



POSITION DESCRIPTION

Title: Fire Chief

Exempt/Non-Exempt: Exempt

Reports To: Hoodland Fire District Board of Directors

Pay Grade/Range: \$128,600 - \$135,000

Effective Date: 09/15/2020

New position Position change Updated

General Position Summary:

The Fire Chief functions as the Chief Executive Officer and Budget Officer of the Fire District and is responsible for the overall administration of the Fire District. Responsible for budgeting, planning, coordination, and implementation of all policies established by the Board of Directors; coordinates the operation of the District with other local fire protection agencies and other governmental agencies; performs other duties and tasks as directed by the Board of Directors. Ensures operational preparedness for response to fire, rescue, and emergency medical emergencies; may function as a Duty Officer and take command at emergency scenes.

Essential Functions/Major Assignments:

- As the Chief Administrative Officer for oversight of all Fire District Operations: Fiscal, Human Resources, Fire Prevention/Public Education, Fire Suppression, Training, and Emergency Medical Services.
- Responsible for the development and presentation of short and long-term planning for continued stable operations of the Fire District.
- Develops, interprets, and directs the implementation of Standard Operating Procedures, Department Policies, Directives, and Department Rules and Regulations as adopted or delegated by the Board of Directors.
- Ensures the operational readiness of the Fire District, including personnel, apparatus, and equipment readiness.
- Develops and manages a comprehensive and reliable volunteer firefighter/EMS response program, which may include resident volunteers, shift volunteers, community (respond-from-home) volunteers, CERT volunteers and Support volunteers.
- Recommends to the Board of Directors and upon approval, maintains effective automatic aid and mutual aid agreements with allied agencies.
- Maintains effective working relationships with allied agencies and community partners.
- Acts as the communications link and maintains information and statistics as directed for the Board of Directors and prepares reports as required.
- Ensures that Board of Directors' meeting agendas and related documents are prepared and distributed in a timely basis.



- Attends Fire District Board of Directors meetings and workshops.
- Identifies operational and administrative needs, organizes projects/programs and delegates work assignments and responsibilities; directs and manages tasks.
- Performs human resources duties, including the hiring, disciplining, promoting, or termination of all staff, including career or volunteer, within the policies adopted by the Board of Directors.
- Determines staffing needs.
- Administers performance reviews and administers the wage and benefits package as adopted by the Board of Directors and within the adopted budget.
- Functions as the Budget Officer and/or Investment Officer for the District in planning, developing, and projecting departmental budgets.
- Administers the budget in a manner which brings value to the Fire District and in compliance with applicable laws and Fire Board policy and direction.
- Projects and communicates budget status, identifies any obstacles/shortfalls with regard to the budget and makes recommendations to the Board of Directors.
- Ensures that required financial audits are performed, completed and submitted to appropriate agencies on a timely basis.
- Ensures that required records and reports are created and submitted to appropriate agencies as required. Maintains appropriate files and records relating to the function of the Fire District.
- Responsible for records retention and Public Records requests.
- Responsible for developing short and long-range departmental goals and capital improvement or replacement schedules.
- Develops and maintains a 'Standard of Cover'.
- Evaluates and provides analysis of various departmental services and community needs relating to fire protection, fire prevention, and emergency medical services.
- Refines existing work methods, develops new techniques, concepts or programs within established limits including Board of Director's policies and all State/Federal/County guidelines, rules, and statutes.
- Tracks and monitors Federal/State/County and other jurisdictional activities that may impact District policy, procedures, or programs.
- Coordinates with the State Fire Marshal, County Planning and Building Officials and other agencies in the enforcement of applicable fire prevention laws and codes.
- Responds on emergency incidents as required to either directly deliver services or assume command or other ICS position as needed; supervises the use of personnel and equipment.
- Directs, conducts, or assists in the investigation of fires when necessary, to determine cause, origin, and circumstances.



