

**Job Description**

Fire Chief

# General Statement of Duties

The Fire Chief is the Chief Executive Officer of the Nederland Fire Protection District, appointed by and responsible to the Nederland Fire Protection District Board for the effective, efficient, and legal conduct of the fire department and its employees. The Fire Chief performs a variety of technical, administrative, and supervisory work in planning, organizing, directing, and implementing all aspects of the fire department. Such work includes, but is not limited to, creating and maintaining department policies and budgets, ensuring effective operations of equipment, ensuring required records are submitted complete and accurate, and ensuring all department services are continually monitored to prevent the loss of life and property by fire and/or emergency medical conditions.

**Supervision Received**

Reports to the board of directors.

**Supervision Exercised**

Direct supervision all personnel including volunteer, career and paid part-time. Oversight of volunteers & rookies, typically delegated to the shift officers.

# Required Knowledge, Skills and Attributes

* Sound judgement, professional conduct, commitment to service and community, and proven leadership skills are the prime factors of this position.
* Exhibits a high respect for human and community diversity.
* Has served in a fire department leadership position at a minimum of two (2) consecutive years as Captain or in a higher position than Captain.
* Has a current CO State Emergency Medical Technician (EMT) or Paramedic certification
* Is able to demonstrate the ability to perform and lead others calmly and efficiently in crisis situations.
* Has working knowledge of and the ability to maintain accurate records and prepare timely reports required by various city, state and federal organizations and agencies.
* Demonstrates strength, stamina and endurance to perform firefighting and departmental duties.

# Essential Duties and Responsibilities

## I. ADMINISTRATIVE

* Through the chain of command, the Fire Chief is responsible for the general direction, supervision and evaluation of all paid and reserve personnel, including employee safety, training and job performance.
* Develops and proposes to the Fire Board the department’s annual budget and strategic planning.
* Ensures that monthly reports from are completed by staff in a timely manner.
* Prepares and submits monthly Fire Chief Reports for Nederland Fire Protection District Meetings.
* Monitors and controls department appropriations and expenditures.
* Supervises acquisition and disposition of grant expenditures.
* Prepares shift scheduling of all personnel.
* Informs the NFPD Board of all appointments, promotions, demotions, transfers, and terminations of personnel.
* Directly supervises all department personnel, with assistance from subordinate officers.
* Ensures that accurate and complete records of employee benefits and personnel forms are completed and maintained.
* Investigates all disciplinary matters and recommends appropriate disciplinary action to the NFPD Board.
* Recommends and enforces all department policies, procedures, rules, and regulations.
* Periodically evaluates employee job descriptions, standard operating guidelines, and personnel policies and procedures to ensure they are updated to meet the needs and changes within the department.
* Prepares and presents reports to the NFPD Board on operations and administration of the department; makes recommendations for board policy changes; identifies discrepancies between actual performance and adopted goals and objectives.
* Assesses and responds to citizen complaints in a timely, courteous and effective manner.
* Evaluates the need for and recommends to the NFPD Board the purchase of new equipment, apparatus, additional personnel, and emergency supplies when needed.
* Performs additional administrative duties as may be assigned by the NFPD Board.

## 2. EMERGENCY OPERATIONS

* Responds to alarms, administers initial emergency (care, response and/or service) when necessary, and directs activities at the scene of emergencies, as required. Inspects property for fire dangers and damage.
* Oversees all firefighting operations and fire prevention procedures including, but not limited to, disaster relief and prevention, hazardous materials, flooding and flood damage prevention, safety and risk management.
* Coordinates Mutual Aid Agreements with local Fire Departments.
* Ensures apparatus is in good working order at all times.
* Maintains and implements town disaster preparation plans.
* Supervises the development and enforcement of regulatory ordinances and codes regarding fire prevention and community safety.
* Provides guidance to department officers in the planning and implementation of operations, programs, training, and personnel management.
* 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.
* Performs additional duties, as needed or assigned by the NFPD Board.

## 3. PERIPHERAL DUTIES

* Promotes positive relations with other Fire Departments and associated agencies to ensure appropriate mutual aid responses and goodwill among other departments and the public.
* Attends professional, trade and community meetings, trainings and events to keep abreast of current events within the fire service and within the communities.
* Performs related duties, as needed, to meet the needs of the fire department.

# Qualifications

## Minimum Qualifications

* 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 Qualifications

* Wildland firefighter I (Squad Boss and/or ICT Type 5)
* Colorado State / National Registry Paramedic
* Blue Card
* Fire Officer I
* Fire Officer II

# 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.
* FLSA Classification: Exempt

# Equal Opportunity Employer

* Nederland Fire Protection District is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.
* This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. NFPD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

**Reviewed By:**

**Approved By:**

**Revision Date:**