



Job Description

Title: Operations Chief
Reports To: Board of directors
FLSA Classification: Exempt

General Statement of Duties

Directs the Fire District's daily operations. Develops and maintains an effective volunteer emergency responder program. Provides direct supervision of shift Captains and the department mechanic and oversight of the volunteer program. Responsible for emergency vehicle maintenance planning, inspection and maintenance scheduling. Respond to emergency incidents as required. Works cooperatively with the Administration Chief to ensure complete oversight of the organization.

Supervision Received

Reports to the board or directors.

Supervision Exercised

Direct supervision of shift Captains, oversight of volunteers & rookies delegated to the shift Captains.

Essential Duties and Responsibilities

Sets a positive example in regard to interpersonal behavior, fitness and wellness and personal grooming standards. Develops and supports initiatives that promotes a healthy workforce and the philosophy that everyone goes home and retires absent of disability.

Work as a team leader and/or incident commander under stress caused by emergencies, danger or criticism. Delegate tasks to shift captains or volunteers where appropriate. Maintain open communication and effective working relationships with co-workers, other departments, and department stakeholders. Encourages a culture of openness and constructive criticism and prioritizes safety over personal agendas by using teamwork, camaraderie and non-judgmental after activity review processes. Does not tolerate posturing, marginalizing of individuals or groups, or self-protection. Oversee the department's safety program.

Recruit and develop volunteer responders to ensure consistent training and knowledge development. Periodically evaluate and review performance to assess training needs both on an individual and departmental level. Provide performance reviews and provide constructive feedback, set individual performance goals, discipline and/or dismiss firefighters as appropriate, conforming to department policies. Organize and/or provides backfill cover as necessary including the establishment of a part-time or per-diem program. Manage certification compliance of all operational staff to ensure standards are maintained. Provide guidance on career advancement both as departmental and individual goals.

Establish and periodically review appropriate firefighting and medical services techniques in line with local and national standards. Produce and review standard operating policies and guidelines (SOPs/SOGs) and ensure compliance. Ensure that departmental training and operation meets the requirements of SOPs & SOGs. Ensure the optimal training requirements for maximum ISO rating in this category.

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Has spending authority as described in the purchasing policy.

Develop and monitor equipment preventative maintenance and inspection schedules. Make recommendations on the maintenance and repair, and/or replacement of equipment. Ensure that equipment is maintained to the standard defined in the appropriate policies.

Builds departmental pride and standards by ensuring cleanliness and organization of stations, consistent dress codes and grooming standards and providing relevant and consistent training.

Oversees the departmental incident reporting for NFIRS EMS reporting. Ensures quality and timely reporting of all incident reports.

Is the point of contact and responsible for DFPC, IQS and CE reporting and management. May delegate as required.

Work with the Administrative Chief and shift Captains on grant sourcing and writing using all available resources in the department to ensure maximum grant coverage.

Responds as necessary to major fire, emergency and other rescue scenes and may assume incident command or a role within ICS if necessary. May be required to be on-call and respond to emergency situations at any time.

Operates with such powers as designated by the board of directors of the fire district.

Qualifications

At time of hire:

Colorado State Firefighter II (structure)

ICS 100,200,400,700

Fire Instructor I

Colorado State Hazmat operations

Colorado State EMT/NREMT

5 Years of fire experience

Bachelors degree or equivalent experience

Desired at time of hire or within 2 years:

Wildland firefighter I (Squad Boss and/or ICT Type 5)

Colorado State / National Registry Paramedic

Within 1 year:

Blue Card

Fire Officer I

Within 2 years:

Fire officer II

Colorado State / National Registry Paramedic

Continued employment may be contingent on continuous maintenance of certifications as identified in the job description or annual review process.

Essential Character Traits

Must be able manage and motivate people

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Can moderate and deescalate situations
Be able to isolate personal views from interpersonal disagreements
Must be able to maintain professional relationships with all staff
Must be able to communicate ongoing situational plans to all staff

Necessary Knowledge, Skills and Abilities

5 or more years managing personnel in a fire environment in a leadership role

Excellent verbal and written communication skills

Familiarity with applicable federal, state and local laws and regulations as they apply to fire services, emergency medical services, building and fire codes, personnel law, safety regulations, National Fire Protection Association standards, local municipal codes and departmental rules, regulations and standard operating procedures.

Requires solid knowledge of the principles, practices, and techniques of modern fire suppression and prevention; fire and medical incident command; delivery of emergency services; emergency communications systems; management information services as they apply to a fire service; and records management and hazardous materials operations.

Requires the ability to perform emergency services tasks in a variety of environmental conditions to include the ability to operate all communications equipment, assigned firefighting apparatus and equipment. Must be able to don protective clothing and to utilize self-contained breathing apparatus as needed.

Physical Demands

Sets and example for others by maintain a level of personal fitness – both physical and mental. Ensures that physical fitness and readiness is a high priority.

While performing the duties of this job, the employee is regularly required to perform climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions. Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Work Environment and General Information

The primary duties of this job are performed in an office environment. The employee will occasionally have to work at emergency scenes and be exposed to outside weather conditions and smoke.

The noise level in the work environment is usually moderate, except during emergency calls when noise levels may be loud.

The duties listed are intended only as illustrations of the various types of work that may be performed and are in no way construed or perceived to be exhaustive. The duties may be modified at any time by the board of directors.

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.

Reviewed By:

Approved By:

Revision Date:

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