoring employees; and addressing complaints and resolving problems.

**ESSENTIAL FUNCTIONS:** *The essential functions of the position include, but are not limited to, the following duties and responsibilities which are listed in no particular order of importance or significance.*

## **General**

- Provide effective leadership that builds trust and confidence among all District personnel, the Fire Board and the community at large.
- Exercise the highest moral and ethical standards in dealing with the Fire Board, District personnel, other public safety and political entities and the community.
- Develop and effectively communicate and implement innovative and pro-active service delivery programs.
- Build and maintain effective working and interpersonal relationships between the District and the community and other public safety and political entities.

## **Administration/Management**

- Maintain a thorough and working knowledge of laws, rules, regulations and best practices applicable to the role of fire district governing boards and the operation and management of Arizona fire districts and emergency services agencies.
- Maintain effective communications with the Fire Board; establish a mutual understanding of Board roles and responsibilities and expectations through properly noticed and agendized meetings and workshops and a written Fire Board Policy Manual.
- Effectively perform comprehensive fiscal projections and long-range planning given community requirements and current District resources.
- Evaluate and project training requirements and equipment and facilities needs to meet District training goals.
- Oversee the maintenance and effective and efficient use of all District real and personal property.
- Procure, maintain, test and periodically assess inventories of equipment, supplies and other implements necessary for the operation of all functions of the District.
- Ensure command and control of emergency incidents is accomplished in person or by competent subordinates.
- Maintain all records of the District in accordance with applicable law and best practices.

## **Financial Management**

- Perform financial strategic planning, including preparation and management of the annual budget within the tax levy rate set forth by the Fire Board.
- Provide accurate and timely accounting of District finances to the Fire Board.
- Exercise budgetary and financial control and provide for annual audit of the District books and operations.
- Pursue, develop, and implement alternative funding and revenue opportunities.

## **Human Resource Management**

- Direct the administration of the District through effective leadership over all District personnel and programs.
- Develop and manage effective human resource policies and practices, including but not limited to recruitment, selection, employee/labor relations, employee benefits, compensation administration, training/development and employee assistance.
- Develop written job performance requirements, policies, procedures and communications protocols for the management and professional development of District personnel.
- Hire, train and assign District professional, classified, career and volunteer personnel.
- Develop long-range plan for staffing and periodically reassess effectiveness and efficiency of staffing levels, assignments and competencies.



- Establish and periodically evaluate education and in-service training goals for all positions within the District so that all members can work toward, achieve and maintain required proficiencies.
- Develops and provides leadership for a risk management program in order to minimize personnel injuries and property damage.
- Ensures necessary safety procedures are in place and followed by all District personnel.
- Maintain positive working relationships with all District personnel.

### **Emergency Services Delivery**

- Direct the analysis of fire and emergency services needs and develop plans and techniques to provide adequate protection for the District.
- Ensure command and control of emergency incidents is accomplished in person or by competent subordinates.
- Oversee coordination with neighboring departments and emergency service agencies.
- Oversee ongoing evaluation of the operational readiness and performance of emergency preparedness and response systems.
- Establish effective management of District-adopted fire codes, including inspections and enforcement.
- Development minimum standards of proficiency for various types of services provided by District personnel; periodically test to determine that said proficiencies have been achieved and are maintained.
- Maintain competency in current operational procedures and keep abreast of current trends in modern fire service and emergency medical services management.
- Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively and jointly with other agencies to provide seamless customer service.

### **Community and Government Relations:**

- Manage the District's public relations and community participation efforts.
- Represent the District in all communications and relations with other fire districts, vendors, and the public.
- Represent the District with County and State offices such as Clerk of the Board, Assessor's office, Recorder's office and State Department of Revenue on such projects as annexations and elections.
- Maintain a personal and District community involvement, as well as encourage individual employees to actively participate in community activities not directly related to the District.
- Maintain positive relationships with elected or appointed officials, other Fire/EMS officials, community and business representatives, and the public on all aspects of the District's activities.
- Represent the District in a variety of local, county, state, and other meetings.
- Conduct, attend, and interact in meetings with District personnel, public agencies, and the public at large.
- Monitor local, State and Federal legislative activities related to fire service issues, in order to enhance the overall effectiveness of the District.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited university or college recognized by the U.S. Department of Education in Fire Science, Business Administration, Public Administration or related subject.
- Ten (10) or more years of experience in fire service operations including a minimum of three (3) years administrative, management and supervisory experience at the chief officer level.
- Experience in development and management of budgets, preferably in a governmental setting
- National Registry or Arizona Emergency Medical Technician, or ability to obtain within one year of employment
- Valid Arizona Driver's License or ability to obtain prior to employment
- Ability to meet the District's Health and Wellness Standards
- Ability to meet the insurability requirements of the District's insurance carrier
- Primary residency within 20-minute driving time (under normal conditions) from Station One on Northern Avenue is desired; however, if not feasible based on current residency, the position requires residency that allows for active involvement in and accessibility to the community

