**Bandon Rural Fire District**

**Job Description**

**Title**: Fire Chief

**Department**: Administration

**Exempt/Non-Exempt**: Exempt

**Reports To:** Board of Directors

**Effective Date**: September 3, 2025

**General Position Summary:**

The Fire Chief for Bandon Rural Fire District is the administrative officer of the fire district. The Fire Chief is responsible for the quality and/or state of operational readiness of the fire district. In this capacity, the Fire Chief performs a variety of functions to include planning, organizing, directing fire suppression, developing, and implementing policies and procedures, managing personnel, and other duties and responsibilities associated with minimizing the loss of life and property. It is also the responsibility of the Fire Chief to promote a positive working relationship with the other agencies within Bandon Rural Fire District, including the City of Bandon, portraying a positive presence within the community, and promoting a harmonious atmosphere within the Fire District.

**Essential Functions/Major Assignments:**

*The Fire Chief shall be expected to perform any or all of the following listed functions. These are only examples and do not include all of the tasks which the Fire Chief may be required to perform.*

**Administrative Roles:**

* Manages risk by recommending and implementing policies and developing procedures consistent with federal and state statute and policy established by the Board of Directors.
* Responsible for maintaining a policy and procedure system that reflects current practices and includes procedures on developing, implementing, monitoring, and communicating policies to personnel.
* Establishes and maintains a reporting system to inform the Board of Directors of the progress of established goals and objectives and other activities of the Fire District.
* Attends required meetings, identifies and communicates issues that may affect the liability of the Fire District.
* Attends Board of Directors meeting to provide staff support by presenting recommendations based on objective and valid information.
* Manages’ contracts on behalf of the Board of Directors.
* Provides advice and counsel to the Board of Directors.
* Provides other administrative services as instructed and delegated by the Board of Directors
* Supervises the preparation, presentation, maintenance, and preservation of all appropriate documentation and records as required by the State of Oregon.

**Incident Readiness and Response**

* Develops and maintains an effective emergency response system and preventative activities to provide the Fire District with the established levels of service as defined by the Board of Director in the delivery of fire protection.
* Responds as Incident Commander per the Incident Command System and directs emergency scene activities appropriate to the level of operations.

**Financial Management**

* Recommends an annual budget that satisfies the defined level of service, and appropriate federal, state, local and district requirements.
* Authorizes the purchase of all equipment, supplies, and services necessary for the operation and maintenance of the Fire District as defined by district policy and procedure.
* Maintains control of expenditures within the approved budget constraints and recommends appropriate changes to the approved budget, as necessary.
* Develops funding sources through grant writing and alternative funding.

**Personnel Management**

* Serves as human resource officer and develops and implements standardized personnel management procedures to include but not limited to recruitment and selection of both career and volunteer personnel, career development, training, occupational health and safety, personnel retention, disciplinary matters, terminations, and personnel evaluations.
* Develops and maintains a discipline procedure to assure personnel conform to established professional behavioral standards, policies, and procedures.
* Provides recommendations to the Board of Directors for confirmation of new part-time or full-time career employees and volunteer members.
* Communicates information to assure all personnel are informed of decisions, actions, requirements, and status of attaining established levels of service.
* Delegates assignments to assure efficient and effective accomplishment of activities.

**External Relationships**

* Establishes and maintains a working relationship with the media, citizens, business community and other civic groups and stakeholders within the Fire District.
* Coordinates and provides information on the Fire District’s activities to all interested parties.
* Maintains good working relationships with other agencies to include, but not limited to, other fire districts, city, county government, and other organizations and jurisdictions that influence the ability of the fire district to provide services.

**Other**

* The Fire Chief will drive vehicles, including fire apparatus in all types of weather, under normal and emergency response conditions.

**Secondary Functions:**

* All other duties as assigned.

**Supervisory Responsibility:**

* The Fire Chief supervises either directly or through other subordinate officers, all fire district officers, all fire district emergency response personnel, and all non-firefighter personnel regardless of assignment with the fire district.

