

**POSITION DESCRIPTION**

**Title**: Fire Chief

**Exempt/Non-Exempt**: Exempt

**Reports To:** TRFPD Board of Directors

**Salary Range**:

**Effective Date**:

**General Position Summary:**

The Fire Chief is responsible for the overall management of Tangent Rural Fire Protection District, including supervision of staff. 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.

**Essential Functions/Major Assignments:**

**Administrative:**

* Write/maintain/update District policies and procedures (Lexipol system).
* Write/maintain/update District Strategic (5-year) Plan
* Write/maintain/update Standard of Cover.
* Maintain administrative files.
* Maintain/update contracts for services (Medical Advisor, etc.)
* Maintain good working knowledge of State statutes that govern Fire Districts.
* Enter into Inter-Governmental Agreements as needed.
* Responsible for Emergency Management and Disaster Preparedness

**HR/Personnel:**

* Hire/train/manage/fire personnel as needed.
* Conduct annual employee performance reviews.
* Coordinate the Command Duty schedule.
* Maintain the Volunteer Recruitment and Retention Program.
* Administer the Support Team Program.
* Maintain personnel and medical files.

**Budget:**

* Develop the annual District budget.
* Supervise maintenance of proper fiscal records for the District.
* Monitor and approve all District expenditures.
* Conduct banking transactions.
* Plan, request bids, and make capital purchases consistent with District policies.
* Routinely check bank account balances.
* Maintain District LOSAP Program.
* Apply for relevant grant funding opportunities.
* Search for alternative funding sources.

**Communications:**

* Keep Board informed of all important District business.
* Keep all District members informed with monthly newsletter, group e-mails, or texts.
* Maintain Active 911 System.
* Keep community members informed with monthly submissions to the Tangent Newsletter.
* Maintain District Facebook page.
* Serve as District Public Information Officer.
* Maintain good working relationships with the media.
* Utilize “Flash News” for press releases.
* Participate in weekly staff meetings.

**Working Relationships:**

* Maintain healthy relationships with all members of the District.
* Participate in the Linn County Fire Defense Board.
* Meet and collaborate with peer agencies to improve efficiencies.
* Participate in relevant committees, i.e. Active Shooter, 911 Dispatch Board, etc.
* Assist other agencies with hiring and promotional boards.
* Attend social functions of peer agencies.
* Maintain involvement in local events (ex. pancake feed, safety fair, veterans’ day parade).
* Encourage outside educational opportunities for members.
* Mentor, advise, and support all members.
* Maintain memberships in all relevant professional associations.

**Secondary Functions:**

* Participate in Duty Officer Program.
* Maintain “Get Well Card” Program.
* Organize annual Awards’ Dinner and Christmas Dinner.
* Procure uniform items for volunteers.

**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.

**Interpersonal Contacts:**

* The Fire Chief has regular/frequent interaction, on phone, via computer email and in person, with those both inside and outside of the organization to exchange ideas and to provide and gather information.

**Knowledge, skill and Ability**

**Must have the knowledge of, skill in and ability in the following:**

* Knowledge of budget law and budget development.
* General computer skills.
* Ability to perform all the job functions of a Firefighter.
* Demonstrated proficiency in oral and written English communication.
* Demonstrated ability to recruit, train, and maintain a volunteer or reserve force.
* Demonstrated leadership and management skills through experience or education.
* Previous experience in personnel management including hiring, performance evaluation, etc.
* 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 Municipal 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**

* Associates degree in Fire Science or related field.
* Minimum of five years of command experience.
* Certified NFPA Fire Officer I and/or NFPA Fire Ground Leader, NFPA Instructor II, EMT Basic, NFPA Emergency Driver, Hazardous Material Awareness and Operation Qualified.
* Valid Oregon Driver’s License at the time of appointment.
* Successful completion of a comprehensive background investigation.
* Live within 10-minutes’ response time from the District’s borders.

**Desired**

* Associates of Science Degree in Fire Science

**Job Conditions:**

* 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

Appointees will be subject to completion of a standard probationary period.

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. Management has the exclusive right to alter this job description at any time without notice.

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

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Employee Signature Date

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

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Supervisory Approval Date

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