



# Jackson County Fire District 1

Job Description  
Effective 04/08/2024

## Fire Chief

### GENERAL STATEMENT OF DUTIES:

Under direction from the Board of Directors, the Fire Chief administers all of the operations of the Fire District and is responsible for the budgeting, planning, coordination, and carrying forth of all policies and procedures established by the governing body; as Chief Administrative Officer the Fire Chief is authorized to hire, promote, and suspend pending due to process. According to the Rules and Regulations of the Civil Service Commission; deals with all phases of emergency service; ensures protection of lives and property from loss due to fire or any other threatening hazard; coordinates operations of the Fire District with other fire service agencies and with other governmental units; performs other duties and tasks as the Board of Directors may direct or request.

### TYPICAL EXAMPLES OF WORK:

An employee in this class may be called upon to perform any or all of the following. These examples do not include all of the tasks which the employee may be expected to perform. Plans, directs, supervises and manages all of the operations of the Fire District in order to provide maximum service to the community; develops departmental operations, directly or indirectly through subordinate officers; provides for the execution of all departmental rules, regulations, policies and procedures; evaluates the work performance and assignments of departmental personnel; assigns personnel and companies to fire and EMS duty in order to best serve the welfare and interest of the community; work assignment, disciplinary action and performance evaluation responsibilities for some positions may be delegated; develops plans for maintenance and replacement of departmental facilities and equipment; prepares specifications for purchasing apparatus and equipment; analyzes District fire problems, develops plans and techniques to provide adequate fire and Emergency Medical Services for the District; applies ISO Standards to improve fire defenses; recommends staffing levels and locations for new and existing facilities; preparation of the annual departmental budget for submission to the Board of Directors, documentation materials, inventory and personnel records for the department; prepares various reports as requested or required by law to the Board of Directors or the State of Oregon on the operations and activities of the District; acts in an advisory capacity to the executive board of the Volunteer Firefighters Association.

## **DESIRABLE QUALIFICATIONS FOR EMPLOYMENT - KNOWLEDGE, SKILL AND ABILITY:**

Thorough knowledge of modern fire fighting methods, principles, practices, and procedures. Thorough knowledge of fire prevention laws and ordinances. Thorough knowledge of records and reports required in the administration of a modern fire department. Thorough knowledge of the principles of supervision, organization and administration of a fire district and ambulance service. Thorough knowledge of the operation and maintenance of all fire fighting equipment and apparatus and emergency medical equipment. Ability to analyze the effectiveness of the department and to correlate the development with changing conditions within the District and other fire protection areas. Ability to plan, assign, supervise and review the work of others either directly or through subordinate supervisors. Ability to plan, develop, supervise and evaluate fire suppression, fire prevention and Emergency Medical Services activities and programs. Ability to direct effectively with good judgment, the operations of personnel and equipment under emergency conditions. Ability to communicate effectively and clearly both orally and in writing. Ability to work effectively with other agencies, officials, employees and the general public.

## **MINIMUM BASIC QUALIFICATIONS:**

Ten years of experience in the fire service, including five years of experience in a supervisory/administrative capacity. Graduation from two-year college with an associate degree in fire administration or fire science with course work in administration. Any satisfactory equivalent combination of education, experience and training which ensures the ability to perform the work may substitute for the above. Have the physical ability to be able to pass agility test as per department standards.