

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 serves at the direction of the Board of Directors.

POSITION PURPOSE

Provide leadership and vision to the members of Sisters – Camp Sherman RFPD; be a good steward of the District's resources; and ensure excellent service is provided to the residents and visitors of the Sisters – Camp Sherman RFPD.

SUPERVISION RECEIVED

The Fire Chief works under the general guidance and supervision 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 policies and all applicable laws.

SUPERVISION EXERCISED

The Fire Chief supervises the department's staff, including all full and part-time employees and volunteers in all aspects of District operations, according to the District's Organizational Chart.

The Fire Chief is expected to exercise independent judgment in carrying out District policy, programs, orders and, in the best interest of the District, to hire, promote, evaluate, counsel, assign, recall, transfer, reward, discipline, suspend, and discharge any District personnel as may be required.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The following examples do not include all of the tasks that the employee may be expected to perform. This list is not to be construed as a detailed, all-encompassing description, but rather a representative listing of the essential functions and responsibilities of the Fire Chief's position.

1. Provides for the supervision of the overall operation and planning of the District; including fire prevention, EMS delivery, fire suppression, training programs, station and equipment maintenance, District purchasing, and administration to ensure outstanding service to the community.
2. Determines fire related problems, levels and types of services rendered by the District; analyzes and develops plans to insure 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, Civil Service meetings and other special meetings as required and shall make recommendations to the Board of Directors concerning the affairs of the Fire District as necessary.
5. Responds to emergencies, direct activities at the emergency scene and responds to emergency medical calls and renders care within his/her scope of practice.
6. Determines the overall organization of the Fire Department and determines the necessary duties, qualifications, and functions of various firefighting and EMS 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. Shall have the power to determine action, or issue 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.
10. Prepares and presents reports and records as necessary to properly document District activities and comply with applicable federal, state and local laws. Makes available to the public, usual and customary information concerning the District's operation, as necessary.
11. Oversees the Department's Risk Management Program.
12. Participates in Duty Chief Coverage including assigned weekends.
13. Performs other duties as may be directed by resolution or motion of the Board of Directors.

PERIPHERAL DUTIES

1. Attends administrative level conferences, schools, and seminars related to enhancement of the position and the District, in order to deliver effective fire and life safety services to the public.
2. May represent the District by active participation and membership in state, national, and international organizations as authorized by the Board of Directors.
3. May represent the District by participation and membership in local service organizations.

MINIMUM QUALIFICATIONS

1. Must possess a minimum of an Associate's Degree from an accredited college or university.

2. Must possess NFPA or equivalent certification for Firefighter 2, Instructor 1, Fire Officer 1, and Haz-Mat on-scene Incident Commander.
3. Must possess extensive experience in wildland fire including NWCG Division Supervisor.
4. Must have a minimum of 5 years experience as a line officer or higher rank in a career or combination fire department.
5. Must currently be certified at the Oregon or National EMT-B level or higher.
6. Meets NIMS training requirements for fiscal year 2011-includes: IS700A, IS800B, ICS100-200-300-400
7. Must have demonstrated and documented physical and visual ability to respond, on short notice, to emergency incidents.
8. Must have a current Oregon driver's license or ability to obtain within 3 months of employment.
9. Must be a minimum of 21 years of age at time of hire.
10. Must have no felony or disqualifying convictions as determined by a comprehensive background investigation.
11. Must have the ability to read and write the English language.
12. Shall reside within the boundaries of the Fire District within six months of employment.

DESIRED QUALIFICATIONS

1. Experience as a Chief Officer with a combination volunteer/career fire department.
2. Experience as Fire/EMS training officer.
3. Fire prevention/public education experience.
4. Four year degree at an accredited college or university.
5. Previous management/supervisory experience and training beyond minimum requirements.
6. Knowledge of and ability to interpret Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR) through a history of administrative work within Oregon.
7. Knowledge and experience in fiscal fund management and accounting procedures.
8. Demonstrated knowledge of Federal guidelines pertaining to public fire protection, public administration, and fire related criminal activities.
9. Experience with Fire Code enforcement.
10. Comprehensive knowledge of Oregon Civil Service rules and process.
11. Experience with employee organizations, department associations and/or employee unions.
12. Comprehensive understanding of applicable labor law.
13. Experience in risk management/safety programs.
14. Experience with fire cause investigation in both wildland and structural fires.
15. Oregon or National Registry Paramedic certification.
16. NFPA Instructor 2 or higher.

17. NFPA Fire Officer 2 or higher.
18. NWCG Incident Commander Type 3 or higher.
19. Work experience with fire department ISO rating.
20. History of positive working relationship with volunteer personnel.
21. Administrative or supervisory experience in an ambulance transporting agency and experience with ambulance billing, or the supervision of ambulance billing personnel.
22. Working knowledge of municipal fire department policies, rules and regulations, standard operating procedures and directives through a history of administrative work with a fire district or city fire department.
23. Demonstrated ability to create documents, spreadsheets and databases using computers.
24. Develop, implement and administer a fire department budget per Oregon Law and understand fiscal accountability of a fire department through a history of administrative work.
25. Possess Executive Fire Officer Certification from the National Fire Academy.
26. Possess skills and extensive experience in public speaking and dealing with the media.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Must be in good physical and mental health as determined by an independent medical evaluation.
2. Has a thorough knowledge of all aspects of firefighting, Haz-Mat, EMS, and emergency scene tactics, policies, procedures and operating guidelines.
3. Has proven skills to supervise employees and volunteers.
4. Has the ability to interpret codes, ordinances and applicable laws.
5. Has the ability to exercise independent judgment in the supervision of personnel, fleet management, training programs and public relations.
6. Actively mentors subordinates as part of the District's Career Development Program.
7. Has ability to function effectively in an Emergency Operations Center or Incident Management Team during major emergencies.

TOOLS AND EQUIPMENT USED

Ambulances, medical aid equipment, fire apparatus, fire pumps, hoses; ladders, and other firefighting equipment; radios, pagers, GPS, personal computers and phones and other general office equipment.

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; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel and crawl.

The employee frequently must lift and move up to 10 pounds and occasionally move up to 165 pounds. Vision abilities required are close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those which an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in offices, vehicles and outdoor settings in all weather conditions including temperature extremes during day and night. Work is often performed in emergency and stressful situations. During firefighting activities, an employee is exposed to environments with temperature variance and periods of extreme physical exertion.