

Job Description: Fire Chief

General Summary:

The Fire Chief is responsible for the organization and direction of the fire district to ensure the prevention and minimization of loss of life, property, or injury due to fire or other emergencies. The Fire Chief reports to the Board of Directors and is the sole authority and command at the scene of a fire. The role encompasses leadership, administration, operational oversight, and community engagement.

Essential Job Functions

- **Chief Executive Officer:** Lead all operations under the general supervision of the Board of Directors.
- **Administration & Operations:** Oversee day-to-day administration, operation, and finances of the district, either directly or through subordinate staff.
- **Policy Development:** Develop, implement, and enforce rules, procedures, orders, and directives consistent with controlling law, Board policies and district charter.
- **Emergency Services:** Responsible for the development, implementation, and ongoing evaluation of emergency services.
- **Personnel Management:** Hire, supervise, and terminate personnel as approved by the Board; ensure compliance with District rules and laws.
- **Budget & Finance:** Prepare and administer the annual budget in conjunction with the Board; ensure revenues and expenditures are within approved limits.
- **Equipment & Facilities:** Responsible for the purchase, maintenance, and security of District equipment, apparatus, and facilities.
- **Incident Command:** Command fire ground and emergency operations as necessary.
- **Intergovernmental Coordination:** Coordinate mutual aid and agreements with other agencies and departments.
- **Reporting:** Prepare detailed written reports for Board meetings and other special reports as needed.
- **Community Relations:** Develop and maintain positive relationships with district members, board members, other agencies, and the community.
- **Training & Safety:** Oversee department training and safety programs; ensure compliance with safety standards and protocols.
- **Strategic Planning:** Evaluate present and future emergency services needs and develop strategic plans.
- **On-Call Availability:** Be available 24/7 except during approved leave.
- **Public Relations:** Handle complaints, advise citizens, and represent the District in public and media interactions.

- **Physical Readiness:** Maintain physical conditioning necessary for emergency situations; meet medical and agility standards.
 - **Other Duties:** Perform other duties as assigned by the Board.
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Qualifications

- **Certifications:**
 - Valid Driver's License (Class B CDL recommended)
 - Current CPR and First Aid Course
 - Firefighter I and II (NFPA 1001)
 - Fire Inspector (NFPA 1031)
 - Fire Officer I (NFPA 1021)
 - Haz-Mat Technician Level
 - Fire Instructor (NFPA 1041)
 - Incident Safety Officer (NFPA 1521)
 - Incident Command System (ICS) and National Incident Management System (NIMS) certifications (FEMA IS-700.B, ICS-800.C, ICS-100.C, ICS-200.B, ICS-300, ICS-400)
- **Skills & Abilities:**
 - Thorough knowledge of fire suppression, prevention, and emergency medical principles
 - Knowledge of relevant local, state, and federal laws and regulations
 - Ability to plan, organize, and direct fire department programs and objectives
 - Effective communication skills (written and oral)
 - Ability to make quick, accurate decisions in emergencies
 - Ability to develop effective working relationships with officials, industries, businesses, and the public
 - Ability to prepare and implement mutual aid contracts and agreements
 - Ability to prepare and administer the fire district's annual budget
 - Physical ability to perform demanding tasks and pass medical exams
- **Residency:** Must be a resident of the Hope Valley/Wyoming Fire District and an active member of an active fire department within the district for at least seven (7) years.

Physical Demands & Work Environment

- Regularly required to use hands, reach, stand, walk, climb, balance, stoop, kneel, crouch, crawl, taste, or smell.
- Must regularly lift/move up to 10 pounds, frequently up to 25 pounds, and occasionally more than 100 pounds.
- Vision requirements include close, distance, color, peripheral, depth perception, and focus adjustment.
- Work environment includes exposure to moving mechanical parts, heights, outdoor conditions, hazardous materials, fumes, extreme heat, and risk of electrical shock. Noise levels range from moderate to heavy.
- May require use of a respirator; must maintain pulmonary and respiratory health.

Additional Information

- **Compensation:** Annual base salary, health benefits, vacation, sick leave, holiday leave, automobile provision, retirement plan, clothing allowance.
- **Performance Evaluation:** Annual review by the Board of Directors.

Hours: Flexible schedule, typically 7:00 a.m. to 3:00 p.m. Monday through Friday, with additional hours as needed