



Job Description

Job Title:	Fire Chief
Reports To:	City Manager
FLSA Status:	Exempt
Effective Date:	May 2026
Department:	Fire Department
Hiring Range:	\$118,061 – \$159,382

Summary:

The Fire Chief administers all fire department operations, including budgeting, purchasing, personnel supervision, planning, organizing, and directing the operations and programs of the Fire Department to ensure the safe, efficient, and fiscally responsible delivery of fire, rescue, prevention, and support services. The Fire Chief oversees fire prevention, suppression, emergency medical services, rescue, personnel training, and public relations programs, implementing procedural changes to enhance departmental efficiency. Serves as the Designated Emergency Response Authority (DERA) for hazardous materials incidents within Central City and maintains command responsibility at fire scenes involving structural, wildland, and interface fires. The Fire Chief is also responsible for cultivating and maintaining collaborative working relations with neighboring agencies and mutual aid partners, fostering regional cooperation to enhance emergency response capabilities and community safety.

In this pivotal growth-phase role, the Fire Chief will spearhead the expansion of the department, including leading the process to secure a new fire station, recruiting and onboarding additional career and volunteer personnel, and managing associated capital planning efforts. The Chief must possess the vision and administrative acumen to build a sustainable department infrastructure while maintaining day-to-day operational excellence.

Essential Duties and Responsibilities:

Department Leadership & Operations

- Oversees the daily operations of the fire department, including personnel management, scheduling, and staff assignments.
- Supervises salaried and volunteer firefighting personnel, such as Deputy Fire Chief, Captains, Firefighters, volunteers, and administrative staff, overseeing performance evaluations and personnel matters.
- Develops and oversees preventative maintenance programs, ensuring all apparatus, equipment, and protective gear remain inspection-ready and operationally fit.
- Plans, organizes, directs, and evaluates the administrative and operational needs of the department from a strategic level to ensure the City meets the community's needs.
- Leads the planning and execution of department growth initiatives, including oversight of the new fire station project (site selection, design coordination, procurement, and transition planning), capital equipment acquisition, and multi-year staffing growth plans.



- Develops and implements department policies and procedures to improve operational efficiency and safety.

Emergency Response & Fireground Operations

- Responds to fire alarms and emergency incidents both on- and off-duty, leading and coordinating the actions of assigned personnel on scene.
- Leads responses to structural, wildland, and interface fires, providing incident command and risk assessment.
- Ensures safe and effective execution of hazardous materials response as the Designated Emergency Response Authority (DERA).

Training & Professional Development

- Plans, conducts, and participates in training programs for department personnel, including:
 - Firefighting techniques and methods
 - Use of fire trucks, tools, and related equipment
 - Inspection of buildings for fire hazards
 - Emergency medical response, first aid, and resuscitation
- Mentors staff and develops career growth and leadership potential within the department.
- Actively recruits, trains, schedules, and retains volunteer firefighting personnel; attends volunteer meetings, drills, and community events to foster engagement and build a strong volunteer program aligned with the department's growth goals.

Fire Prevention & Public Education

- Schedules and leads community outreach programs to educate the public on fire prevention, safety principles, and emergency preparedness.
- Coordinates with other departments to conduct fire prevention inspections for commercial and residential properties.
- Authorizes burn permits and ensures compliance with local fire codes.
- Investigates fires to determine causes and maintains records, including building and content losses and insurance coverage.

Reporting & Documentation

- Prepares and submits required reports on fire incidents, inspections, personnel, and departmental activities.
- Maintains accurate records of firefighter training, accumulated hours, and certifications.
- Reviews and compiles monthly calls, false alarms, and operational data for departmental and city reporting purposes.

Interagency Coordination

- Collaborates with police, ambulance, dispatch, and mutual aid fire departments to ensure effective multi-agency emergency response.
- Represents the fire department at City, county, and regional meetings on emergency services and public safety.
- Establishes and maintains cooperative relationships with neighboring fire agencies and other governmental agencies to ensure coordinated efforts to address common issues in meeting public safety and fire/life safety services.
- Receives and interviews callers regarding departmental business and engages with civic groups.

Budget & Resource Management

- Prepares the annual department budget, monitors expenditures, and oversees the purchasing of equipment and supplies.



- Prepares Requests for Proposals (RFPs) and adheres to the City's Procurement policies and procedures.
- Proactively identifies and pursues federal, state, and private grant opportunities critical to department growth, including FEMA SAFER grants (Staffing for Adequate Fire and Emergency Response), AFG (Assistance to Firefighters) grants, and Colorado-based public safety funding; writes, submits, and administers grant funds and reporting.
- Ensures efficient allocation of resources to maintain operational readiness.
- Performs other duties as assigned.

Required Experience, Knowledge, & Skills

Experience/Education

- High school diploma or equivalent (GED) required.
- Bachelor's Degree in Fire Science, business management, public administration, or other applicable fields required; equivalent experience considered.
- Completion of fire science coursework and courses offered by the Division of Fire Safety, or the National Fire Academy is preferred.
- Minimum 7 years of firefighting experience, including at least 3 years in a Captain or equivalent leadership role for a full-time fire service organization. Demonstrated experience contributing to or leading department growth initiatives — such as capital facility projects, new station planning, staffing expansion, or organizational restructuring — is strongly preferred.
- Experience working with or supervising volunteer fire personnel is required; demonstrated success in recruiting, retaining, and integrating volunteers within a combination department is strongly preferred.

