



MONUMENT FIRE DISTRICT

Job Description



FIRE CHIEF

Position Description

POSITION TITLE:	Fire Chief
AGENCY DIVISION:	Administration
PAYGRADE:	FC
FLSA STATUS:	Exempt
EMPLOYMENT STATUS:	At-Will
REPORTS TO:	Board of Directors

JOB SUMMARY:

The Fire Chief is the Chief Executive Officer of the fire district. The Fire Chief plans, organizes, directs, and evaluates the administrative and operational needs of the fire district from a strategic level to ensure the district meets the community's needs. The mission of the fire district is to protect lives and property from fire and other human-made and natural disasters, provide emergency medical services, and perform fire prevention duties to reduce risk. The district helps serve other partner agencies through automatic aid and mutual aid agreements. The district will continually evaluate technology, equipment, methods, and local, state, and federal standards to provide industry-standard services to the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential functions are not intended to be an exhaustive list of all the responsibilities, duties, and skills required of the position. They intend to provide an accurate summary of the job classification and its requirements.

- Provides leadership, direction, and guidance to administrative and operations staff to accomplish the district's mission.
- Knows of and is committed to the CFAI agency accreditation continuous improvement model.
- Sets a positive example concerning personal fitness and wellness. Develops, initiates, and supports initiatives that foster a healthy workforce and the philosophy that everyone goes home at the end of the shift and retires without disability.
- Provide exceptional leadership by engendering the district's values of character, connection, and a commitment to excellence.
- Create and maintain a culture of accountability, candor, inclusion, and transparency with the board of directors, administrative staff, and operations personnel.
- Provides career consultation and development to ensure individuals under their command reach their personal and professional potential. Acts as a bridge between



MONUMENT FIRE DISTRICT

Job Description



various internal factions – i.e., line, staff, shifts, battalions, and companies –emphasizing camaraderie and teamwork.

- Eliminates obstacles that prevent moving forward together as an organization in solidarity. Emphasizes that safety must always be prioritized over relationships and acceptance
- Encourages a culture where constructive criticism is the norm, and the drive for self-improvement overrides individual ego, personal agendas, and preservation of perceived reputation. Reinforces that credibility is built on honesty, competence, and transparency. Do not tolerate posturing, marginalizing individuals or groups, or self-protection.
- Develops, reviews, and implements agency policy, plans, procedures, and budgets; ensures that the department functions within budget appropriations.
- Allocates, directs, motivates, and evaluates departmental personnel to help: (1) achieve their individual goals, (2) collectively achieve the department’s mission, and (3) lead to employees’ growth and accountability for their actions.
- Develops and analyzes the department’s organizational structure and organizes major accountabilities and functions into effective and measurable units within this structure; ensures that personnel are deployed in shifts or working units that efficiently meet the district’s needs for service.
- Establishes and maintains cooperative relationships with neighboring and regional fire districts and departments to ensure coordinated efforts to address common suppression, prevention, enforcement, and emergency medical issues.
- Directs and conducts ongoing research into new fire service technologies and trends and recommends implementing programs and equipment to help the department achieve its objectives more efficiently.
- Directs and oversees the development and administration of community-based programs and initiatives through civic, school, business, and other organizational groups.
- Serve as the district’s representative to committees and organizations concerned with improvements in fire services, public education, community issues, and departmental public relations.
- Directs the analyses and implementation of legislative and governing actions, including zoning and planning issues, fire prevention, fire suppression, and provision of emergency medical and hazardous incident mitigation services.
- Presents departmental issues and recommendations on major issues requiring policy direction to appropriate advisory bodies and the district board of directors.
- Analyzes future agency needs and develops short and long-range plans to meet those needs.



MONUMENT FIRE DISTRICT

Job Description



- Identifies federal, state, and private research and development grants; determines the scope of work for which funds are needed, and prepares proposals to obtain them.
- Respond to alarms and special calls, assuming command based on discretion.
- Create a collaborative and transparent working relationship with IAFF Local 4319.

SUPERVISION RECEIVED AND EXERCISED:

Works under the broad policy guidance of the Monument Fire District Board of Directors. Supervises all department employees, either directly or indirectly through supervisors.

