

SUBLIMITY FIRE DISTRICT

Position Description

2.1.01

FIRE CHIEF

GENERAL STATEMENT OF DUTIES

The Fire Chief is the chief executive officer of the Fire District, agent for the Board of Directors, administrative and operational head of the Fire District. His/her duties include long and short range planning; administering the Districts business, managing the Districts facilities, equipment, personnel, and finances; and supervising and directing employees and volunteers. Works and makes decisions independently within the guidelines established by policy. In the Absence of an Administrative Assistant for Fire Chief shall perform the duties as described in Job description 2.1.08.

SUPERVISION RECEIVED

Works under the general supervision of the Fire District Board of Directors who reviews work for conformity with District policy.

SUPERVISION EXERCISED

The Chief is the Chief Executive Officer of the Fire District and responsible for the supervision of all volunteer and career personnel.

GENERAL DUTIES

- Analyzes fire protection needs and problems within the Fire District. Advises, recommends to the Board of Directors measures, operating systems, services and resources which result in a level of fire protection and emergency services acceptable to the public.
- Develops and implements plans which further the mission and goals of the District. Develops policies, procedures, rules and regulation, and organizational guidelines for the operation of the Fire District, its personnel, facilities and activities. Develops and maintains a risk management program for the District to minimize liability. Develops financial plans and acts as the Budget Officer as defined in Chapter 249 of the Oregon Revised Statutes.
- Supervises the activities of all District members and holds them accountable for the adherence to rules, regulations, and policies. Cause the direction, training and review of the work of all members, including assessment of competence and prescribing and providing training. Develops and administers performance appraisal systems for use by supervisors to cause the appraisal of performance of subordinates pursuant to policies. Assures that all members are adequately trained in compliance with state and federal regulations and to safely perform the work to which they may be assigned.
- Responds to emergencies as needed, assumes appropriate level of function using the Districts incident command system. Orders resources, and develops strategies to reduce loss of property, stabilize emergency situations, improve public safety, and save lives. Plans for community safety, fire protection and life safety in the event of a major disaster.
- Maintains effective relations between the Fire Districts members, agencies providing related services in the District, clubs, groups, other organizations, and the community at large.
- Enforces applicable laws as required by statute, District ordinance, or policy. Prepares reports and supervises the keeping of records as required.
- Attends meetings of the Board of Directors, staff meetings of District officers and meets with community groups and fire officials to assist in formulating policies and agreements. Is a member of the Marion County Fire Defense Board.

MINIMUM REQUIREMENTS

Associate Degree in Fire Science. Must have experience in fire company supervision and leadership typified by five years of experience as a career Officer with a minimum of 15 years experience. Experience in working within fire protection agencies utilizing a combination of volunteer and career staffing. Completion of course work in the Fire Service Administrators Program. Experience as a command officer. Instructor II accreditation. Possess a valid Oregon Drivers license to operate all district equipment.

Board Chair

Date