

# ***Fire Chief Job Description***



## **1 Position Summary**

The Fire Chief is the Chief Executive Officer of the department, responsible to the Board of Directors for the effective, efficient and legal conduct of the department; plans, organizes, coordinates and directs the administration and operational activities of the department.

## **2 Supervision Received**

The Fire Chief is appointed by, and serves at the pleasure of, the Board of Directors.

## **3 Supervision Exercised**

- 3.1 The Fire Chief supervises, trains, and evaluates all positions within the department;
- 3.2 Through the chain of command, the Fire Chief is responsible for the general supervision of subordinates, their safety, training, and job performance;
- 3.3 The Fire Chief is a member of the Department Management Team. As a chief officer, as necessary he may choose to command emergency incidents;

## **4 Essential Duties and Responsibilities**

- 4.1 Develops and proposes annual budget, strategic plan, and service delivery plan to Board of Directors; monitors and controls the budget and plans, supervises acquisition and disposition of capital expenditures;
- 4.2 Directs members of the department through the chain of command;
- 4.3 Within Incident Command System, commands activities of personnel during emergency incidents; may function on scene in subordinate roles;
- 4.4 Promotes positive relations with other agencies to ensure appropriate mutual aid responses, and goodwill among other departments and the public;
- 4.5 Within the limits of the adopted budget, directs the administration of the department, including goals stated in the strategic and service delivery plans, applicable laws, rules and policies;
- 4.6 May perform duties of subordinates as necessary;
- 4.7 Attends Board of Directors meetings and work sessions; prepares and presents reports to directors on operations and administration of department; makes recommendations for board

- policy/procedures changes; identifies discrepancies between actual performance and adopted goals, objectives and budget;
- 4.8 Appoints, promotes/demotes, transfers and terminates career and volunteer members;
  - 4.9 Coordinates mutual/auto aid agreements with other agencies, with Boulder County Emergency Plan, and department plans;
  - 4.10 Supervises the development and enforcement of regulatory ordinances and codes regarding fire prevention and community safety;
  - 4.11 Provides guidance to chief officers in the planning and implementation of operations, programs, training and personnel management;
  - 4.12 Selects, supervises, trains and evaluates assigned staff;
  - 4.13 Takes appropriate safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Responsible for the safety of self, others, and equipment. Uses all required safety equipment and procedures;
  - 4.14 Performs related duties as required by the Board of Directors to meet the needs of the district;
  - 4.15 Trains and completes certifications to maintain or improve skills and perform effectively as a Fire Chief;
  - 4.16 Enforces department policies, procedures, rules and regulations.

## **5 Periodic Duties**

May attend remote meetings, conferences and trainings requiring reimbursed travel, including overnight lodging.

## **6 Knowledge, Abilities, and Skills**

- 6.1 Knowledge of:
  - 6.1.1 Modern fire service-methods and procedures in suppression, prevention and emergency medical services;
  - 6.1.2 Fire service administration including: organization, public administration, budget and personnel administration, records and information management, customer service and public relations;
  - 6.1.3 Applicable federal, state and local codes, ordinances, and laws pertaining to fire safety and special district operations;
  - 6.1.4 Department policies, procedures and rules;
  - 6.1.5 NWCG ICS organizational principles.
- 6.2 Ability to:
  - 6.2.1 Plan, organize, coordinate and direct the activities of a fire, rescue, EMS, and special district organization;
  - 6.2.2 Delegate authority and responsibility effectively;
  - 6.2.3 Interpret and apply laws, rules, policies and codes;

- 6.2.4 Communicate effectively, orally, in writing, and by electronic media;
- 6.2.5 Select, supervise, train, and evaluate personnel;
- 6.2.6 Establish and maintain effective working relationships with supervisors, subordinates, peers and the public.
- 6.2.7 Implement, coordinate and operate within an NICS system

6.3 Skills:  
Necessary to maintain minimum qualifications and required certifications.

## **7 Work Environment**

Generally works in office setting; occasionally functions on fire ground and training ground. Requires irregular work schedule, including some scheduled evenings, nights, and weekends. Occasionally responds to station or emergency scene from being off-duty.

## **8 Tools and Equipment**

Department apparatus, ancillary fire/rescue/EMS equipment and tools, personal computer, telephone, copier, facsimile machine.

## **9 Physical Demands**

As an incident commander, subjected to quick physical exertion over periods that may exceed several hours; attends and participates in fire/rescue/EMS trainings as instructor and/or student/trainee; lifting of heavy objects, climbing stairs and ladders; exposure to heights, confined spaces; driving fire apparatus at all hours; operating under emergency conditions, including heat, smoke, toxic elements, and severe weather; requires contact with severely ill and injured persons; may be exposed to others with communicable or infectious disease.

## **10 Minimum Qualifications**

- 10.1 Four-year college degree from accredited institution in fire science, management, or related field.
- 10.2 Minimum of eight years progressively responsible experience as a Chief Officer in a combination fire dept., including: at least five-years as a chief officer with management and administration duties;
- 10.3 Holds NFA-EFO or able to obtain with 4 years of appointment;
- 10.4 Demonstrated ability to provide effective written and verbal communications to subordinates;
- 10.5 Ability to maintain high morale and discipline throughout the department;
- 10.6 Decisive in work setting, skillful problem solver, demonstrated team player.

## **11 Desired Qualifications**

- 11.1 EMT-B/IV or EMT-Paramedic;
- 11.2 State of Colorado Driver- Operator designations;
- 11.3 Experience with combination fire agencies;
- 11.4 Knowledge of computerized administrative functions.

**12 Certifications and/or License Requirements**

- 12.1 Valid Colorado Drivers License;
- 12.2 State of Colorado EMT-B;
- 12.3 CPR certification per the Boulder County Protocols;
- 12.4 Wildland Firefighter 2 certified;
- 12.5 State of Colorado Haz-Mat Tech.
- 12.6 NIMS-400 with current Blue Card certification.

**13 Salary and Benefits**

The Fire Chief's salary package has three components, a base salary, a certification incentive, and a merit-based bonus. The Board of Directors will publish the base salary in December of each year establishing the Cost of Living Adjustment.

The Fire Chief will be allowed to participate in the Department Health Insurance plan or a plan approved by the Board of Directors. The Fire Chief will also be eligible for PERA Benefits and a pension.

**JOB STATUS:** *Full-Time; FLSA Exempt*

**EMPLOYMENT STATUS:** *At-Will*

**HOURS:** *As required to meet position*

**APPROVED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**LFPD Board President**