

## **FIRE CHIEF JOB DESCRIPTION**

### **DISTINGUISHING FEATURES:**

The Fire Chief is the Chief Executive Officer (CEO) for the District. Responsibilities include budgeting, planning, coordination, and implementation of all District programs, activities, and policies established by the Board of Directors. The Fire Chief coordinates the operations of the District with other local, regional, and state fire protection agencies and with other governmental agencies. Other duties may include functioning as a Duty Officer and/or Command Officer at emergency scenes.

The work requires an in-depth knowledge of fire protection principles and practices, administration and management principles, and law related to fire protection and related administrative practices. The Fire Chief must possess the ability to deal effectively with paid and volunteer personnel, elected officials, other agency personnel, the media, and the general public.

### **SUPERVISION RECEIVED AND EXERCISED:**

The Fire Chief functions under the general supervision of the Board of Directors. The Fire Chief directly supervises and directs the activities of the Executive Team. The Fire Chief's disciplinary authority extends up to and includes termination of paid employees and dismissal of volunteer members.

### **ESSENTIAL FUNCTIONS, SKILLS, KNOWLEDGE, AND ABILITIES:**

**ESSENTIAL FUNCTIONS:** The following list describes the essential functions of this position.

- A. Oversee the operation of all matters pertaining to the District; Ensure that the vision of reducing and eliminating risk for the patrons is achieved at the highest level possible with the funding available;
- B. Provide effective leadership for all personnel necessary to carry out the business and mission of the District;
- C. Oversee the District's personnel management system including hiring, promotions, appraisals, and discipline.
- D. Oversee the development and administration of the Strategic Plan, Standards of Cover, and Code Enforcement for the District;
- E. Oversee the development and administration of the District Budget; including serving as the Budget Officer;
- F. Communicate effectively with District Personnel, Board of Directors, Budget Committee, Civil Service, Labor Officials, and the Community;
- G. Ensure effective maintenance of all facilities and equipment owned or managed by the District, including managing a capital replacement program;
- H. Cultivate relationships with local, state, and regional partners and stakeholders;
- I. Respond to critical emergencies with the capability of supporting or assuming Command;
- J. Perform other duties as assigned by the Board of Directors.

**SKILLS:** Incident command and control strategy; 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.

**KNOWLEDGE:** District administration, principles of public administration, personnel management, budgeting, and local municipal government; principles of fire protection including emergency response, fire and life safety, and training; principles of risk analysis, standards of cover, and strategic planning; District resources, geography, special hazards, and communication systems.

**ABILITIES:** Apply principles of public administration and fire protection to District needs; analyze fire suppression, EMS, and fire prevention needs and address them through the development of realistic budgets; plan and carry out short and long term programs of the District; establish effective working relationships with District personnel, other agency personnel and the public; prepare oral and written reports and documents; coordinate and delegate activities.

### **VALUES AND GUIDING PRINCIPLES**

All employees of the District are required to demonstrate positive values to be an effective member of the organization. The Fire Chief must be able to demonstrate the following:

**Honesty and Integrity:** Demonstrates fairness; is straightforward, sincere, truthful, ethical, and trustworthy.

**Teamwork:** Demonstrates a helpful and respectful demeanor with colleagues and subordinates; receptive to the sharing of differing ideas and opinions.

**Professionalism:** Displays confidence in self and encourages others; is open, loyal, trustworthy, and patient; holds a high degree of personal accountability and takes pride in work; committed to quality, growth, and learning.

**Health and Safety:** Displays and maintains physical and mental well-being and watches out for all members' safety.

### **LEADERSHIP COMPETENCIES**

The following 19 competencies have been identified as critical skills for the position of Fire Chief, as defined in the fifth edition of the Lominger Development Model.

**Strategic Skills:** Intellectual Horsepower, Perspective, and Strategic Agility

**Operating Skills:** Informing

**Courage:** Managerial Courage

**Energy and Drive:** Perseverance

**Organizational Positioning Skills:** Organizational Agility, Political Savvy, and Presentation Skills

**Personal and Interpersonal Skills:** Interpersonal Savvy, Compassion, Customer Focus, Negotiating, Building Effective Teams, Managing Vision and Purpose, Ethics and Values, Integrity and Trust, Listening, and Patience.

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**WORK ENVIRONMENT:**

Regular work hours are eight (8) hour days, five (5) days a week, however, evening and weekend meetings are common. Work activities vary widely and include office and administrative work, response to alarms, attendance at meetings, field and classroom training, and daily driving. Response to alarms may occur at any time.

**JOB QUALIFICATIONS:**

**Minimum Qualifications:**

1. Bachelor degree in fire administration, public administration, or other closely related field
2. 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.
3. 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.
4. Valid driver's license.

**Desirable Qualifications:**

1. Master's degree in leadership, management, business administration or related field.
2. Completion of the National Fire Academy Executive Fire Officer program, or other certificated managerial training programs.
3. Chief Fire Officer Designation from the Commission on Fire Accreditation International.
4. Proven experience in interagency coordination with structural and wildland protection agencies.
5. Proven experience working with districts, cities, counties and other governmental agencies.

**CIVIL SERVICE STATUS:**

**Exempt**

**FLSA STATUS:**

**Exempt-Executive**

**BARGAINING UNIT:**

**No**