

Approved February 18, 2014

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 a combination volunteer / career fire service model. Within limits established by the State, the Fire Chief shall have complete authority over the organization, its government and discipline, and shall be the final authority in the assignment of personnel.

POSITION PURPOSE

Provide leadership and vision to the members of Sisters – Camp Sherman RFPD; be a good steward of the District's resources; and assure 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 of the Board of Directors. The Fire Chief receives general administrative direction from the Board of Directors within established goals, budget, and boundaries set by District policy, 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. The Fire Chief will delegate supervision of volunteers through District structure.

The Fire Chief is expected to exercise independent judgment in carrying out District policy, programs, and 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 needed.

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, fire suppression, training programs, station and

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- equipment maintenance, district purchasing, and administration to ensure maximum service to the community.
2. Determines fire problems, levels and types of services rendered by the District; 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 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 such recommendations to the Board of Directors concerning the affairs of the District as necessary.
 5. May be required to respond to major emergencies and direct activities at the scene.
 6. May be required to respond to emergency medical calls and render care within their scope of training.
 7. Determines the overall organization of the fire department and prescribes the necessary duties, qualifications, and functions of various firefighting and EMS positions to maintain that organization properly.
 8. Enhance public relations and collaboration with the District's residents and businesses; neighboring agencies; elected officials; and county, state and federal administrators.
 9. Develops District rules, procedures, and policies for the District for submission to the Board of Directors for review. Interprets, maintains, and administers regulations, rules, guidelines, policies, procedures, and resolutions as set by the Board of Directors.
 10. Maintains the District disciplinary policy, handles grievances, and oversees conduct and general behavior of personnel and volunteers, and shall be responsible for all personnel functions of the District including hiring, evaluating, training, disciplining, and terminating subordinate employees.
 11. Shall have the power to prescribe action or issue such orders not specifically mentioned in the standard operation guidelines and policies which in his opinion are urgently necessary to ensure the welfare and safety of the general public.
 12. Prepares and presents reports and records as necessary to properly document District activities and comply with applicable federal, state and local laws and makes available to the public usual and customary information concerning the District's operation as necessary.
 13. Perform such other and further duties as from time to time may be directed to be performed 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 to deliver effective fire and life safety services to the public.

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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 as required.

MINIMUM QUALIFICATIONS

1. Candidate must have a minimum of a Bachelor's degree in Fire Service Administration or equivalent.
2. Candidate must possess DPSST Certification for Firefighter 2, Instructor 1, Fire Officer 2 or equivalent
3. Candidate must have a minimum of 5 years experience as a line officer or above in a paid or volunteer department.
4. Candidate must currently be certified at the EMT-B level or higher.
5. Candidate must have a working knowledge of the Incident Command System.
6. Candidate must have demonstrated and documented physical and visual ability to respond, on short notice, to emergency incidents.
7. Candidate must be bondable and insurable under the laws of the State of Oregon.
8. Candidate must have a current Oregon driver's license, or obtain such within 6 months of employment.
9. Candidate must be a minimum of 21 years of age at time of hire.
10. Candidate must have no felony or disqualifying convictions.
11. Candidate must have the ability to read and write the English language.
12. Candidate shall reside within the boundaries of the District within six months of employment.

DESIRED QUALIFICATIONS

1. Experience as a chief officer with a volunteer or combination volunteer / career fire department.
2. Experience in training capacity.
3. Fire prevention / public education experience.
4. Working knowledge of District Policies; Rules and Regulations; Standard Operating Procedures and Directive, through a history of administrative work with a district.
5. Previous management / supervisory experience and/or management 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. Demonstrated knowledge of Federal guidelines pertaining to public fire protection, and public administration, and fire related criminal activities.
8. Experience with fire code enforcement.
9. Experience with fire cause investigation.
10. Demonstrated ability to create documents, spreadsheets, and databases using computers.

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11. Develop, implement, and administer a fire district budget per Oregon Law and understand fiscal accountability of a fire district through a history of administrative work with a district.
 12. EMT – Intermediate or Paramedic certification and / or experience. ALS medical certification.
 13. NFPA Instructor 2 or Better
 14. NFPA Fire Officer 4.
 15. Working experience improving fire department ISO ratings.
 16. Demonstrated ability to work with volunteer personnel, routinely deal with the general public, public employees and officials, and the media in a courteous and cooperative manner, building and maintaining exemplary interpersonal relationships with each through a history of administrative work with a district.
 17. Demonstrated ability in wildland urban interface firefighting and command.
 18. Supervisory experience with an ambulance transporting agency.
 19. Experience with ambulance billing or the supervision of ambulance billing personnel.
 20. Graduate of the National Fire Academy Executive Fire Officer Program.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Candidate must be in good physical health.
2. Candidate has a thorough knowledge of all aspects of firefighting, EMS, and emergency scene tactics.
3. Candidate has knowledge of principles of policies, procedures, and standard operating guidelines.
4. Candidate must be able to implement and formulate written and oral instructions, plans, memoranda, and orders.
5. Candidate has proven skills to supervise employees and volunteers.
6. Candidate has knowledge of hazardous materials and hazardous materials release response.
7. Candidate has the ability to interpret codes, ordinances and applicable laws.
8. Candidate has the ability to exercise independent judgment in the supervision of personnel, equipment, training programs and public relations.

TOOLS AND EQUIPMENT USED

Emergency medical units, fire apparatus, fire pumps, hoses and other firefighting equipment, ladders, medical aid equipment, radios, pagers, personal computers and phones.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

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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 or hear; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crawl, and smell.

The employee frequently must lift and move up to 10 pounds and occasionally move up to 150 pounds. Vision abilities required are close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must pass a hearing test within normal range.

The employee must meet the physical requirements as outlined in the Sisters-Camp Sherman Fire District Medical Release Form.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those 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. The individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents or oils. During firefighting activities, an employee is exposed to restricted environment with temperature variance and periods of extreme physical exertion.

The employee occasionally works near moving mechanical parts and in highly precarious places and is exposed to wet or very dry conditions, fumes, airborne particles, toxic or caustic chemicals and a risk of electrical shock and vibration.

The noise level is usually quiet in the office setting and loud at the emergency scene.