

**FORT LUPTON FIRE PROTECTION DISTRICT
1121 Denver Avenue
Fort Lupton, Colorado 80621**

POSITION DESCRIPTION

POSITION: FIRE CHIEF

STATUS: FULL-TIME; FLSA EXEMPT

EMPLOYMENT STATUS: AT-WILL

WORK HOURS: AS NEEDED TO SATISFACTORILY PERFORM
THE DUTIES OF THE POSITION

EFFECTIVE DATE: OCTOBER 2025

This position description is established by the Board of Directors (“Board”) of the Fort Lupton Fire Protection District (“District”) to outline the basic requirements, duties and general responsibilities of the Fire Chief position. This position is “at-will,” which means the District Board may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

Summary of Position: The Fire Chief is responsible for all aspects of the day-to-day administration, operation, and supervision of the District’s finances, administration and operations. The Fire Chief is expected to exercise discretion and independent judgment in all of his or her duties. As he or she deems necessary, the Fire Chief may direct the District’s fire ground and emergency operations.

Chain of Command: The Fire Chief shall work at the pleasure, and under the direction and guidance, of the District Board of Directors.

Supervision Exercised: The Fire Chief shall directly supervise the Fire Marshal, Training Chief, Battalion Chiefs, Shift Captains, Clerical Staff, Maintenance Lead, and have general supervisory responsibility over all District employees and volunteers.

Primary Duties and Responsibilities: The following is an overview of the primary duties and responsibilities for this position and should not be considered an all-inclusive list:

1. Serve as the Chief Executive Officer and Commander in Chief under the general supervision of the District Board.

2. Responsible for all aspects of the day-to-day administration, operation, and finances of the District.
3. Required to drive and operate motor vehicles safely and lawfully in emergency and non-emergency situations.
4. Develop such rules and procedures, and issue such orders and directives, as may be necessary to implement and enforce the rules, policies, and procedures established by the District Board, and imposed by State law including but not limited to the Colorado Special Districts Act. Such rules, procedures, orders, and directives shall be consistent with Federal, State and local law, the District's Employee Handbook, and all other rules, policies and procedures established by the District Board.
5. Responsible for the development, implementation and on-going evaluation of fire suppression, fire prevention, emergency rescue, hazardous materials, ambulance, and emergency medical services provided by the District, directly or through a third-party provider.
6. Hire, supervise, and terminate personnel, at his/her discretion, and within the limitations of the budget approved by the District Board.
7. Require and receive from each employee and volunteer, strict compliance with all District rules, policies and procedures, and all orders and directives issued by the Fire Chief.
8. Supervise, direct, and coordinate personnel, finances, administration, and operations to achieve District Board policies and objectives, directly or through subordinate supervisors.
9. Within the budget approved by the District Board, responsible for the purchase, sale, upgrade, usage, maintenance and security of District equipment, apparatus, facilities, and all other real and personal property of the District.
10. Ensure that District departments meet or exceed requirements or standards imposed by Federal or State law, any applicable Regulation or Code (including any applicable Fire Code or Nationally Recognized Standards), the District Board or the Fire Chief, and stay within the annual budget adopted by the Board.
11. Command fire ground and emergency operations of the District, as the Fire Chief deems necessary and appropriate.
12. Coordinate, where necessary, intergovernmental agreements with other agencies and departments.
13. Prepare regular or special reports on any matters, which, in the Fire Chief's judgment, are necessary or appropriate, or as required by the Board of Directors.
14. Maintain appropriate office hours at the District's headquarters for the proper transaction of all official business, and satisfactory performance of the Fire Chief's duties.
15. Operate the District in an efficient, effective, and economical manner, consistent with the rules, policies, and procedures established by District Board and State law.
16. Develop and maintain positive, effective working relationships with District employees and volunteers, other emergency services agencies, other governmental agencies and the community.

