

Title: Fire Chief Position Description	Big Sky Fire Department Administrative Policy
Effective Date: 03-07-2000 Revision Date: 04-15-2024	Index Number: 104.01

SUMMARY STATEMENT:

The Big Sky Fire Department Fire Chief is the organization's chief executive officer responsible for providing executive-level leadership, planning, evaluation, and implementation of the Department's daily administration, operations, asset and risk management, finances, and items imposed explicitly by local, state, or federal entities. These responsibilities are performed under the general administrative direction and supervision of the elected Big Sky Fire District Board of Trustees within district and department policies, guidelines, and applicable laws. This position requires the highest standards of integrity, ethics, accountability, and initiative, with keen judgment, innovation, and foresight.

This is a full-time, non-bargaining, FLSA-exempt position.

ESSENTIAL JOB FUNCTIONS:

These functions, as outlined, are intended to represent the critical areas of responsibility and may vary depending on the District's needs.

Leadership

1. Responsible for the safe and effective provision of structural and wildland fire suppression, rescue services, advanced life emergency medical services transport and billing, hazardous materials response, fire prevention, risk reduction, disaster preparedness, public education, community hazard reduction, training, maintenance, and related efforts and duties necessary to protect the life, safety, and property of the Big Sky Fire District's department members, residents, and customers.
2. Cultivates and maintains positive and collaborative relationships with Big Sky Fire District's department members, residents, customers, political subdivisions, public and media relations, and local, state, and federal agencies.
3. Conducts oneself ethically, morally, and with professional integrity and accountability; demonstrates transparency with honest, responsive communication; conducts oneself in a manner that supports the vision and goals of the organization.
4. Works collaboratively with the Board of Trustees and Department staff to establish and implement the Department's operational and budgetary goals, objectives, policies, and procedures.

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5. Consistently seeks opportunities for coordination and collaboration; seeks to discover and implement effective and innovative practices using resources and skills; encourages others to participate and identify issues to find solutions to achieve common goals; listens and is receptive to adjust, as needed, to accomplish goals.

Administration

1. Operates under the elected Board of Trustees' general administrative direction and supervision but independently on day-to-day activities. Attends regular and special board meetings unless otherwise arranged. Prepares written and oral presentations of professional quality and communicates departmental operations and activities, budgetary information, and analytical data.
2. Manages the development and implementation of departmental policies and procedures, goals and objectives, and strategic planning for operations within established budgetary guidelines, applicable laws, regulations, and standards.
3. Supervises human resources duties within the Department, including coordinating and directing workflow and assignments, position descriptions, hiring, training, and disciplinary decisions; conducting performance evaluations; supporting professional development and health and wellness initiatives; and being responsible for Department-wide employee-related functions.
4. Manages the Department's relationship with the collective bargaining unit and participates in union negotiations, mediations, and arbitrations.
5. Manages mutual aid agreements and maintains collaborative working relationships with local, state, and federal agencies, including the national forest and park services.
6. Represents the Department at local, state, and federal trainings and meetings.
7. Cultivates and maintains the relationship with the Big Sky Resort Area District Board.
8. Prepares the Department's annual operating and capital budget, consistent with organizational goals and objectives, for approval by the Board of Trustees. Develops a capital replacement plan as required. Implements and manages the annual budget to ensure adequate funding and seeks additional funding through various sources, as approved by the Board of Trustees.

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9. Supervises grant applications and serves as grant administrator for local, state, and federal grants.
10. Enters, administers, and terminates contracts and agreements as approved by the Board of Trustees.

Operations

1. Establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; and allocates resources accordingly.
2. Ensures Department compliance with local, state, and federal requirements and all other applicable laws. Manages the Department's legal and financial risk. Evaluates the implementation of best practice standards.
3. Oversees residential and commercial development and building plans according to adopted standards, policies, and codes.
4. Prepares, maintains, and administers the Department's policies, procedures, and standard operating procedures and policies.
5. Responds to emergencies and participates in incident command, as needed.
6. Develops and manages the purchasing and maintaining Department facilities, apparatus, vehicles, equipment, and outside services. Follows the Department's procurement policy as required. Makes significant purchase recommendations to the Board of Trustees.
7. Serves as the Department's public representative and responds courteously and timely to community, media, and public relations inquiries, exercising discretion and sound judgment.

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MINIMUM REQUIRED QUALIFICATIONS:

- A bachelor’s degree from an accredited university or college in Fire Science, Fire Administration, Business, or Public Administration OR a bachelor’s degree from an accredited university or college AND graduation from the National Fire Academy’s Executive Fire Officer (EFO) Program or designation from the Center for Public Safety Excellence as a Chief Fire Officer (CFO), a minimum of five years of directly related departmental or administrative management experience, and three years of professional strategic planning, project management, or program development; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.
- Thorough knowledge of Department administration, financial management, fire suppression and prevention, incident command, emergency management, wildland-urban interface issues, inspections, and emergency medical services.
- Ability to exercise independent judgment in creating and implementing policies and procedures, strategic planning, identifying departmental operational needs and goals, developing and managing the District’s annual budget, implementing safety practices and training, and compliance with all applicable laws.
- Knowledge of emergency medical transportation, medical documentation, and billing.
- Ability to exercise effective leadership, interpersonal skills, sound judgment, personal initiative, confidentiality, and flexibility to accomplish the duties and functions of the position while maintaining collaborative relationships with Department members, labor relations, and the community in emergent and non-emergent situations.
- Exceptional organization, time management skills, and ability to prepare professional reports and documents and perform data analytics.
- Experience with recruitment, training, personnel development, and disciplinary matters.
- Knowledge of and ability to interpret the District and Department policies and procedures, Montana state fire code, and relevant NFPA, OSHA, NIOSH, EPA standards, ordinances, and applicable local, state, and federal laws.
- Ability to successfully obtain and maintain a valid Montana driver’s license.
- Ability to pass the Department’s pre-employment and annual physical exam.
- Ability to pass a criminal, driving record, and credit background check satisfactorily.
- Must be bondable and insurable under the District’s insurance carriers.
- Ability to read and write English and have practical oral and written communication skills.

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DESIRED QUALIFICATIONS:

- Experience working with elected governing bodies and being supervised by an elected Board of Trustees.
- Experience in collective bargaining and labor relations.
- Experience and specialized training in hazardous materials response and technical rescue skills.
- Current certification as a National Registry Emergency Medical Technician.
- A master’s degree in a related field.

PHYSICAL DEMANDS:

The physical and mental demands are representative of those that employees must meet to successfully perform the essential functions of this position, including duties of subordinate classifications. Reasonable accommodations may be made for any known disability that may interfere with the employee’s ability to perform these duties. If the employee needs accommodations to perform the essential duties of the position, the employee should notify the Board of Trustees.

The duties of this position are primarily performed in an office setting, which requires the ability to stand, sit, read, communicate, reach, and manipulate objects, as well as operate equipment such as a computer.

While performing the duties of this position, the employee may also be involved in the operation of vehicles and apparatus in all weather conditions during the day and night. The tasks may be performed in emergency and stressful situations requiring mobility over all terrains and throughout buildings that may necessitate working in cramped spaces, crawling, and exposure to hazardous conditions, and the physical ability needed for structural/wildland firefighting and EMS operations.