

JOB DESCRIPTION

Title: Fire Chief

Exempt/Non-Exempt: Exempt

Reports To: Board of Directors

Effective Date: April 14, 2026

General Position Summary:

The Fire Chief serves as the Chief Executive Officer and Budget Officer of the Fire District, providing overall leadership and administrative direction for the organization. This position is responsible for budgeting, strategic planning, policy implementation, and the coordination of all District functions in alignment with the Board of Directors' directives.

The Fire Chief ensures effective collaboration with local fire protection agencies and other governmental partners, supporting regional coordination and operational consistency. The role also oversees organizational readiness for fire, rescue, and emergency medical response and may serve as a Duty Officer, assuming command at emergency incidents when necessary.

Within the limits established by the Board of Directors and state and federal law, the Fire Chief shall have complete authority over the organization, its governance and discipline and shall be the final authority in the assignment of personnel.

Essential Functions/Major Assignments:

The following examples do not include all the duties that the employee may be expected to perform. This list is not to be construed as a detailed encompassing description, but representative. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

- Serves as the Chief Executive Officer and has oversight of all District functions. This includes Emergency Service Operations, Budget, Human Resources, Fire Prevention, Public Education, and Training.
- With direction from the Board, leads development and presentation of short- and long-term plans including the District's strategic plan and capital replacement plan to ensure stable and sustainable operations.
- Develops, interprets, and directs the implementation of standard operating procedures, policies, directives, and rules and regulations as adopted or delegated by the Board of Directors.
- Ensures operational readiness of personnel, apparatus, equipment, and facilities.
- 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, maintains, and administers automatic and mutual aid agreements in partnership with neighboring agencies and the County Fire Defense Board.
- Maintains strong relationships with local, county, and state agencies.

- Attends Fire District Board of Directors meetings and workshops and ensures that meeting agendas and related documents are prepared and distributed in a timely manner.
- Identifies operational and administrative needs, organizes projects/programs and delegates work assignments and responsibilities; directs and manages tasks.
- Oversees all human resources functions, including hiring, promotion, discipline, and termination of career and volunteer personnel within Board-adopted policies.
- Determines staffing needs and administers performance evaluations, wages, and benefits in alignment with Board direction and the adopted budget.
- Negotiates with Labor and administers collective bargaining agreements.
- Serves as the District's Budget Officer/Investment Officer, leading budget planning, development, forecasting, administration, and compliance with laws and Board policy. Monitors budget status, identifies challenges, communicates financial conditions, makes recommendations to the Board, and ensures completion and submission of required financial audits and reports.
- Maintains District records, oversees records retention, and manages Public Records requests.
- Develops and maintains a Board adopted Standard of Cover and deploys resources to achieve standard.
- Evaluates District services and community needs related to fire protection, prevention, and EMS; develops improved methods for overall service delivery and new programs within applicable laws and Board policy.
- Tracks and monitors Federal/State/County and other jurisdictional activities that may impact District policy, procedures, or programs.
- Coordinates with the State Fire Marshal, County Planning/Building officials, and other agencies to enforce fire prevention laws and codes.
- Directs, conducts, or assists in the investigation of fires, to determine cause, origin, and circumstances.
- Participates as a District representative in local, county, regional, and State meetings and planning groups related to fire and safety issues.
- Serves as the District's Public Relations representative and Public Information Officer, providing information to the public, media, and civic organizations.
- Participates in conferences, specialized training, and professional development to remain current on fire service trends and best practices.
- Drives and operates District vehicles in emergency and non-emergency situations.

Secondary Functions:

- May respond to emergency incidents and provide services, EMS, Command and Control, or fill necessary ICS roles.
- Performs other duties as assigned at the discretion and direction of the Board of Directors.

Specific Job Knowledge, Skill, and Ability:

- Thorough knowledge of fire prevention, public education, fire ground operations, fire cause investigations, emergency medical services, human resources, budget preparation and management, public meeting laws, community relations, apparatus and equipment testing and maintenance, firefighter safety, training program management, and recruitment and retention of volunteers.
- Skill and ability to display a high level of leadership, communication, and motivation.
- Ability to perform all aspects of the 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.
- Ability to create documents, spreadsheets, and databases using computers.
- Ability to demonstrate the highest standards of integrity and ethics and must possess keen judgment, innovation, and foresight.

Education, Experience, and Certification/Licensure:

Required

- Associate's degree in Fire Science, Emergency Medical Services, Public Administration or related field.
- Oregon licensed Emergency Medical Technician (or current certification with ability to obtain Oregon license within 6-months of hire).
- NFPA Fire Officer 1 (or equivalent)
- NFPA Firefighter 2 (or equivalent)
- NFPA HazMat Operations (or equivalent)
- NFPA Fire Instructor 1 (or equivalent)
- ICS 100, 200, 300, 400, 700, 800
- Ten (10) years of progressively responsible structural firefighting experience; including a minimum of three (3) years at or above the rank of Battalion Chief (or comparable rank) with administrative, supervisory, and budgetary responsibilities.
- Demonstrable experience in interagency coordination with wildland fire protection agencies.
OR
- Any combination of education, training, and/or experience that demonstrates equivalent requirements may be considered at the discretion of the Board of Directors.

Desired/Preferred

- Bachelor's Degree in Fire or Public Administration or related field
- National Fire Academy Executive Fire Officer and/or Fire Service Executive Development Institute
- NFPA Fire Officer 2 or above (or equivalent)
- Oregon Emergency Medical Technician 'I', 'A', or Paramedic
- Full-time Fire Service experience
- Experience in working with volunteer firefighters in either a combination

career/volunteer or volunteer organization.

Special Requirements

- Must have and maintain a valid Oregon Driver's License (or ability to obtain within six-months 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 exam, and drug screen.
- Must reside within 20-miles of Hoodland Station 351 within six-months of hire and shall remain so during tenure as Fire Chief. Any extension or exemption of this is at the sole discretion of the Board of Directors.
- Must be bondable and insurable through the Fire District's insurance agent for fiscal responsibilities.

Job Conditions/Work Environment/Physical Demands

- Regular work hours are 40-hours per week; however, evening and weekend meetings and after-hours emergency responses are common; regularly required to maintain an unpaid "on-call" status while off-duty. Schedule may be flexed based on hours worked.
- Travel is primarily local or regional during the business day, although some out-of-area and overnight travel may be expected.
- Work activities vary widely and include office and administrative work, response to alarms, attendance at meetings; presenting information to 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.
- During the course of duties 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.
- The employee must be able to wear and utilize various types of respirators, including Self-Contained Breathing Apparatus.
- 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.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. The board of directors has the exclusive right to alter this job description at any time without notice.

Employment with the Hoodland Fire District is at will. Either the Fire Chief or the District may end the employment relationship at any time, with or without cause or notice, as allowed under Oregon law and the terms of an employment agreement. Nothing in this job description creates a contract or guarantee of continued employment.

This is an accurate description of the essential functions of my position.

Employee Signature

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

Date

Board of Directors

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

Approval Date