EXPERIENCE/CREDENTIALS:

- Meet the requirements of the Board of Directors.
- Hold and maintain a valid Colorado Driver's License.
- Live within 30 minutes of the fire district's service area.
- Hold and maintain ICS 100, 200, 300, 400, 700, and 800.
- Hold and maintain a credential or equivalent experience to perform command or support functions in all-hazards or wildfire incidents.
- Bachelor's degree in fire science, business management, public administration, or other applicable fields (master's degree preferred). Must complete a master's degree within two years of employment with the district.
- Five years (preferred) of progressively increasing responsibility as a chief fire officer (battalion chief and above) for a full-time fire service organization.
- Completion of the National Fire Academy Executive Fire Officer Program (preferred).
- Completion of the Center for Public Safety Excellence Chief Fire Officer credential (preferred).
- Have attended the Fire Service Executive Development Institute (FSEDI) program (preferred).

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of fire department activities and services, including modern fire suppression techniques, fire prevention, emergency medical services, all applicable fire and life safety codes, hazardous incident mitigation techniques, record keeping, and department administration.
- Understanding of the political environment and sensitivities; ability to function effectively within that environment.
- Ability to provide leadership, counsel, motivation, and constructive performance reviews to department personnel at all levels, securing their respective commitments to the department's goals and objectives.
- Skill in effective, clear, and persuasive oral and written communications to individuals and groups.



MONUMENT FIRE DISTRICT

Job Description



- Speak effectively in groups and in public.
- Motivate, lead, and train personnel.
- Ability to negotiate and administer contracts with outside vendors and service providers.
- Skill in resolving conflicts and gaining cooperation among competing interest groups.
- Skill in identifying, implementing, and refining the department's organizational structure to generate desired results as efficiently as possible.
- Ability to develop and maintain productive relationships with officials, community groups, advisory boards, the news media, and the public.
- Ability to identify the department's future direction in response to changing community needs and to develop, implement, and monitor appropriate plans, schedules, and action steps.
- Cope with and issue commands in chaotic and emergency situations.
- Ability to administer labor agreements and communicate effectively with organized personnel.
- Knowledge of FLSA.
- Knowledge of the district's mission, vision, and values.

OCCUPATIONAL DEMANDS:

- To perform the essential functions of this job, an employee must meet the physical demands and work environment described. Reasonable accommodation may enable individuals with disabilities to perform these functions.
- The position requires the individual to work under physically, mentally, and emotionally demanding conditions and to maintain adequate conditioning and abilities.
- Most of the work will be in an office setting.
- Administrative functions may include sitting for extended periods with frequent use of office equipment, including computers (various software packages, databases, and spreadsheet programs), driving a vehicle, using calculators, phones, radios, copy machines, and other general office equipment.
- This position may involve periods of high physical, mental, and/or emotional stress. Maintain physical condition appropriate to the performance of duties.
- This position requires the ability for functional self-mobility.
- Work involves sitting, standing, walking, talking, hearing, using hands to handle, feel, or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation.



MONUMENT FIRE DISTRICT

Job Description



- Duties may require an employee to work under extreme weather conditions and in environmental conditions at the work site and may expose the employee to hazardous work environments and personal danger. Exposures may include, but are not limited to, extreme heat or cold, rain, snow, ice, pollutants, odors, and fluids.
- The noise level in the work environment is usually moderate; in the office, it is moderately loud; and in the field, it is very loud. Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permit the employee to communicate effectively, including during emergencies that may involve a high degree of noise. Work may involve exposure to high noise levels, requiring the use of hearing protection.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- The employee may be required to push, pull, lift, and/or carry up to 50 pounds.
- Work may require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl at times.
- Adapt quickly to changing priorities and tasks when time-sensitive.

This position description does not constitute an employment agreement between the employer and the employee and is subject to change as the employer's needs and job requirements change. The employee's signature below constitutes the employee's understanding of the position's requirements, essential functions, and duties.

Print Name: _____

Reviewed By: _____ Date: _____

Employee Signature

Approved By: _____ Date: _____

Board President