

POSITION DESCRIPTION

Title: Fire Chief

Exempt/Non-Exempt: Exempt

Reports To: Board of Directors

Pay Grade/Range: \$116,298- \$164,971

Effective Date: 01/05/2023

Revised Date:

General Position Summary:

The Fire Chief is the chief administrator and CEO of the Fire District and is responsible for the total supervision and operation of the Fire District. Responsibilities might include developing plans for fire protection, water systems, station locations, disaster preparedness, and communications.

Works under the supervision of the Board of Directors of the Fire District, but independently applies leadership, fire prevention, firefighting techniques, and emergency medical aid and procedures. The Fire Chief must demonstrate the highest standards of integrity, ethics, and leadership and must possess keen judgment, innovation, and foresight.

Essential Functions/Major Assignments:

- Work activities vary widely and include office and administrative work.
- The Fire Chief shall be responsible for the leadership and management of identified district needs not assigned to other personnel.
- The Fire Chief shall be responsible for promoting and adhering to the Mission, Vision, and Values of the Keizer Fire District.
- Ensures the District's compliance with all applicable laws and regulations.
- The Fire Chief shall promote Keizer Fire District by promoting goodwill among employees, partners, and community members at all times.
- Analyzes District problems, develops plans and techniques to provide adequate fire protection for the district. Applies the Oregon Insurance Office grading schedule to improve the district's rating.
- Plans for fire protection and life safety in event of a major disaster. This shall include, but not be limited to, the City of Keizer master plan.
- Responds to general alarms as the Chief Officer, as necessary.
- Oversees maintenance and replacement of district facilities and equipment.
- Oversees personnel programs including training, promotions, discipline, dismissal, vacations, wages, sick leave, and working conditions.
- Serves as the budget officer, prepares budgets for the district, develops and executes district policy, submits a variety of reports, and maintains district records.
- Manages District records retention and responses to public records requests in compliance with all applicable laws and regulations.
- Addresses public groups on the status of the Fire District, fire prevention, life safety and other fire-related subjects.
- Supervises and/or directs the Fire and EMS Divisions of the Fire District and is responsible for the control and actions of the personnel engaged in Fire and EMS operations.
- Oversees correspondences, communication and record keeping.
- Supervises fire investigation and cooperates with law enforcement agencies in the event of suspected arson. Supervises all activities of the Fire Marshal.
- Attends meetings with the District Directors, staff meetings of District officers and fire officials to assist in formulating policies and agreements.

- The Fire Chief shall be responsible for any additional administrative and operational staff duties and other duties that may on occasion be assigned by the Board of Directors.
- The Fire Chief works closely with other public entities, agencies, community partners, and the general public to maintain effective and harmonious relationships throughout the region.

Specific Job Knowledge, Skill and Abilities:

- The policies, guidelines, rules and regulations of the District and applicable collective bargaining agreement, applicable national, state and local laws, ordinances and codes affecting fire and emergency response services.
- Modern methods, techniques and theories used in: code development and enforcement (fire prevention; public education; arson/fire investigation; hazardous materials; fire suppression; emergency medical services; disaster management and terrorism).
- Principles, practices, methods and techniques in all areas relating to management of emergencies including principles, practices and functions of the National Incident Management System (NIMS) or other current Incident Management Systems.
- Principles, methods and practices in the area of public-sector finance administration, with particular reference to accounting and budgeting, including all applicable laws, ordinances and regulations.
- Local geography, including the major fire hazards of all service areas.
- Excellent leadership, management and team building skills including strategic planning, personnel management, project management, problem analysis, delegation, decision making, critical thinking, judgment, conflict resolution, adaptability/flexibility, delegation, stress tolerance and time management.
- Strong presentation, oral and written communication skills with the ability to communicate and present complex ideas and information, and apply appropriate communication techniques, to various audiences.
- Strong negotiation and partnering skills with the ability to establish and maintain cooperative and effective working relationships with the Board of Directors, command staff, assigned personnel, union representatives, other District employees, various professional, civic and government officials, and the general public under both regular business and adverse/emergency conditions.
- Ability to investigate, gather and evaluate information, identify problems, and makes logical decisions; project consequences of actions; testify in court in relation to findings and opinions.
- Collaborative, imaginative, resourceful, reliable, technically, and politically astute.
- Ability to articulate different approaches, strategies, and expectations into a unified strategy and/or operational work plan.
- Ability to conceptualize and implement effective fiscal controls, practices and programs.
- Ability to oversee the development and execution of strategic and operational plans, while maintaining an effective organizational structure, to support both growth and maintenance of the District.
- Ability to demonstrate a clear and unequivocal commitment to cultural diversity as a core personal and organizational value in the development of human resources within the District.
- Ability to work independently and effectively under minimal supervision.
- Ability to work under pressure, consistently meet timelines and project/program objectives, and adjust to changing priorities.
- Ability to take personal accountability for one's actions and responsibilities.

Education, Experience, and Certification/Licensure:

Required

Experience: Ten (10) years of progressively responsible administrative and supervisory experience with at least five (5) years at Battalion Chief or higher level in a career or combination (career/volunteer) organization, and

Education: Bachelor’s Degree in Fire Science, Public Administration, Management or related field.

OR

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

Other Requirements:

- Ability to pass the pre-employment drug test, medical exam and background check. This background check will include a credit check because essential duties of the Fire Chief position involve accessing the District’s sensitive financial information.
- Possess or have the ability to obtain a valid Oregon Class C driver's license and possess a driving record that meets the District’s driving standards.
- Must be insurable through the District’s insurance provider.
- Possess or have the ability to obtain applicable certifications associated with area(s) of assignment.
- Must reside within the District boundaries within twelve months of appointment.

Job Conditions:

- Regular work hours are eight-hour days, five days a week; however, evening and weekend meetings are common; occasionally required to maintain an unpaid “on-call” status while off-duty. The Fire Chief position is FLSA-exempt. The Fire Chief will regularly work in excess of 40 hours a week and must be available outside of regular business hours.
- Travel is primarily local or regional during the business day, although some out-of-area overnight travel may be expected.
- Response to alarms may occur at any time.
- The Fire Chief position will include work activities in a wide variety of environments, including outdoors in all weather conditions.
- The Fire Chief position will include work in stressful situations, emergency situations, and physically demanding situations.
- The Fire Chief position will include working in close proximity to moving mechanical parts.
- The Fire Chief’s duties may involve exposure to wet or humid conditions; fumes and smoke; toxic or caustic chemicals; extreme cold or extreme heat; and blood or other bodily fluids. The Fire Chief must be able to wear and utilize various types of respirators and other personal protective equipment.
- The Fire Chief’s duties require the ability to see; sit, talk, listen, stand, walk, use hands and fingers to operate and handle objects, tools, and controls; crawl; stoop; kneel; crouch; climb; balance; taste; and smell.
- The Fire Chief’s duties may require occasional work from heights, such as roofs or ladders.
- The Fire Chief’s duties frequently require the lifting and moving of up to 25 pounds and occasionally require the lifting and moving of up to 130 pounds.
- The Fire Chief’s duties require the ability to drive vehicles, including fire apparatus, in all types of weather and under normal and emergency conditions.

Employee Signature

Date

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

Supervisory Approval

Date

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