- Participates as a District representative in local, county, regional and State meetings and planning groups related to fire and safety issues.
- Acts as the Public Relations representative for the District with regard to the general public and civic organizations.
- Acts as the Public Information Officer providing information relating to incidents or other departmental news for the media and other organizations.
- Attends conferences, specialized schools, seminars, and other functions as necessary to keep abreast of new developments in subjects relating to the operation and functions of the Fire District

Secondary Functions:

- Performs other duties and functions as the Board of Directors may require or direct.

Supervisory Responsibility:

- Exercises direct supervision of all fire department staff and volunteers.

Specific Job Ability:

- Must be able to perform all aspects of this position with minimal instruction; frequently utilizes personal judgement.
- Ability to communicate in English, both orally and in writing; as well as to effectively perform public speaking.
- Thorough knowledge of fire prevention, public education, fire ground operations, fire cause investigations, emergency medical services, human resources, budget preparation and management, open meeting laws, community relations, apparatus & equipment testing and maintenance, firefighter safety, training program management, and recruitment and retention of volunteers.
- Must have skill and ability and display a high level of leadership, communication, and motivational skills.

Education, Experience, and Certification/Licensure:

Required

- Associates Degree in Fire Science, Emergency Medical Services, Public Administration or related field. Consideration may be given to currently employed Chief Officers without a degree but meeting all other minimum qualifications.
- Oregon Certified Emergency Medical Technician (or current National Registry certification with ability to obtain Oregon certification within 6-months of hire).
- NFPA Firefighter 2 (Oregon or IFSAC certifications or equivalent)
- NFPA HazMat Operations (Oregon or IFSAC certifications or equivalent)



- NFPA Fire Instructor 1 (Oregon or IFSAC certifications or equivalent)
- NFPA Fire Officer 1 (Oregon or IFSAC certifications or equivalent)
- ICS 100, 200, 300, 400, 700, 800
- Minimum of 10-years progressive Structural Firefighting experience; including a minimum of 3-years at or above the rank of Battalion Chief or comparable rank.
- Experience in working with volunteer firefighters in either a combination career/volunteer or volunteer organization highly preferred.
- Experience in interagency coordination with wildland fire protection agencies

OR

- Any combination of education, training, and/or experience that demonstrates equivalent requirements may be considered at the discretion of the Fire District.

Desired/Preferred

- Bachelor's Degree in Fire or Public Administration or related field
- National Fire Academy Executive Fire Officer
- NFPA Fire Officer 2 or above
- Oregon Emergency Medical Technician 'I', 'A' or Paramedic
- Full-time Fire Service experience

Special Requirements

- Must have and maintain a valid Oregon Driver's License (or ability to obtain within 30-days of hire) for the duration of employment, and be insurable by the Fire District insurance carrier
- Must pass the Fire District's background check, medical and physical agility requirements including drug screen.
- Must reside within 20-minutes of Hoodland Station 351 within 6-months of appointment and shall remain so during the tenure as Fire Chief. Any residence outside this boundary is subject to Fire Board approval.
- Must be bondable and insurable through the Fire District's insurance agent for fiscal responsibilities.

Job Conditions/Work Environment/Physical Demands:

- Regular work hours are eight-hour days, five days a week or four ten-hour days; however, evening and weekend meetings are common; occasionally required to maintain an unpaid "on-call" status while off-duty.
- Travel is primarily local or regional during the business day, although some out-of-area travel an overnight may be expected.



- Work activities vary widely and include office and administrative work, response to alarms, attendance at meetings; presenting information groups or conducting training sessions, and daily driving of either passenger vehicles or fire and rescue apparatus.
- Response to alarms may occur at any time.
- The employee may be exposed to wet or humid conditions, fumes, smoke, toxic or caustic chemicals, extreme cold or extreme heat and vibration; may be exposed to blood or other potentially infectious materials during the course of duties. The person in this position must be able to wear and utilize various types of respirators, including Self-Contained Breathing Apparatus
- The physical demands here are representative of those that must be met by an employee to perform the essential functions of the job.
- While performing duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, taste, and 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

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.)