

# North Lincoln Fire & Rescue District #1

## JOB DESCRIPTION

### FIRE CHIEF

#### **A. Position Summary**

The Fire Chief is the executive administrative officer for the District, responsible for directing and coordinating the effective management and efficient functioning of all aspects of a modern fire district operating within a combination volunteer / career fire service staffing model. Within limits established by the State, the Fire Chief shall have complete authority over the organization, its management, direction and employees and shall be the final authority in the assignment of personnel.

The Fire Chief provides leadership and vision to the members of the District, is a good steward of the District's resources, and ensures excellent service is provided to the residents and visitors of North Lincoln Fire District #1. The Fire Chief serves at the direction of the Board of Directors.

#### **B. Supervision Received**

Works under the general guidance and direction of the Board of Directors. The Fire Chief receives policy direction from the Board of Directors within established goals, budget, strategic plan, and boundaries set by District policy and all applicable laws.

#### **C. Supervision Exercised**

Supervises the department's staff, including all full-time and part-time employees and volunteers in all aspects of District operations. The Fire Chief is expected to exercise independent judgement in carrying out District policy, programs, and orders and, in the best interest of the District, to hire, promote, evaluate, counsel, assign, transfer, discipline, suspend, and discharge any District personnel as needed.

#### **D. Principal Duties & Responsibilities**

1. Provides for the supervision of the overall operation and planning of the District including fire prevention, fire suppression, EMS, training programs, station and equipment maintenance, District purchasing, and administration to ensure outstanding service to the Community.
2. Analyzes and develops plans to ensure adequate fire protection for the District.

3. Prepares and presents the annual budget to the Board of Directors and Budget Committee, and tracks all budget expenditures and revenues for compliance with applicable federal, state and local laws.
4. Attends all Board of Directors meetings, budget meetings, and other special meetings as required and shall make recommendations to the Board of Directors concerning the operations of the District as necessary.
5. Responds to fires and other emergencies, or designates a responsible party to assume this function in his/her absence.
6. Determines the overall organization of the Fire Department and determines the necessary duties, qualifications, and functions of various positions.
7. Enhances public relations and collaboration with the District's residents and businesses, neighboring agencies, elected officials, and county, state, and federal administrators.
8. Develops District rules, procedures, and policies for submission to the Board of Directors for review. Interprets, maintains, and administers rules, guidelines, policies, and resolutions as set by the Board of Directors.
9. Maintains the District's discipline policies, handles grievances, and oversees conduct and general behavior of personnel. Responsible for all personnel functions of the District including hiring, evaluating, training, discipline, and termination of subordinate employees.
10. Determines actions or issues such orders not specifically mentioned in the Standard Operating Guidelines and policies, which, in his/her opinion are urgently necessary to ensure the welfare and safety of the general public.
11. Prepares and presents reports and records as necessary to properly document District activities in compliance with applicable federal, state and local laws.
12. Oversees the Department's Risk Management Program.
13. Performs other duties as directed by the Board of Directors.

**E. Additional Expectations**

1. Attends administrative-level conferences and training related to enhancement of the position and the District, in order to deliver effective fire and life safety services to the public.

2. Represents the District through active participation and membership in county, state, national, and international organizations.
3. Represents the District through participation and membership in local service organizations.

#### **F. Residency Requirements**

The Fire Chief is required to live within the North Lincoln Fire & Rescue District boundaries within 6 months of employment.

#### **G. Minimum Qualifications**

- A minimum of 10 years' experience in the fire service with 5 years' experience at the Company or Chief Officer level
- NFPA Fire Officer I
- NFPA Firefighter Instructor I
- Haz-Mat First Responder – Operations
- NIMS 100, 200, 300, and 400
- Associate's Degree in Fire Science/Administration or equivalent
- NWCG Engine Boss
- Oregon or National EMT-B
- Pass a pre-employment background check
- Pass the NLF&R annual firefighter physical and essential functions test
- Possess a valid Oregon driver's license within 30 days of employment
- Thorough knowledge of all aspects of firefighting, EMS, and emergency scene tactics
- Ability to exercise independent judgement in the supervision of personnel, fleet management, training programs, and public relations
- Ability to function effectively as part of an Emergency Operations Center or Incident Management Team during large-scale incidents/events
- Knowledge of fire and EMS standard policies, procedures, and operating guidelines
- Proficiency in written and verbal communication

## **H. Preferred Qualifications**

- Hazardous Materials On-Scene Incident Commander
- EMT-I or EMT-P
- NFPA Instructor II
- NFPA Fire Officer II
- NWCG Incident Commander Type 3
- Experience as a Chief Officer with a combination volunteer/career fire department
- 4-year degree at an accredited college or university
- Experience at management/supervisory level and training beyond minimum requirements
- Experience with Fire code enforcement
- Experience with employee organizations
- Experience with Risk Management/Safety programs
- Experience with fire department ISO rating
- Working knowledge of fire department policies, rules and regulations, and standard operating procedures and directives
- Knowledge of and ability to interpret Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR)
- Demonstrated knowledge of federal guidelines pertaining to public fire protection, public administration, and fire-related criminal activities
- Comprehensive knowledge of Oregon Civil service rules and process
- Comprehensive understanding of applicable labor laws
- Demonstrated ability to create documents, spreadsheets, and databases using computers
- Ability to develop, implement, and administer a fire department budget per Oregon Law and to understand fiscal accountability of a fire department
- Demonstrated ability to work with volunteer personnel

## **I. Tools and Equipment Used**

Fire apparatus, fire pumps, hoses, ladders, and other firefighting equipment; medical aid equipment, radios, pagers, GPS, personal computers and phones

## **J. Physical Demands**

The physical demands described here are representative of those which must be met by an employee in order 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 frequently required to sit, talk and hear, walk; use hands to touch, handle or operate objects, tools or controls; reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crawl, and smell.