

New Hire Chief Position and Requirements

POSITION DESCRIPTION

The following position description is established by the Board of Directors of the Nederland Fire Protection District (“Fire District”) to outline the basic requirements, duties, and responsibilities of the full-time position of Fire Chief. This is an at-will position.

Position Summary:

The Fire Chief is responsible for the development, implementation, maintenance, supervision, and evaluation of all fire suppression, emergency medical services, rescue, fire safety inspections and prevention activities such as public education, provided by the District; and the oversight of all operations and administration of the Fire District including the purchase of additional firefighting apparatus and equipment, the hiring or termination of personnel, and managing the District’s budget.

Immediate Supervisors:

The Fire Chief shall work under the direction and guidance of the District Board.

Primary Duties and Responsibilities:

Following is a non-exclusive list of the primary duties and responsibilities for the position of Fire Chief:

- Shall be the Chief Executive Officer of the Fire District under the operational and administrative authority vested in the position by the Fire District Board and the State of Colorado. Where necessary, responsible for the command of fire or emergency incidents either directly or via subordinate officers.
- The development of such policies and procedures necessary to implement the rules, policies and procedures established by the Fire District Board. Such policies, procedures and orders shall be consistent with the laws of the State of Colorado and the rules, policies and procedures established by the Fire District Board.
- Implement and evaluate the fire suppression, fire inspection, fire prevention, victim rescue, hazardous materials and emergency medical procedures and services provided by the Fire District.
- Ensure that all Fire District employees and volunteers are in compliance with all Fire District rules, policies, and procedures, and interpret the Fire District’s rules, policies and procedures for employees and volunteers, as necessary.
- Supervise, direct and coordinate personnel to achieve Fire District objectives established by the Board, either directly or through subordinate officers or supervisors.
- Work effectively with any outside organizations and groups in the planning of events and activities that involve the fire district.
- Responsible for the use, maintenance and security of all Fire District equipment, apparatus, vehicles and facilities.

- Oversee all areas of Fire Prevention including fire safety inspections, code enforcement, plan reviews and public education.
- Responsible for overseeing the scheduling and recording of any training of fire personnel to ensure a high level of readiness.
- Prepare and submit to the Board a proposed budget for each fiscal year setting forth the purpose and amount for all anticipated expenditures.
- Review and approve all Fire District expenditures to ensure they within the approved budget.
- Receive, investigate and continue to a conclusion of all complaints.
- Maintain appropriate office hours at the Fire District's headquarters for the proper transaction of all Fire District business.
- Build and lead an exceptional workforce and maintain a positive and effective work environment consistent with the mission, vision and values of the district.
- Ensure effective working relationships within the district to maximize the service potential of the district and maintain an environment in which all district employees are eager and proud to serve.
- Project exemplary leadership qualities that maintain an achievement-oriented district and maintain a strong, decisive, results-oriented track record as an administrator.
- Maintain good morale and motivate a diverse work force.
- Set a positive tone for employees to achieve goals and objectives, and demonstrate the psychological and emotional maturity, self-confidence, and willingness to assume responsibility for subordinates'/teams' efforts and actions, and consequences of those actions.
- Serves as a mentor for district employees.
- Acts consistently with regards to professional standards.
- Willing to make difficult decisions and take necessary actions.
- Skill in counseling, coaching and developing individuals/groups; this includes the ability to prepare employees for future leadership positions.
- Skill in developing a diverse workforce and valuing different individuals in order to improve desired team outcomes.
- Develop and maintain positive relationships with local, state, regional and Federal agencies or entities that provide emergency and other related services.
- Attend monthly meetings of the Fire District Board and provide either oral or written reports of all administrative and operational matters.
- Attend the monthly business meeting of the membership.
- Responsible for maintaining membership and attending meetings in professional organizations to keep the fire district and District Board members informed of matters relating to the fire service.
- May be required to function in the role of a line Firefighter in emergency situations.
- Perform such other duties as may be assigned by the Fire District Board from time to time and/or as required by the laws of the State of Colorado.
- Ensure that all fires and explosions within the District boundaries are properly and thoroughly investigated as per Colorado State Statute.

Minimum Education, Training, and Experience Requirements

- A minimum of 10 (ten) years of progressively responsible fire service experience up to and including two years as a chief officer in a comparable-sized fire district or department is required.
- Applicants should have advanced fire service leadership training.
- Associate of Fire Science, Fire Service Administration, Public Administration, or related field, or equivalent.
- IAFC Fire Officer I and II required or obtained within two years from date of hire.
- Fire prevention and investigation experience.
- ICS 100, 200, 300, 400, 700 and 800 (or the ability to achieve all within one year of the date of hire).
- Possess and maintain a valid CPR and National Registry EMT certification or higher.
- Experience in all hazard's mitigation including structural firefighting, emergency medical services, technical rescue, and hazardous materials.
- Experience in wildland firefighting.
- Experience recruiting, working with, developing, supervising, and leading volunteer personnel.
- Experience and success with grant programs, grant writing and grant administration with both local and federal such FEMA SAFER and AFG grants.
- A working knowledge of fire apparatus; experience in purchasing, bidding and designing large fire apparatus preferred.
- Capable of responding to District Headquarters within sixty (60) minutes when made aware of a serious or expanding incident or called when requested.
- Possess and maintain a valid State of Colorado driver's license or obtain within three months of hire.

Preferred Qualifications

- Bachelor of Fire Science, Fire Service Administration, Public Administration, or related field, or equivalent.
- NWCG Engine Boss certification
- NFA Executive Fire Officer (EFO).
- Colorado State Hazardous Materials Operations Certification or higher.
- Certification as a Fire Investigator I
- Knowledge or experience in fire prevention activities including but not limited to, code enforcement, plans examination, and fire suppression systems.
- Have a working knowledge of NFIRS (National Fire Incident Reporting System).
- Working knowledge and proficiency in Microsoft operating systems to include, Excel, Power Point, Word.
- Demonstrated ability in the development and management of budgets.

Working Environment/Physical Requirements:

This position requires work in a variety of locations and conditions, including fire stations and office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of all types.

- A significant portion of this position may involve administrative work in an office environment or in training facilities; however, in emergency situations, the Fire Chief will be required to respond to all types of emergency calls.
- Strenuous physical activity under extreme adverse conditions may be required periodically
- Must possess the ability to lift items in excess of one hundred (100) pounds occasionally and up to sixty (60) pounds frequently.
- This position may require standing, running, walking, sitting, kneeling, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, gripping digging, reaching over head, reaching away from body, and repetitive motion.
- Will be required to work in all weather conditions and in extreme temperatures below twenty degrees (20 degrees) Fahrenheit and in excess of one hundred degrees (100 degrees) Fahrenheit.
- Work may be performed under hazardous and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
- Work may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dusts.
- Work may result in exposure to air or blood borne infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, smallpox, etc.
- Work may result in exposure to high noise levels requiring the wearing of hearing protection
- This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
- This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.
- This position will involve periods of high physical, mental and/or emotional stress

Other general requirements to add into the document

Applicants may not have any felony convictions or disqualifying criminal histories. Must be a US citizen.