

Sweet Home

Fire & Ambulance District

POSITION DESCRIPTION

Title: Fire Chief

Exempt/Non-Exempt: Exempt

Reports To: Board of Directors

Pay Grade/Range:

Effective Date:

New position Position change Updated

General Position Summary:

The Fire Chief is the executive head of the Fire and Ambulance District and is directly responsible for proper and efficient fire department operations. The Fire Chief will perform emergency duties as necessary, including assuming the role of Incident Command or functioning as the fire department representative to the Emergency Operations Center during major incidents. Typical administrative work will include preparing detailed management and operational reports on district activities, proactively managing personnel matters, and managing the district budget strategy.

Essential Functions/Major Assignments:

- Work constructively with management staff, volunteers, and labor unions to encourage dialogue and consensus through collaborative discussions and team building, as well as participation in contract negotiations.
- Responsible for the overall administration of the Fire District, including the full supervision of all staff inclusive of oversight of discipline, effectiveness, safety, and efficiency of personnel.
- Responsible for the development and presentation of short and long-term planning for continued stable operations of the Fire District.
- Delegates duties to supervisory personnel and directs supervisory personnel in maintaining an effective fire district.
- Responsible, through subordinate personnel, for training and development of all personnel, including methods of firefighting, emergency medical systems and use of equipment.
- Evaluates the performance, effectiveness and/or productivity of all personnel and departmental functions.
- Organizes and directs fire prevention, inspection, fire investigation and firefighting activities at emergency incidents.
- Develops and executes policies, rules and regulations and general orders for fire district operations.
- Directs the preparation of the district budget, applies for grants, and directs the requisitioning of materials and equipment and the maintenance of fiscal controls on all department revenues and expenditures.
- Interacts with the Board of Directors and City and County Officials.
- Directs and implements the reorganization and revision of procedures, methods, and policies to improve the efficiency and effectiveness of the department.
- Directs the maintenance, replacement and improvement of firefighting equipment, communication equipment, fire stations and develops long range plans for the District.
- Conducts conferences with staff, civic officials and industrial representatives and participates in civic programs, emergency measure activities and fire prevention and safety activities.

- Keeps abreast of new developments in firefighting technology and prevention and legislative and court rulings affecting the Fire Service, by attending workshops, meetings and or classes as necessary to maintain his/her individual licenses and certifications and licenses or certifications of the District.
- Is responsible for the implementation of employee evaluations in accordance with the guidelines set forth by the Board of Directors and the district.
- Develops and manages a comprehensive and reliable volunteer firefighter/EMS response program, which may include resident volunteers, shift volunteers, community (respond-from-home) volunteers, CERT volunteers and Support volunteers.
- Recommends to the Board of Directors and upon approval, maintains effective automatic aid and mutual aid agreements with allied agencies.
- Ensures that Board of Directors' meeting agendas and related documents are prepared and distributed in a timely basis.
- Attends Fire District Board of Directors meetings and workshops.
- Administers performance reviews and administers the wage and benefits package as adopted by the Board of Directors and within the adopted budget.
- Functions as the Budget Officer and/or Investment Officer for the District in planning, developing, and projecting departmental budgets.
- Administers the budget in a manner which brings value to the Fire District and in compliance with applicable laws and Fire Board policy and direction.
- Projects and communicates budget status, identifies any obstacles/shortfalls with regard to the budget and makes recommendations to the Board of Directors.
- Ensures that required financial audits are performed, completed, and submitted to appropriate agencies on a timely basis.
- Ensures that required records and reports are created and submitted to appropriate agencies as required.
- Maintains appropriate files and records relating to the function of the Fire District.
- Responsible for records retention and Public Records requests.
- Responsible for developing short and long-range departmental goals and capital improvement or replacement schedules.
- Evaluates and provides analysis of various departmental services and community needs relating to fire protection, fire prevention, and emergency medical services.
- Refines existing work methods, develops new techniques, concepts or programs within established limits including Board of Director's policies and all State/Federal/County guidelines, rules, and statutes.
- Tracks and monitors Federal/State/County and other jurisdictional activities that may impact District policy, procedures, or programs.
- Coordinates with the State Fire Marshal, City/County Planning and Building Officials and other agencies in the enforcement of applicable fire prevention laws and codes.
- Participates as a District representative in local, county, regional and State meetings and planning groups related to fire and safety issues.
- Acts as the Public Relations representative for the District with regard to the general public and civic organizations.
- Acts as or designates a Public Information Officer to supervise and help disseminate information relating to incidents or other departmental news for the media and other organizations.

Secondary Functions:

- Performs other duties and functions as the Board of Directors may require or direct.