**Specific Job Knowledge, Skill, and Ability:**

* Must be able to speak, read, and write the English language and communicate effectively in a manner consistent with the requirements of a chief executive officer.
* Must be able to meet with the general public and respond to concerns or requests in a courteous and professional manner and be able to promote a positive image of the Fire District.
* Must be able to train, supervise, motivate, and evaluate subordinate personnel along with the ability to establish and maintain good working relationships with other employees, supervisors, and peers.
* Must be able to demonstrate a thorough knowledge of modern fire suppression, fire and life safety prevention and emergency medical care.
* Must be able to respond to emergency alarms/call outs at any time of day within acceptable response call time.
* Must have a broad knowledge and a thorough understanding of modern fire administration, personnel management, fire prevention, fire training, fire suppression and concepts and methods necessary to facilitate the determinations of varied work, challenges, and problems.
* The Fire Chief must be capable of working independently in supervising all technical and general operations and seeing that desired work results are achieved.
* Must have thorough knowledge of fire services administration, principles of public administration, budgeting, training, personnel management, and municipal government.
* Have extensive knowledge of modern firefighting methods, EMS first response and fire prevention practices.
* Be skillful in utilizing a participative approach towards management to ensure maximum utilization of human resources.
* Have a thorough knowledge of federal, state, county and local laws affecting fire district service and operations.
* Be familiar with local geography, fire hazards and other items affecting the delivery of services to the district.
* Be familiar with the newest developments in techniques and equipment used in modern fire district operations.
* Possess the ability to apply knowledge to varied fire control and fire prevention problems.
* Analyze systematically the fire prevention, training, suppression, and resource needs of the area and translate and communicate them into realistic and practical goals and objectives, supported by a comprehensive financial plan.
* Have the ability to initiate and carry out short- and long-term programs and projects for the fire district.
* Display the ability to plan, assign, and coordinate activities performed by a large group of members in varied fire district work.
* Establish and maintain positive and effective working relationships with district directors, employees, and volunteers.
* Exhibit physical endurance and social adaptability, which stands as an example for other members to follow.

**Education, Experience, and Certification/Licensure:**

**Required**

* Associate degree supplemented by successful completion of courses in fire service and/or public entity budget administration.
* Minimum of ten years progressive fire service experience, with two years as a company officer or higher.
* Valid driver’s license

OR

* An equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job.

**Desired**

* Previous experience working in a combination or volunteer only, all hazards, emergency services organization.
* Bachelor's degree, EFO, or CFO preferred.
* Fire Investigation experience and certifications are desired.
* Certifications preferred or may be completed within one year of employment:
	+ Current State of Oregon EMT-B or higher certification.
	+ NIMS ICS 100, 200, 300, 400, 700, and 800 courses.
	+ NFPA Firefighter 2.
	+ NFPA Officer 1
	+ NFPA Incident Safety Officer (ICS) desired.
	+ NFPA Instructor 1 desired
	+ Hazardous Materials Operations Level.
	+ NFPA Wildland Fire S190, S200, S205, S290, S330, S336, S339 and S390 courses\*.

**Job Conditions:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

* While performing the duties of this job, the employee is regularly required to stand, sometimes for prolonged periods of time.
* The employee frequently is required to walk, use hands and fingers to grasp or feel, reach with hands and arms, such as in handling hoses and other firefighting equipment, sometimes for prolonged periods of time, climb or balance on stairs and ladders, stoop, kneel, crouch, or crawl while fighting fires and/or assisting in search and rescues, speak or hear, and taste or smell.
* The employee must regularly lift and/or move up to 50 pounds (various firefighting equipment and gear) and lift and/or move more than 100 pounds.
* Specific vision abilities required by the job would follow NFPA 1582 requirements.
* While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and extreme weather conditions for prolonged periods, such as heat, humidity, snow, sleet, rain, ice, wind, and fog.
* Work is sometimes performed in emergency and stressful situations in which the employee is frequently exposed to hazards associated with emergency driving and work in and around traffic.
* The employee is frequently exposed to varying weather conditions, varying elevations, vibration, and in atmospheres of extreme temperatures.
* The employee is occasionally exposed to atmospheres involving chemicals, smoke, high voltage, and/or radiation.
* In addition, the employee risks exposure to persons and/or articles with contagious and/or communicable diseases and hazards associated with natural and man-made disasters.
* The noise level in the work environment is usually moderate but may be loud for extended periods of time.
* Regular work hours are Monday through Friday 8AM to 5PM
* Response to alarms may occur at any time.
* The physical demands here are representative of those that must be met by an employee to perform the essential functions of the job.
* The employee needs to be able to drive vehicles, including fire apparatus in all types of weather, under normal and emergency response conditions.

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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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Board President Signature Date

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