### **PREFERRED QUALIFICATIONS:**

- Master's Degree in Fire Administration, Business Administration, Public Administration or another related field
- Executive Fire Officer (EFO) or Chief Fire Officer (CFO) designation
- Understanding and working knowledge of statutory requirements of special taxing districts

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Strong working knowledge of:

- Current office practices and standards including but not limited to automation, computerized systems and software programs, segregation of duties, correspondence management, document storage/management per statutory requirements, purchasing and inventory management.
- Governmental budgeting and financial management practices, principles, systems, and reporting.
- Federal, State and local laws, rules and regulations as pertain to fire district administration
- Laws and regulations pertaining to public safety, labor relations and human resource management.
- Effective communication and team building practices.
- Management principles, policies and procedures regarding fire and emergency medical services administration.
- Practices, regulations, methods, and equipment used in EMS, Command, Fire Suppression, and Fire Codes, according to NFPA guidelines, regional, state, and federal standards.
- NIMS and Incident Command Systems and their practical applications.



- Risk management and compliance issues related to HIPAA, OSHA and NFPA and insurance.
- Business English, spelling and basic math.
- Accounting principles, practices and software programs.
- Public purchasing, materials management and procurement processes.
- Investment fund management and governmental debt administration.

Ability to:

- Demonstrate political astuteness required to be effective in the performance of the position of Fire Chief.
- Lead, motivate, train, coordinate, and evaluate District personnel and programs and assist in achievement of District goals and objectives.
- Provide leadership to career employees with particular emphasis on mentoring and succession planning.
- Administer effective employee relations programs.
- Prioritize and effectively organize and facilitate administrative duties to meet established time frames.
- Collect pertinent data to annually develop and implement a fiscally responsible and effective budget within statutory regulations.
- Analyze administrative challenges, implement and evaluate corrections.
- Develop long-term relationships with influential community and governmental agencies including the news media, business and community groups.
- Identify and protect confidential information and records.
- Effectively coordinate, run and ensure documentation of District meetings as needed including but not limited to board meetings, public hearings, and work study sessions.
- Make critical decisions and act under emergency conditions using appropriate incident and personnel management techniques.
- Demonstrate effective oral and written communications, both in individual and group settings.
- Handle sensitive and delicate public relations situations with a high degree of firmness and cordiality.
- Interpret both simple and complex rules, regulations, policies and decisions rapidly and make firm, fair consistent decisions based on the same.
- Plan and organize multiple changing responsibilities; prioritize work to meet goals and objectives within an acceptable timeframe.
- Interact effectively and appropriately with all District personnel, elected officials, other public safety organizations and the public.
- Establish, foster and maintain positive working relationships and interactions with the community, other governmental agencies, and other business groups.

**PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by all personnel to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions. The position exposes the Fire Chief to physical hazards from emergency response and work at various emergency medical and fire scenes, sitting, standing, stretching, bending, and lifting objects weighing more than 25 pounds, above the shoulders, below the knees or at arm's length. The



position requires extensive use of office machines such as, but not limited to computers, copiers, calculators and telephones. Frequent driving of a motor vehicle, both in emergent and non-emergent situations is required and extensive public contact is common. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

#### **MENTAL DEMANDS:**

While performing the duties of this position, the employee will be regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; and interact with District personnel, other organizations and the public.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Work is primarily performed in an office, vehicle or outdoor setting in all weather conditions, including temperature extremes. Work is occasionally performed in emergency and stressful situations. Personnel are exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. Personnel occasionally work near moving mechanical parts and in high, precarious places and are occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the District and employee and is subject to change by the District as the needs of the District and requirements of the job change.*

#### **EMPLOYEE SIGN OFF:**

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_