Supervisory Responsibility:

- Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include hiring of employees; planning, assigning, and directing work, appraising and or improving performance, which may include discipline; up to and including terminating employees, addressing complaints, and resolving problems.

Knowledge, skill, and Ability

Must have knowledge of skill and ability in the following:

- Fire suppression techniques and practices.
- Incident Command structure and applications.
- The organization of Emergency Medical Services.
- The process related to Emergency Management.
- The National Incident Management System.
- Mutual Aid System.
- Managing Public Finances.
- Setting and Achieving goals.
- Knowledge of applicable federal, state, and local laws, standards, and codes.
- Representing the District with the Media.
- Ability to communicate effectively both orally and in writing.
- Ability to deal with difficult personnel issues.
- Ability to handle intergovernmental relations.
- Contracts, grievances and labor relations and negotiations.
- The ability to operate computer programs, including Microsoft Word, Xcel, PowerPoint, Internet Use, word processing
- Ability to read, analyze and interpret complex documents
- Ability to respond effectively to sensitive inquires or complaints
- Ability to write documents and presentations, using original or innovative techniques or style, to convey complex information in a format that can be easily understood
- Ability to make effective and credible presentations on potentially divisive or complex topics to the Board of Directors, public groups and other organizations and individuals at the local, state, and federal level
- Ability to prepare forecasts, calculate and understand various ratios and perform analytical procedures
- Ability to define problems, collect data, establish facts, analyze information, and draw valid conclusions
- Must be able to performs all aspects of this position with minimal instruction; frequently utilizes personal judgement.
- Ability to communicate in English, both orally and in writing; as well as to effectively perform public speaking.
- Thorough knowledge of fire prevention, public education, fire ground operations, fire cause investigations, emergency medical services, human resources, budget preparation and management, open meeting laws, community relations, apparatus & equipment testing and maintenance, firefighter safety, training program management, and recruitment and retention of volunteers.
- Must have skill and ability and display a high level of leadership, communication, and motivational skills.

Education, Experience, and Certification/Licensure:

Required

- A minimum of an associate degree in Fire Science, Fire Service Administration, Paramedicine, Public or Business Administration
- A minimum of 10 years fulltime experience in the fire service.
- A minimum of 5 years of supervisory experience in the fire service comparable to a Battalion Chief or higher. (The 5 years may be part of the 10 years of full-time employment).
- Must hold a minimum of an EMT Intermediate certification.
- Principles and practices of department administration, fire prevention sciences; including public fire education, inspection, and investigation, are required qualities of the position.

OR

- Any combination of education, training, and/or experience that demonstrates equivalent requirements may be considered at the discretion of the Fire District.

Desired/Preferred

- A Bachelor’s degree in Fire Science, Fire Service Administration, Public or Business Administration
- Experience with managing volunteer operations highly desired
- Paramedic Certification
- Experience in wild land/urban interface practices and operations

Special Requirements

- Must have and maintain a valid Oregon Driver’s License (or ability to obtain within 30-days of hire) for the duration of employment, and be insurable by the Fire District insurance carrier
- Must pass the Fire District’s background check, medical and physical agility requirements including drug screen.
- The Fire Chief must reside within 12 miles of Station-21 after completion of a one-year probationary period.

Job Conditions/Work Environment/Physical Demands:

- Regular work hours are eight-hour days, five days a week or four ten-hour days; however, evening and weekend meetings are common; occasionally required to maintain an unpaid “on-call” status while off-duty.
- Travel is primarily local or regional during the business day, although some out-of-area travel an overnight may be expected.
- Work activities vary widely and include office and administrative work, response to alarms, attendance at meetings, presenting information groups or conducting training sessions, and daily driving of either passenger vehicles or fire and rescue apparatus.
- Response to alarms may occur at any time.
- The employee may be exposed to wet or humid conditions, fumes, smoke, toxic or caustic chemicals, extreme cold or extreme heat and vibration; may be exposed to blood or other potentially infectious materials during the course of duties. The person in this position must be able to wear and utilize various types of respirators, including Self-Contained Breathing Apparatus
- The physical demands here are representative of those that must be met by an employee to perform the essential functions of the job.
- While performing duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, taste, and smell.
- The employee may occasionally work from heights such as roofs or ladders.
- The employee must frequently lift or move up to 25 pounds and occasionally lift or move up to 130 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee needs to be able to drive vehicles, including fire apparatus in all types of weather, under normal and emergency response conditions

Employee Signature

Date

(The signature of the employee indicates this document has been read and is understood.)

Board President Signature

Date

(The signature of the Board President confirms the assignment of work to the employee.)