Knowledge

- Comprehensive understanding of the principles and practices of fire science, including fire behavior, modern suppression tactics, and fire prevention strategies.
- Expertise in structural, wildland, and interface fire operations, including incident command and risk assessment.
- Area geography, fire hazards, firefighting resources, water supply systems, and communications networks.
- Thorough knowledge of the International Fire Code or the NFPA 1 Fire Code, the International Building Code, and hazardous materials response protocols.
- Familiarity with emergency medical services and coordinated multi-agency responses.
- Awareness of public safety regulations, community risk reduction strategies, and fire prevention programs.
- Knowledge of grant writing, policy development, and use of administrative technology platforms.
- Office practices, filing systems, record-keeping, and confidentiality requirements.
- Rules and regulations of the Federal Communications Commission regarding radio operations and Standard Operating Procedures for dispatching.

Skills

- Strong leadership and team-building skills, capable of managing both career and volunteer firefighters effectively. Skilled in organizational change management, with the ability to build



systems, policies, and a department culture that supports growth and the transition from a small to a mid-sized fire service organization.

- Skilled in training, mentoring, and professional development of personnel.
- Excellent verbal and written communication, including public speaking, report writing, and interagency correspondence.
- Proficient in reading and interpreting building blueprints, site plans, and fire protection systems.
- Analytical skills for investigating fires, reviewing reports, and managing departmental records.
- Emergency response skills, including the ability to assess situations and determine appropriate actions.
- Technical skills to operate firefighting, rescue, and ambulance equipment.
- Effective strategic planning and resource management, including budgeting, procurement, and operational planning.

Abilities

- Ability to perform under pressure and make sound decisions during high-risk and emergency situations.
- Capacity to anticipate consequences of operational decisions and recognize life-threatening hazards.
- Ability to lead complex multi-agency emergency operations.
- Capability to coordinate multi-agency emergency responses and lead complex incident operations.
- Ability to adapt to dynamic situations and implement procedural changes for improved departmental efficiency and safety.

Special Qualifications

- Hold and maintain a valid Colorado Driver's License.
- Residency within 30 minutes of the City's service area is preferred, or the ability to respond to the scene within 30 minutes.
- NIMS Incident Command Training at the level appropriate for the Department.
- Hold and maintain a credential or equivalent experience to perform command or support functions in all-hazards or wildfire incidents.
- Colorado Fire Officer Certification preferred.
- EMT Certification required (EMT-B, EMT-B+, or EMT-I)
- Additional professional certifications and training are highly desirable, including:
 - Executive Fire Officer Certification or IFSAC/Pro Board Fire Officer IV
 - Emergency Medical Dispatcher
 - Basic Life Support (BLS)
 - IFSAC or Pro Board Fire Instructor II
 - IFSAC or Pro Board Hazardous Materials Operations



Physical Demands

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Frequency Guide			
Rarely (R)	Occasionally (O)	Frequently (F)	Constantly (C)
Less than - 5%	6 – 30%	31% - 70%	Over 70%
Physical Task		Frequency	Physical Surroundings
Sitting		O	Extreme Temperatures
Standing		F	Inside Work
Walking		F	Outside Work
Running		F	Walking on uneven surfaces
Stooping		F	Working at height
Kneeling		F	Other:
Squatting		F	
Climbing		F	Environmental Conditions
Balancing		F	Exposure to Chemicals
Reaching		F	Exposure to Gases/Fumes/Dust
Grasping		C	High Noise Levels
Fingering		C	Moderate Noise Levels
Handling		C	Vibrations
Visual Acuity Near		F	Work in Traffic
Visual Acuity Far		F	Local Travel
Depth Perception		C	Out of Town Travel
Color Discrimination		F	Other:
Peripheral Vision		C	
Talking		F	
Hearing		C	
Light/Power Equipment Ops		F	Weight of Objects Moved
Heavy Equipment Operation		F	Over 100 pounds
Other:			Over 50 Pounds
			Over 10 pounds

Work Environment

- The Fire Chief operates in a dynamic and high-risk environment, balancing office-based administrative duties with direct emergency response.
- On-call 24/7, with potential response to incidents during nights, weekends, holidays, and adverse weather conditions.
- Responds to structural, wildland, and interface fires, which may involve exposure to extreme heat, smoke, hazardous materials, and physically demanding conditions.



Central City Colorado

- May work in confined spaces, open areas, or elevated structures, including rooftops, basements, and outdoor terrain.
- Regularly engages with the public, volunteers, and interagency personnel, requiring frequent travel within the City and mutual aid areas.
- Must be able to adapt to rapidly changing situations, making critical decisions under pressure while ensuring the safety of personnel and the public.
- Requires the operation of fire apparatus, emergency vehicles, and specialized equipment under potentially hazardous conditions.
- Office work includes budget preparation, report writing, training planning, and policy development, often requiring prolonged periods of sitting, reviewing documents, and computer use.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

The **City of Central is an Equal Opportunity Employer**. Applicants are considered for positions for which they have applied without regard to gender (regardless of gender identity or gender expression), race, color, religion, creed, national origin, ancestry, age, marital status, disability, sexual orientation, genetic information, pregnancy, or other characteristics protected by law.

I have read and understand the job description detailed above. By signing below, I acknowledge that I can complete the essential functions of my job with or without reasonable accommodation. I understand that if I need a reasonable accommodation for a protected disability, I will notify my manager. I understand that the decision to grant reasonable accommodation will be made on a case-by-case basis.

Employee Signature

Date