TITLE: Fire Chief

DEPARTMENT: Administration

REPORTS TO: La Pine Rural Fire Protection District Board of Directors

SUPERVISES: Organization

**PURPOSE:**

A Chief Executive Officer appointed by and directly responsible to the Board of Directorswho carries out the policies of the Fire District. Leads, directs and delegates responsibilities for all activities of the Fire District.

**JOB SCOPE:**

The Fire Chief, with impeccable ethics and integrity, is responsible for the effective, efficient and legal conduct of the Fire District. Position involves a high degree of regular contact with others both inside and outside the Fire District as he or she works independently on a wide variety of complex duties and responsibilities with only general direction given by the Board of Directors.

Has significant financial, professional image, and operational impacts upon the District that require the incumbent to use a high degree of judgment and tact in the execution of the essential functions.

Requires travel both inside and sometimes outside the District as he or she represents the District in community, political, and other fire service-related activities.

Involves limited exposure to hazards and extreme conditions but may require such exposure in the event of major disaster operations supervision or routine involvement in emergency operations at the command level. Involves frequently working under a high degree of stress and may require working long hours in the performance of essential functions.

**ESSENTIAL FUNCTIONS:**

The essential functions of a Fire Chief include, but are not limited to, the following duties and responsibilities:

* Manages and controls all matters pertaining to the Fire District.
* Provides that services to the community and service area are delivered consistent with the priorities set by the Board.
* Through the chain of command responsible for the general direction, supervision of all personnel and staff, including employee hiring, promotions, safety, training, and job performance evaluations.
* Through chain of command manages the execution of Fire District operations and personnel policies.
* Analyzes municipal and WUI fire and emergency service problems, and works with the Board to develop long range plans, options, and techniques to provide adequate services for the Fire District and meet objectives and goals.
* Supervises the development of the Fire District budget for submission to the Board of Directors and prepares a variety of monthly and annual reports covering departmental operations.
* Performs a variety of technical, administrative, and supervisory work in planning, organizing directing and implementing all aspects of the Fire District. Such work to include, but not limited to, developing and maintaining district policies, budgets, personnel, facilities and equipment, record keeping, report submissions to OSFM, fire code enforcement (in coordination with OSFM), and fire safe community development,
* Organizes Board meetings and work sessions, prepares and presents reports on the operations and administration of the Fire District, makes recommendation for board policy, identifies discrepancies between actual performance and adopted goals and objectives.
* Assures appropriate incident command procedures are initiated and followed at all incidents
* Monitors district revenues and grant opportunities.
* Monitors and controls district appropriations and expenditures.
* Reviews and develops with staff new operational policies, procedures rules and regulations.
* Periodically evaluates employee job descriptions standard operating guidelines, personnel policies and procedures], to ensure they are updated to meet the needs and changes within the Fire District.
* Administers collective bargaining and/or staff employment agreement(s) with represented employees and non-represented employees.
* Ensures Fire District facilities, apparatus, and equipment are maintained and in good working order.
* Assesses and responds to citizen’s concerns in a timely, courteous and effective manner.
* Enforces applicable laws as required by statute, ordinance, or policies.
* Coordinates, maintains and assures positive relations and effective relationships with a variety of political subdivisions, general public, other fire agencies, and the media.

**SECONDARY FUNCTIONS:**

* Responds to greater alarms assisting emergency services when necessary and integrates with and/or provides command as required.
* Coordinate mutual aid agreements with local agencies and OSFM.
* Maintains awareness and knowledge of current fire prevention, fire suppression, emergency

medical response and transport administrative techniques.

* Seeks and supervises acquisition of grants and monitor grant expenditures.
* Works with neighborhoods, forestry officials, OSFM on Firewise certifications and WUI resiliency.
* Supervises the development and enforcement of District regulatory ordinances and codes regarding new development, fire prevention, and community safety.
* Assures all new community development meets applicable state fire and safety codes

working with the Building Official and OSFM

* Assists with local and state disaster planning.
* Performs other similar and incidental duties as required, or as directed by the Board of Directors.

**RECRUITING KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge Of:**

* Federal, state, county and city codes and regulations.
* Public - governmental processes.
* Oregon meeting, tax, and meeting laws
* Principles, practices, procedures, equipment, and apparatus used in firefighting, rescue, emergency medical and various other emergency responses.
* Organization and management practices as applied to the analysis of programs, policies, and operational needs.
* Principles and practices of department administration, fire prevention sciences; including fire public education, inspection, and investigation.
* Budget development and financial accounting practices
* Geography of service area
* Basic emergency medical care
* Wildland urban interface
* Community development and State of Oregon fire codes
* Principles of leadership, supervision, training, and performance evaluation.
* Incident command theory

**Ability To:**

* Prioritize the needs of the Fire District.
* Provide administrative and professional leadership and direction for the department with a command presence.
* Exercise integrity, ingenuity, and inventiveness in the performance of duties.
* Plan, organize, direct, and coordinate the work of professional staff and union personnel.
* Select, supervise, train, and evaluate staff.
* Identify and respond to fire and EMS related community issues, concerns, and needs.
* Develop, implement, and administer goals, objectives, and procedures for providing efficient and effective services.
* Properly interpret and make decisions in accordance with laws, regulations and policies
* Meet the physical requirements necessary to effectively perform duties
* Prepare and administer the Fire District budget.
* Analyze problems, identify and implement solutions, and evaluate results.
* Prepare and present accurate and reliable reports.
* Operate computer and related IT systems using standard and fire district software applications.
* Be effective in communicating by writing and orally.
* Be effective in informational comprehension.
* Be approachable, but firm.

**EXPEREINCE AND TRAINING:**

**Required Experience, Education and Training:**

* A minimum of an Associate’s degree in fire science, fire service administration, public administration, management, business, public policy, or related field, or
* Equivalent education and experience in fire department supervision and management to include strategic planning, public process, budgeting, procurement, personnel management, and working with collective bargaining units.
* Minimum of 10 years of full-time experience in the Fire Service.
* A minimum of five years of full-time command experience as a chief officer that clearly demonstrates experience indicative of senior level management capabilities.

**Desirable Qualifications:**

* Bachelor’s degree in fire science, fire service administration, public administration, management, business, public policy, or related field.
* Graduate of National Fire Academy - Executive Fire Officer Program.
* NFPA Fire Officer IV or equivalent.
* Emergency Medical Technician – Basic or above.
* Fire code administrative experience.
* Knowledge of Oregon Laws and public processes- fire, EMS, boards, budget.
* Wildland firefighting, forestry.
* Command presence and demeanor, PIO experience

**Special Requirements:**

* Possess or be able to obtain by time of hire, a valid Oregon Driver’s License, insurable by Districts carrier.
* Successful completion of a medical exam with fit for duty.
* Must reside (after hire and as a condition of employment) within the Fire District.

***Physical requirements:***

Due to the nature of emergency service work and firefighting an employee in this position will be exposed to potential hazards such as extreme weather, heat, and smoke, unstable structures, live electrical lines, toxic gases, and bloodborne pathogens. Therefore, employee is required to use protective clothing and equipment and must have the ability to pass annual physicals. The mental and physical demands of the position calls for above average endurance and conditioning. Duties may include strenuous activities under adverse environmental conditions over extended periods of time. The pace of work is set by the emergency situation. During both emergency and non-emergency situations, the employee must be able to conduct coherent voice communications in person as well as via radio and telephone.