# Monroe Rural Fire Protection District

## Job Description

# Fire Chief

POSITION SUMMARY

The Fire Chief shall be responsible for planning, organizing, administering, and directing the operations of the fire district and the work of others, making decisions, dealing with personnel matters and community issues, working close with the public, news media and the administrators of other public agencies. The position of Fire Chief is hired by the Board of Directors.

SUPERVISION RECEIVED

The Fire Chief receives general administrative direction from the Board of Directors within established goals, boundaries set by District policy, and all applicable law.

SUPERVISION EXERCISED

Is expected to exercise independent judgment in carrying out policy, programs, and orders, and in the interest of the district to hire, suspend, recall, assign, transfer, promote, reward, discipline, and discharge all District personnel. Responsible to direct subordinate personnel in all aspects of District operations, and to initiate and/or adjust grievances concerning district personnel.

PRINCIPLE DUTIES & RESPONSIBILITIES

Conducts an analysis of issues concerning the mission, goals and objectives of the district.

The Fire Chief supervises and directs the activities of all fire district volunteers and staff.

The Fire Chief determines and recommends to the Board of Directors the personnel, equipment and facility needs of the district.

The Fire Chief shall maintain command and control of the firefighting resources of the department in the handling of emergency and non-emergency incidents. These incidents include but are not limited to fire suppression activities, hazardous materials and emergency medical service responses.

Develops short and long-range plans, which identify and implement improvements for the provision of effective fire and life safety services for the district. Including, but not limited to, replacement of facilities, apparatus, equipment, and the establishment of programs.

Directs and promotes the development of policies, and procedural guidelines.

Directs the development, update, and implementation of performance standards for the evaluation of personnel.

Evaluates and counsels subordinate personnel regarding their performance, and provides direction concerning other personnel issues.

Directs the preparation, and is responsible for the administration, of the budget for the District.

Prepares and/or reviews reports and keeps necessary records as may be required by District policy or the Board of Directors.

Performs emergency response duties as necessary.

Attends administrative and management level conferences, schools, seminars and classes related to enhancement of the position and the ability of the district to deliver effective fire and life safety services to the public.

Attends internal and external meetings as may be deemed appropriate.

May represent the district by active participation and membership in State, national and international organizations as authorized by the Board of Directors.

Renders prompt, efficient, and courteous service to promote goodwill between the district and the public.

Meets with the public and other agencies to process inquiries, complaints and concerns.

Responsible for final decision in recruitment and selection of department employees.

Administers disciplinary actions up to and including discharge.

Other duties to accomplish the mission of the District as assigned by the Board of Directors

**Desirable Qualifications:** Have thorough knowledge of fire suppression and prevention methods, principles, practices and procedures; principles and practices of emergency medical services; fire department administration; fire prevention and emergency medical laws and ordinances. Have considerable knowledge of the operation and maintenance of firefighting and emergency medical equipment and apparatus and the principles of supervision and personnel practices.

**Ability to** command a fire scene; communicate effectively both orally and in writing; plan, organize and direct the work of others to meet overall objectives and goals; maintain effective working relationships with City/County officials, Fire District officials, other employees and the community; analyze the effectiveness of the department and correlate its development with changing conditions in the Fire District; direct effectively and with good judgement the operations of personnel and equipment under emergency conditions; perform the duties of a firefighter and emergency medical technician; make good judgements, issue appropriate orders and act appropriately and calmly in emergency situations; perform strenuous activities under hazardous and dangerous circumstances. Demonstrate knowledge and proficiency with the District’s computer and software programs.

**Skill in** safe operation of fire and emergency medical equipment and vehicles; incident command; scene management and coordination.

**Experience and Training:** Ten years of progressively more responsible experience in fire suppression/prevention. Three years as a fire officer, supervising personnel and administrative experience including managing volunteer personnel.

Minimum Certifications or licenses

* Hold Fire Officer I, or any equivalent combination of experience/training which demonstrates the ability to perform the above-described duties.
* Fire Fighter II or greater
* Emergency Medical Technician Basic
* Fire Apparatus Operator
* National Wildfire Coordinating Group Engine Boss
* Valid driver’s license insurable by the District’s insurance carrier
* Hazardous Materials Awareness & Operations
* Hazardous Materials Incident Commander

Desired Certifications

* Advanced Emergency Medical Technician or greater
* Associates Degree or greater in related field

**Necessary Special Requirements:**  Pass a NFPA 1582 employment physical exam and a drug test after a contingent offer of employment. Ability to pass an annual department physical agility exam. Primary residence requirement inside the fire district and within a 15-minute response time to the main station; district will allow 1 year from initial employment to meet this requirement.

**Physical Demands of Position:** 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 regularly required to talk and hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift -/+ and/or move more than 100 pounds. The candidate must be able to discern and use thermal imaging equipment. The Fire Chief is expected to enter IDLH (Immediately Dangerous to Life and Health) with the use of Self Contained Breathing Apparatus and other appropriate respirators.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to wet and/or humid conditions; moving mechanical parts; high precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; and risk of electric shock. The noise level in the work environment is usually moderate.

**Benefits:** Competitive benefit program that includes PERS retirement, family health insurance, life insurance, paid vacation, and holidays.