

SUNRIVER SERVICE DISTRICT FIRE DEPARTMENT

FIRE CHIEF

Exempt Service

FLSA Status – Exempt

EEO Code – A/Officials and Administrators

Job Code – SFDJC 104

CLASSIFICATION SUMMARY

This classification plans, organizes, directs and evaluates all functions of the Fire Department to protect life and property through efficient fire suppression, prevention, and emergency medical service. Work responsibilities include staffing and organizing for effective delivery of service to ensure a safe and secure community;¹ ensuring the readiness of apparatus, equipment and personnel to respond to the emergency and non-emergency needs of the community; and external affairs of the Department in conferring with elected officials, community organizations, businesses, and other fire service departments. Supervision is exercised over all officers and work is performed within the broad policy directives established by the District Managing Board.

SUPERVISION

This classification works under the broad policy direction of the Sunriver Service District Managing Board.

SUPERVISION EXERCISED

This classification provides direct supervision overall personnel in the Fire Department, including hiring, firing, promoting, performance evaluation, discipline of employees, and counseling of employees. This classification is responsible for setting organizational goals and objectives, and establishing and changing policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Plans, organizes, directs and evaluates Department operations to achieve short and long-range Department and District goals;
2. Ensures a safe and secure community by providing an effective response to all Sunriver incidents and emergencies, maintaining an up-to-date emergency management system, maintaining an aggressive fire prevention program, creating shared responsibility for the safety and security of Sunriver, and promoting the safety of owners, employees and guests;

¹ Goal #4 of the Sunriver Owners Strategic Plan.

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3. Enforces national and state laws and regulations related to fire safety;
4. Develops and administers Department budget and exercises purchasing control to ensure compliance with approved funding;
5. Plans and organizes workloads and staff assignments, reviews progress, and directs changes in priorities and schedules to assure services are provided in a timely and efficient manner;
6. Directs the selection of Department staff, training programs, performance management, discipline; resolves conflicts and other sensitive personnel matters;
7. Responds to fires and other emergencies, and assumes command as necessary;
8. Directs the operation of ambulance service by ensuring appropriate staffing, overseeing the patient billing process, coordinating with the County ASA process, and ensuring a quality improvement process is effectively used;
9. Develops and directs a fire prevention system focusing on fire hazard mitigation, fire investigation and public education;
10. Maintains close contact with the community and addresses groups to promote Fire Department programs and fire safety awareness;
11. Directs the resolution of inquiries and complaints from the public;
12. Monitors changes in the fire and emergency service industry, researches new programs and technologies, and implements those that provide improvement to the District;
13. Ensures adequate preparation for response to emergencies and disasters by developing Departmental resources, coordinating with other agencies;

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14. Develops and directs a hazardous materials emergency response system using Department resources and other local, regional and state response providers;
15. Reviews proposed and adopted local, state and federal legislation to determine impact and actions for compliance;
16. Coordinates response plans with neighboring agencies and develops mutual aid agreements for Board approval;
17. Develops specifications for apparatus and equipment, manages the contracting and purchase process for new and replacement apparatus and equipment;
18. Evaluates wildland fire resistance of the community, develops plans and makes recommendations for wildfire protection improvements, and implements approved plans;
19. Ensures Fire Department capital resources are well maintained and develops long-term replacement and improvement plans for apparatus, facilities and major equipment;
20. Directs the preparation and analysis of fire records and reports to ensure efficient operations and the achievement of service demands; and
21. Maintains required certifications.

SECONDARY JOB DUTIES AND RESPONSIBILITIES

1. Attends fire service conferences, conventions and other educational meetings to maintain professional currency;
2. Meets with the Police Chief to coordinate activities which cross department lines of control; and

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3. Serves as spokesperson for the Fire Department.

KNOWLEDGE, SKILLS AND ABILITIES (At time of Appointment)

Thorough knowledge of the principles and practices of fire suppression; and fire, rescue, emergency services and disaster management;

Thorough knowledge of the principles and practices of public administration;

Thorough knowledge of the principles and practices of personnel administration;

Thorough knowledge of the Uniform Fire Code and other adopted fire safety regulations, and the ability to work with the public in a proactive manner to achieve compliance with the regulations;

Thorough knowledge of NIMS, ICS, fire suppression tactics, and tactics to resolve other emergencies encountered by the District;

Knowledge of the legislative and standards making processes, and the ability to identify potential impacts of anticipated changes;

Knowledge of standards applicable to apparatus and equipment, and public contracting laws;

Knowledge of ambulance operations and applicable local, state and federal laws related to ambulance operations;

Knowledge of quality improvement practices;

Knowledge of capital asset management and the financial practices related to capital improvement and replacement;

Knowledge of required and recommended records keeping activities;

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Knowledge of the Oregon Mobilization Plan;

Skill in administering a variety of fire service programs, including fire suppression operations, hazardous materials, emergency medical transport, disaster preparedness, public education and information, and mutual aid agreements to achieve organizational goals;

Skill in developing and administering budgets, including interagency agreements, and managing interagency agreements and service delivery contracts;

Skill in community and media relations;

Skill in problem solving and decision-making;

Skill in operating a computer to research information and keep appropriate records;

Ability to comply with Oregon budget law and government financial practices;

Ability to develop and maintain effective working relationships with the public, elected officials, other fire service agencies, and staff;

EDUCATION AND EXPERIENCE

Any combination of experience, education and training that demonstrates the required knowledge, skills and abilities is qualifying. A typical way to qualify would include increasingly responsible management experience in a fire department; advanced journey-level experience in fire and emergency services; college-level training in fire administration or related field, and on-the-job training in organizational management or public administration, financial management, emergency incident command and control, fire prevention practices and emergency medical services.

CERTIFICATIONS AND LICENSES

Must meet the educational requirements or possess a Department of Public Safety Standards and Training (DPSST), International Fire Service Accreditation Congress

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(IFSAC), or National Fire Protection Association (NFPA) certifications for Firefighter I, Firefighter II, Instructor I, Fire Officer I, and EMT – Basic.

MENTAL AND PHYSICAL DEMANDS

This classification continuously requires reading/writing/speaking and understanding English, independent judgment and action; and frequently requires decision making, interpersonal skills, teamwork, creativity, customer service, mentoring, training and supervision, problem analysis, basic math; and occasionally requires presentations, teaching, use of discretion, and advanced math. Physical demands include standing, walking, stooping, crawling, talking, reaching, feeling, repetitive motions of hands/wrists, repetitive motions of feet, sitting, bending, kneeling, climbing, grasping, hearing and handling. This classification may be required to lift heavy equipment and materials in excess of 50 lbs and work at heights in excess of 20 feet. Strenuous physical activity is encountered on fire and other emergencies. Office duties require light lifting. Qualified individuals with a disability and known limitations will be reasonably accommodated to perform the essential functions of this classification.

WORKING CONDITIONS

This classification is exposed to air contamination, confining workspace, dirty environments, electrical hazards, high or low temperatures, high work places, improper illumination, noise, and toxic materials. Those working in this classification must drive a vehicle, take responsibility for the safety of others, travel extensively on occasion, work hours as required to achieve results, attend evening meetings, be on-call 24/7, and engage in extensive close work and CRT work.

Approved By _____ **Date** _____

Classification History:

Established: By Resolution 2002-023 of the Sunriver Service District Managing Board on October 9, 2002