



Fire Chief Job Description

Annual Salary: \$134,000 to \$155,000

Exempt / Non-Exempt: Exempt

Reports to: Board of Directors

Effective Date: 08/05/2026

POSITION SUMMARY AND PURPOSE:

The Fire Chief serves as the chief executive officer of the Aurora Fire District and is responsible for the overall leadership, administration, and management of district operations. The position provides strategic direction and oversight for fire suppression, emergency medical services, fire prevention, emergency preparedness, hazardous materials response, community risk reduction, personnel administration, budgeting, labor relations, facilities, apparatus, and long-range planning.

The Fire Chief works under the policy direction of the board of directors and exercises considerable independent judgment in carrying out adopted policies, district goals, and applicable laws. The position serves as the primary representative of the district with employees, volunteers, community stakeholders, governmental agencies, and partner organizations.

SUPERVISION RECEIVED:

- The Fire Chief works under the guidance of the board of directors. The Fire Chief receives general administrative direction from the board of directors, carrying out directives of the board regarding established goals, budget, and boundaries set by district policy, and all applicable laws.

SUPERVISION EXERCISED:

- The Fire Chief provides full oversight of all staff: full-time, part-time, temporary employees and volunteers in all aspects of district operations through approved organizational structures.
- Using district policy and goals, the Fire Chief is expected to exercise independent judgment in carrying out programs to hire, promote, evaluate, counsel, assign, recall, transfer, reward, discipline, suspend, and discharge any district personnel as needed.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Provides leadership, direction, and oversight for all district operations, personnel, programs, and services.
- Develops and implements strategic goals, objectives, operational plans, and organizational priorities consistent with board policy.
- Directs fire suppression, EMS, training, fire prevention, community risk reduction, emergency preparedness, and disaster response activities.

- Develops, recommends, and administers district policies, procedures, and operational standards.
- Directs recruitment, hiring, employee development, performance management, discipline, and personnel administration in accordance with applicable laws, collective bargaining agreements, and district policies.
- Promotes a professional, inclusive, and safe work environment among career staff and volunteers.
- Prepares, administers, and monitors the district budget and oversees district financial operations and fiscal accountability.
- Oversees planning and management of district facilities, apparatus, equipment, technology, and capital assets.
- Ensures compliance with all applicable federal, state, and local laws, regulations, standards, and reporting requirements.
- Represents the district before governmental agencies, elected officials, partner organizations, community groups, media representatives, and the public.
- Attends board meetings and advises the board regarding district operations, policies, budgets, strategic initiatives, and organizational needs.
- Responds to emergency incidents and serves in an incident command, supervisory, or support role as necessary.
- Maintains availability for emergency response and operational needs outside normal business hours.

PERIPHERAL DUTIES:

- Attends administrative level conferences, schools, and seminars related to enhancement of the position and the district to deliver effective services as authorized by the board of directors.
- May represent the district by active participation and membership in local, state, national, and international organizations as authorized by the board of directors.
- Maintains an understanding of fire prevention codes and practices.
- Performs other duties as assigned by the Board of Directors.

MINIMUM QUALIFICATIONS:

- Associate degree in Fire Science, Public Administration, Emergency Management, Business Administration, or a closely related field
- Minimum of ten (10) years experience in public fire service, with documented progression in responsibility and rank, with at least five (5) years at the rank of Captain (or equivalent) or above.
- **- OR -**
- An equivalent combination of education, training, and experience that demonstrates the knowledge, skills, and abilities necessary to perform the position.

REQUIRED CERTIFICATIONS/OTHER

- NFPA Firefighter II (or equivalent)
- NFPA Instructor I (or equivalent)
- NFPA Fire Officer I (or equivalent)
- Oregon licensed EMT or higher (or ability to obtain within one year of hire)
- Valid, insurable driver's license
- Bondable and insurable through the district insurance agent for fiscal responsibility purposes

DESIRED QUALIFICATIONS/CERTIFICATIONS:

- Bachelor's Degree or equivalent.
- Experience with a volunteer or combination volunteer/career fire department.
- Previous supervisory experience and/or management training beyond minimum requirements.
- EMT Advanced, Intermediate, or Paramedic certification and/or experience.
- Experience with management/labor relations and bargaining agreement negotiations
- NFPA Instructor II or higher (or equivalent)
- NFPA Fire Officer II or higher (or equivalent)
- The ability to meet physical requirements as described in NFPA 1582.

SPECIAL REQUIREMENTS:

- Must successfully complete all post-offer employment requirements applicable to the position, including background investigation, medical examination, fitness-for-duty evaluation, and any other assessments permitted by law and required by district policy.
- Must reside within 15-miles of the district's boundaries 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. Residency requirements shall be administered in accordance with applicable law and district policy.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of modern fire suppression and prevention and emergency medical service principles, procedures, techniques, and equipment.
- Knowledge of the Uniform Fire Code and of Incident Command.
- Knowledge of and ability to interpret Oregon Revised Statutes, Oregon Administrative Rules, and local ordinances and regulations.
- Knowledge of Federal laws, standards, and guidelines pertaining to public fire protection, public administration, and fire related criminal activities.
- Knowledge of and working experience in the Fire Department Accreditation process and improvement of ISO ratings.
- Skill in the operation of firefighting tools, radios, pagers, apparatus, and equipment.
- Ability to develop, implement, and administer a fire district budget per Oregon law and understand fiscal accountability of a fire district.
- Ability to train, supervise, evaluate, and counsel subordinate personnel.
- Ability to be an effective listener and communicate effectively orally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to establish and maintain effective working relationships with volunteer and career subordinates, the board of directors, and the public.
- Ability to establish and maintain effective working relationships with mutual aid fire districts and EMS Transporting agencies.
- Ability to lead, plan, organize, and monitor various divisions and program areas.
- Ability to create documents, spreadsheets, and databases using computers.
- Ability to routinely deal with the general public, public employees and officials, and the media in a courteous and cooperative manner, building and maintaining exemplary interpersonal relationships with each.
- Ability to effectively communicate orally and in writing and to comprehend documents, reports, laws, regulations, and emergency communications necessary to perform the essential functions of the position.
- Ability to respond to emergency incidents and district operational needs within timeframes established by the Board of Directors.

- Ability to maintain an Oregon Driver's license without record of suspension or revocation.
- Experience with Oregon special districts and public-sector governance.
- Experience preparing and administering public agency budgets.
- Experience working with elected boards and public meetings requirements.
- Experience with labor relations and collective bargaining in a public-sector environment.

PHYSICAL DEMANDS

- 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or 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.
- Emergency response functions constitute essential job duties. The Fire Chief must be capable of safely performing emergency management and command responsibilities with or without reasonable accommodation.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work is performed primarily in an office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations and may require working long hours.
- The individual is exposed to alarms and hazards associated with fighting fires and rendering emergency medical assistance including; smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.
- The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings, and loud at emergency scenes.

Equal Employment Opportunity

Aurora Fire District is an equal opportunity employer. The District does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, marital status, genetic information, or any other status protected by federal, state, or local law. Reasonable accommodations will be provided to qualified individuals with disabilities and to applicants during the hiring process consistent with applicable law.