17. Experience with Colorado Firefighter Safety Act and working with a local of the International Association of Firefighters (IAFF) preferred.
18. Responsible for developing a proposed budget for timely submission to the District Board each year and ensuring that District revenues and expenditures are within the amounts established by the budgets approved by the District Board.
19. Responsible for all aspects of the organization and administration of the District's finances, and accounting for and documenting, the same.
20. Consistently promote a professional image of the District at all times.
21. Attend meetings, conferences, and trainings that may require travel and overnight lodging, as may be necessary from time to time.
22. Responsible for continually evaluating the present and future emergency service needs of the property and citizens within the District's jurisdiction, citizens passing through the District's jurisdiction, the District's emergency service obligations to other agencies through IGA's, Mutual Aid Agreements, Automatic Aid Agreements or otherwise, and develop or update strategic plans to meet the present and future emergency service needs identified, for consideration by the District Board.
23. Attend special and regular Board meetings and study/work sessions and advise the Board on matters before them.
24. May perform duties of subordinates, as necessary and appropriate.
25. Maintain positive and constructive written and oral communication skills at all times.
26. Review and act upon complaints from the public or other agencies. Advise citizens, property owners, contractors and others on questions relating to District rules, policies and procedures.
27. Perform such other duties as may be assigned by the District Board from time to time and as may be required by Federal, State, or local law.

Working Environment/Physical Requirements:

This position requires work in a variety of locations and conditions, including fire station, living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.

1. Substantial portion of this position will involve sedentary, administrative work in an office environment or in training facilities. In emergency situations, the Fire Chief may be required to perform some limited duties of a Firefighter/EMT.
2. Must possess the ability to lift items in excess of seventy-five (75) pounds occasionally and up to twenty (20) pounds frequently.
3. This position requires standing, running, walking, sitting, kneeling, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping digging, spraying, reaching overhead, reaching away from body, and repetitive motion.

4. Will be required to work in all weather conditions and in extreme temperatures below 20 degrees Fahrenheit and in excess of 100 degrees Fahrenheit.
5. Work may be performed under hazardous and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
6. Work may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dusts.
7. Work may result in exposure to air or blood borne infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, smallpox, etc.
8. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
9. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
10. This position requires the ability to read, write, speak, and understand the English language at a level adequate to perform the job.
11. This position will involve periods of high physical, mental and/or emotional stress.

Minimum Qualifications and Required Certifications:

1. Proof of progressively responsible experience in the fire service with 5 years at a Battalion Chief or higher rank in a career or combination fire department, or a combination of education, experience, certifications, and training that clearly demonstrates the individual's ability to perform the essential functions of the position.
2. Experience in working with volunteer firefighters and/or members of local union, or a combination of education, experience, certifications, and training that clearly demonstrates the individual's ability to perform the essential functions of the position.
3. Valid Colorado Driver's License with a safe driving record.
4. Must be at least 21 years of age at the time of hire or promotion to the position.
5. Demonstrate demographic and operational knowledge of the Fire District.
6. Bachelor's Degree in Fire Science or related field from an accredited college with a Master's Degree preferred.
7. Successful completion of enrollment in upper-level management/supervision/leadership courses. Completion of the National Fire Academy Executive Fire Officer Program and Chief Fire Officer Designation desired.
8. Experience in and management of significant capital projects and facility improvements.
9. Experience in successful personnel management and legal requirements of human resources including FMLA, FLSA, FAMILI, worker's compensation, ADA, and Equal Pay Act.
10. Experience in EMS Program delivery and management.
11. Experience in developing and managing a budget and compliance with the legal compliance of a public sector budget.
12. Colorado State Medical Responder certification or EMT-B certification preferred but not required.
13. Experience and training in ICS and NIMS. Completed ICS 100, 200, 300, 400, 700, and 800.

14. Colorado State Fire Administrator certification required, and Colorado State/IFSAC Fire Officer II certification preferred. Graduation from the National Fire Academy Executive Fire Officer Program (EFO) shall supersede the Colorado State/IFSAC Fire Officer II certification requirement.
15. Colorado State/IFSAC Hazardous Materials Operations Certification preferred.
16. Colorado State/IFSAC Fire Instructor I Certification or ability to obtain within 12 months of hire or promotion to the position.
17. Possess and maintain valid CPR card or ability to obtain within 12 months of hire or promotion to the position.