

Wellington Fire Protection District

Official Job Description

Interim Fire Chief

FLSA Status: Exempt

Reports To: Board of Directors

Salary Range: \$110,000-\$130,000

SUMMARY

The Interim Fire Chief is the Chief Executive Officer of the Fire Department, appointed by and responsible to the District Board for the effective, efficient and legal conduct of the fire district and its employees.

The Interim Fire Chief is an "at-will" position which will be modified only to the extent expressly stated in a written employment agreement, and only for as long as the written employment agreement is in effect. The Interim Fire Chief is a Full-Time employee who is FLSA exempt, unless otherwise provided for in a separate employment agreement. The Fire Chief reports to and operates under the direction and supervision of the Board.

The Interim Fire Chief is the Chief Executive Officer of the organization, and is responsible for providing executive-level leadership, planning, evaluation, and implementation of the daily administration, operations, and finances of the department, as well as those items specifically imposed by federal, state or local entities, including but not limited to, the duties imposed by the Colorado Special District Act, C.R.S. §32-1-1002.

Additionally, the Interim Fire Chief oversees the procurement and management of all District assets and personnel. The Interim Fire Chief is responsible for the safety, training, and job performance of all District personnel, and is realized through a combination of direct and delegated tasks to other subordinate officers as appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assume full management responsibility for all Fire District services and activities including fire suppression, fire prevention, fire investigation, fire protection and measure, emergency medical services, disaster preparedness, hazardous materials response, and related programs, services, and operations.
- Manage the development and implementation of goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
- Establish, within District policy, appropriate service, and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; and allocate resources accordingly.
- Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

- Plan, direct, and coordinate, through subordinate level staff, the Fire District's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; and meet with key staff to identify and resolve problems.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; and implement discipline and termination procedures.
- Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures; and implement budgetary adjustments as appropriate and necessary.
- Oversee and control the purchasing, maintenance, and inventory of all fire related equipment, vehicles, and property including fire apparatus and related equipment; oversee the preparation and specifications for the purchase of fire and emergency service apparatus.
- Conduct a variety of organizational studies, investigations, and operational studies; review and recommend modifications to codes, regulations, and ordinances pertaining to the fire services and activities.
- Provide advice and consultation to the Board of Directors on District operations and policies.
- Participate in community relations including public and media relations.
- Prepare and present staff reports and other necessary correspondence.
- Represent the Fire District to other departments, elected officials, citizen groups, boards, commissions, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
- Perform related duties as required.

SUPERVISION RECEIVED

Works under the general direction of the District Board of Directors.

SUPERVISION EXERCISED

This position is responsible for the supervision of District employees.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and abilities required to perform the necessary functions of this position.

EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS

- Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Fire Chief. A typical way of obtaining the required qualifications is to possess the equivalent of fifteen (15) years of increasingly responsible experience in all phases of fire suppression, prevention and emergency medical services including five years of experience as a chief officer (Battalion, Division, Deputy or Assistant).
- A high school diploma or equivalent is required.
- Completion of major coursework from an accredited college or university in Fire Science, Fire Administration, Business or Public Administration is also required. Bachelor's Degree

- preferred. An equivalent and approved combination of education, training, credentialing and experience providing the requisite knowledge, skills and abilities will be considered.
- Valid Driver's License.

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to management and public groups.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Ability to be an effective leader
- Ability to organize & delegate, tactfully and diplomatically arbitrate conflicts between viewpoints to build consensus.
- Ability to effectively administer the operations of a combination fire department.
- Ability to effectively communicate verbally and in writing and maintain positive public relations for the fire department, members of the public and the Board of Directors.
- Ability to supervise and participate in the preparation of all necessary reports.
- Knowledge of Fire District Operational Guidelines, policies, procedures and applicable local bylaws, County regulations, Federal acts and standards.
- Knowledge of the NFPA 1001 and 1002 Firefighter Training Standard and OH&S regulations.
- Knowledge and training in Incident Command System (ICS) minimum ICS 200.
- Knowledge of the community and fire protection area.
- Knowledge of computer software applications including word processing, spreadsheets and mail applications.
- Knowledge of the Colorado Fire Code.

PHYSICAL DEMANDS

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 sit. The employee is occasionally required to walk.

Work will occasionally involve periods of high physical, mental, or emotional stress.

WORK ENVIRONMENT AND GENERAL INFORMATION

The work environment characteristics described here are representative of those an employee would encounter while performing the essential functions of this job.

Work required of this position is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is occasionally performed in emergency and stressful situations, with the potential for exposure to hazards of all kinds, including but not limited to, temperature extremes, risk of shock or electrocution, vibration, caustic or toxic chemicals, smoke, noxious odors, fumes, solvents, oils, other carcinogens, infectious disease or illness, and other known or unknown hazards.

Must successfully pass background checks including, but not limited to, any one or combination of, as determined appropriate by the Board, a criminal, credit, reference, social media, or driving background checks.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.