**POSITION DESCRIPTION**

**TITLE:** Fire Chief

**DEPARTMENT:** Keno Rural Fire Protection District

**REPORTS TO:** Board of Directors

**SUPERVISES:** Organization

**PRIMARY PURPOSE:**

A Chief Executive Officer who formulates operating procedures that carries out the policies of the Board of Directors. Directs and delegates responsibilities for all activities of the Fire District.

**JOB SCOPE:**

The Fire Chief is responsible for all operations and activities of the Fire District. Involves a high degree of regular contact with others both inside and outside the Fire District as he or she works highly independent on a wide variety of complex duties and responsibilities with only general direction given by the Board of Directors.

Performances of functions have significant financial, professional image, and operational impacts upon the District that require the incumbent to use a high degree of judgment and tact in the execution of the essential functions. Requires travel both inside and outside the district as he or she represents the District in community, political, and other fire service-related activities. Involves limited exposure to hazards and extreme conditions but may require such exposure in the event of major disaster operations, supervision, or routine involvement in emergency operations at the command level. Involves frequently working under a high degree of stress and may require working long hours in the performance of essential functions.

**ESSENTIAL FUNCTIONS:**

The essential functions of a Fire Chief include, but are not limited to, the following duties and responsibilities:

* Manages and controls all matters pertaining to the Fire District
* Analyzes district fire and emergency service problems, develops plans and techniques to provide adequate protection for the Fire District
* Develops and maintains a risk management program for the district to minimize liability
* Coordinates with area fire departments and emergency service agencies
* Assures appropriate incident command procedures are initiated and followed at all incidents
* Develops short and long-range plans, goals and objectives to meet Fire District needs
* Manages the development and execution of Fire District operations and personnel policies
* As Budget Officer, supervise the development of Fire District budget for submission to the Board of Directors.
* Enforces applicable laws as required by statute, ordinance, or policies
* Prepares reports and supervises the keeping of records
* Manages the selection, placement, promotion, and discipline of all personnel
* Coordinates, maintains and assures positive relations and effective relationships with a variety of political subdivisions, general public, other fire agencies, and the media
* Assists with area planning for emergency services protection in event of major disaster
* Maintains awareness and knowledge of current fire prevention, fire suppression, emergency medical response, and administrative techniques
* Apply for relevant grant funding opportunities
* Search for alternative funding sources
* Monitor all district expenditures
* Performs other similar and incidental duties as required, or as directed by the Board of Directors

**SKILLS AND ABILITIES;**

**Knowledge of:**

* Federal, state and county codes and regulations
* Principles, practices, procedures, equipment, and apparatus used in firefighting, rescue, emergency medical and various other emergency responses
* Organization and management practices as applied to the analysis of programs, policies, and operational needs
* Principles and practices of department administration, fire prevention sciences; including fire public education, inspection, and investigation
* Budget development and financial accounting practices
* Geography of service area
* Basic Emergency Medical Care
* Principles of supervision, training and performance evaluation
* NIMS Incident command theory

**Ability to:**

* Plan, organize, direct, and coordinate the work of all personnel
* Select, supervise, train, and evaluate staff
* Provide administrative and professional leadership and direction for the department
* Identify and respond to community issues, concern, and needs
* Develop, implement, and administer goals, objectives, and procedures for providing efficient and effective services
* Properly interpret and make decisions in accordance with laws, regulations, and policies
* Meet the physical requirements necessary to effectively perform duties
* Prepare and administer district budget
* Analyze problems, identify, and implement solutions and evaluate results
* Understand and follow oral and written communications
* Prepare and present accurate and reliable reports
* Operate computer systems using customized software applications
* Exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks
* Respond to calls for service – both emergency and non-emergency

**EXPERIENCE AND TRAINING;**

**Accepted Experience and Training:**

* A minimum of an associate degree in fire science, fire service administration, public administration, management, business, public policy, related field.
* Minimum of 10 years of experience in the Fire Service
* Minimum of five years of supervisory experience that clearly demonstrates experience indicative of senior level management capabilities
* Equivalent combination of education and work experience will be considered
* Emergency Medical Technician – Basic within first year of employment

**Desirable Qualifications:**

* Bachelor degree in fire science, fire service administration, public administration, management, business, public policy, related field. OR
* Graduate of National Fire Academy – Executive Fire Officer Program
* NFPA Fire Officer III
* Experience working with volunteers

**Special Requirements:**

* Possess or be able to obtain by time of hire, a valid Oregon Driver’s License, insurable by District’s carrier
* Successful completion of medical/psychological exams
* Within the first year of employment, establish and maintain residence within the fire district, within10 minutes of Station one.
* Demonstrate ability to perform all necessary emergency scene functions