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# JACKSON COUNTY FIRE DISTRICT 4

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21200 HWY 62 • SHADY COVE, OR • 97539 • (541) 878-2666

## FIRE CHIEF POSITION DESCRIPTION

**Title:** Fire Chief

**Exempt/Non-Exempt:** Exempt

**Reports To:** Board of Directors

**Pay Grade/Range:**

**Effective Date:**

### **General Position Summary:**

The Fire Chief is the Chief Executive Officer (CEO) for the District with responsibilities that include budgeting, planning, coordination and implementation of all district programs activities and policies established by the Board of Directors.

### **Essential Functions/Major Assignments:**

- The Fire Chief coordinates the operations of the District with other local, regional, and state fire protection agencies and with other governmental agencies.
- Will supervise the technical and general operation of the District and assures desired work results are achieved within the constraints of the District Budget.
- Attends Board of Directors' meetings, budget meetings, and all other meetings necessary for the orderly conduct of District business.
- Prepares agendas and ensures all required reference materials and documentation are available.
- Responds to and implements the directives and policies of the Board of Directors.
- Directs and participates in District planning, organizing, staffing, directing, control, and evaluation functions.
- Oversees the District's overall personnel system; administers the labor agreement; enforces District rules, regulations, and procedures; maintains discipline, transmits orders, and conducts performance appraisals.
- Prepares a proposed annual budget designed to address the operational requirements of the District for Budget Committee and Board of Directors' consideration and approval.
- Develops organizational procedures, rules and regulations, and other standards necessary to implement Board policies and facilitate efficient District operation.
- Meets with District personnel and other agency personnel to discuss, review, and implement various programs related to District operation and community fire protection.
- Supports and advises the development, coordination and integration of volunteer members with District activities.
- Practices and promotes safe working habits. Investigates reported unsafe working conditions and implements remedial provisions as required.

### **Secondary Functions:**

- Other duties may include functioning as a Duty Officer and/or Command Officer at emergency scenes.
- All other duties as assigned

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*Mailing Address • P.O. Box 1400 • Shady Cove, OR • 97539-0394*

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**Job Scope:**

- The Fire Chief is required and must be able to analyze problems or concepts and make decisions on the information.
- This position may have an impact and influence on organization operations, programs, expense, or budgetary outcomes.
- Planning processes will include determination of issues or obstacles and preferred courses of action
- Ability to forecast for the near future and the long-term is required and planning responsibility may also include identification of activities/solutions in concert with others

**Supervisory Responsibility:**

- The Fire Chief has full supervisory responsibility for all employees of the district and directly supervises and directs the activities of the Captains.
- The Fire Chief also has supervisory responsibility over all volunteers

**Interpersonal Contacts:**

- Will have regular communication with those inside and outside of the organization with those inside the organization to exchange ideas and gather information.

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

- In-depth knowledge of fire protection principles and practices, administration and management principles, and law related to fire protection and related administrative practices.
- Must possess knowledge of District administration, principles of public administration, personnel management, budgeting and local municipal government
- Must have knowledge of principles of fire protection including emergency response, fire and life safety, and training
- Knowledge of principles of risk analysis, standards of cover, and strategic planning
- Must have, or be able to obtain quickly, knowledge of District resources, geography, special hazards, and communication systems.
- Must have skill in incident command and control strategy
- Must have skill and ability in leading and directing others, working with multiple agencies and priorities, written and oral communications and the fluent and effective use of computers and computer systems.
- Must have knowledge of and ability to apply principles of public administration and fire protection to District needs
- Must be able to analyze fire suppression, EMS, and fire prevention needs and address them through the development of realistic budgets
- Ability to plan and carry out short and long-term programs of the District
- Ability to establish effective working relationships with District personnel, other agency personnel and the public
- Must have skill and ability to prepare oral and written reports and documents
- Must be able to coordinate and delegate activities.
- Ability to communicate effectively with paid and volunteer personnel, elected officials, other agency personnel, the media, and the public.

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

**Required**

- Associate degree in Applied Science/Fire Science.
- A minimum of eight (8) years full-time experience with a paid or combined paid/volunteer fire department. Experience must exhibit a consistent pattern of participation, personal and professional growth, and increasing organizational responsibility.
- At least five (5) years supervisory and administrative experience in a managerial and command position of Battalion Chief or higher that demonstrates the required knowledge, abilities, behaviors, and traits to perform the essential functions.
- Any combination of education and work experience that meets these requirements will be considered

**Desired**

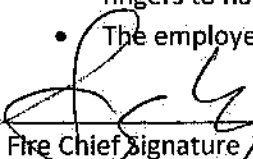
- Oregon licensed EMT, or able to obtain by date of hire
- Additional upper division or graduate level managerial course work or equivalent.
- Completion of the National Fire Academy Executive Fire Officer program, or other certificated managerial training programs.
- Chief Fire Officer Designation from the Commission on Fire Accreditation International.
- Proven experience in interagency coordination with structural and wildland protection agencies.
- Proven experience working with districts, cities, and/or other governmental agencies.

**Special Requirements**

- Reside within 20 minutes of the District boundary upon completion of District's probationary period

**Working Conditions:**

- The work environment varies widely and will include both working in a professional office environment, or out in any form of weather
- The work schedule is negotiable with deviation from this schedule at any time and without advance notice
- Routinely uses standard office equipment, especially computers and mobile devices
- In performance of the duties of this job, the employee is occasionally required to stand; walk; sit; use hands and fingers to handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; talk or hear
- The employee will lift or move objects and supplies, up to 75 pounds.

  
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Fire Chief Signature

12-20-2022  
Date

  
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Board President Signature

12-20-2022  
Date