

**EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION**



JOB TITLE:	District Fire Chief	FLSA: Exempt
DIVISION:	Administration	APPROVED: May 18, 2015
REPORTS TO:	District Board of Directors	REVISED: October 18, 2022

POSITION SUMMARY:

Responsible for administration and oversight of the East Fork Fire Protection District; fulfills incident command roles and responsibilities at all levels; serves as Chief Executive Officer; provides necessary administrative support to the East Fork Volunteer Firefighter's Association and all volunteer fire departments in the District; promotes and maintains positive working relationships with the East Fork Professional Firefighters Association and East Fork Volunteer Firefighter's Association.

ESSENTIAL FUNCTIONS:

- Responds to large, complex, or multiple emergency incidents fulfilling incident management roles; coordinates efforts with officers, firefighters, apparatus, and equipment personnel from other agencies for both on and off District operations; fulfills duty coverage on a rotating basis one week out of four (24/7); provides coverage for other Duty Chiefs and Battalion Chiefs as required.
- Works with the Volunteer Firefighter Association, East Fork Professional Firefighters Association, District staff, and the District Board of Directors to establish and implement policies and procedures and to establish goals and objectives; develops priorities and timetables for program implementation, including systems to evaluate program effectiveness; maintains and periodically updates fire protection/emergency medical services master plan; formulates response strategies and determines appropriate plan of action in accordance with predetermined goals and objectives.
- Oversees the operations of emergency medical service and fire/rescue activities and evaluates system design, service delivery, personnel management, training, and quality of patient care; develops and implements changes as necessary; ensures compliance and enforcement of the Douglas County Code, International Building & Fire Codes, NFPA Codes and Standards, and all other related Nevada Revised Statutes and other applicable codes and regulations; ensures that District staff provides service to the public in a courteous and sensitive manner.
- Directly oversees the District's Chief Fiscal Officer (CFO) in the preparation of the annual budget in accordance with guidelines provided by the District's Board of Directors and the State of Nevada; protects the District's financial resources by maintaining proper audit controls; advises District Board of Directors on the District's financial status.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- Responsible for safeguarding District assets. Oversees all the District's resources, including petty cash, supplies, equipment, vehicles and fire apparatus, buildings and grounds; conducts periodic inventory as required by statute within established timelines; responsible for proper removal from service and disposal of all resources no longer suited for use and deemed surplus per District policy; ensures District compliance with State statutes and District policies in relation to purchasing/procurement activities.
- Oversees all fire origin and cause investigations, building life and fire safety plan checks and inspections, issuance of citations, and maintenance of all District response statistics and public fire prevention education activities.
- Participates in processing and training of new staff, as necessary; plans, assigns and directs work of assigned staff; listens and responds to employee issues, concerns and complaints and suggest solutions to rectify situations; prepares performance evaluations; discusses performance and provides direction to staff regarding performance improvements.
- Responsible for overseeing the coordination and all activities associated with the preparation of the monthly and special Board of Director meetings to ensure compliance with Nevada Revised Statutes, which includes, but is not limited to the preparation of the public agenda items for consideration and approval by the Board of Directors; ensures compliance with all statutory mandates Prepares and presents public agenda items for consideration and approval by the Board of Directors; ensures compliance with all statutory mandates.
- Oversees the preparation, submission, and compliance of grants.
- Maintains a District training program to include comprehensive training to all District staff and volunteers; coordinates efforts to establish training levels and defines subject areas to be presented; ensures that all training programs meet required federal regulations, State statutes, District policies and County ordinances.
- Acts as spokesperson for the District; responsible for all public relations, public education, and pertinent information dissemination; responsible for proper resolution and response to citizen complaints regarding District operations.
- Oversees the maintenance of all support activities necessary to maintain a combination model of all-hazard emergency responses; reviews recommendations from the Volunteer Firefighter Association and attends business meetings to interact and encourage professional growth, team building, and development; facilitates communication between the Volunteer Firefighter Association, the East Fork Professional Firefighters Association, and the District's Board of Directors.
- Represents the District with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, districts, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's Degree in Fire Science, business or public administration, or a related field; and ten (10) years of fire command experience in the position of Battalion Chief or higher; OR an equivalent combination of education, training and experience as determined by the District Board.

Required Knowledge and SkillsKnowledge of:

- Principles of fire management, suppression, prevention, and education in rural and urban areas.
- Principles and practices of emergency medical care and basic life support techniques.
- Principles and practices of hazardous materials control, containment, and response.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and the management of employees through multiple levels of supervision.
- Principles and practices of developing teams, motivating employees, and managing in a team environment.
- Principles and practices of budget development, administration, and management.
- Applicable laws, codes and regulations, and computer applications.
- Record management principles and practices.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds, often in situations which may be stressful.
- Correct business English, including spelling, grammar, and punctuation.
- Tools, equipment, and apparatus utilized in the fire service.

Skill in:

- Establishing and maintaining effective work relationships with the District's Board of Directors, elected officials, staff, coworkers, and the public.
- Planning, organizing, and administering a comprehensive fire suppression and prevention, and emergency medical response system.
- Administering programs and staff through subordinate supervision.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, policies, procedures, and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives, and provide customer service in a cost effective, efficient, and safe manner.
- Communicating effectively and clearly to individuals and groups.
- Interpreting, applying, and explaining complex federal, state, and local laws related to the areas/programs of responsibility.

- Ability to conduct personnel employment interviews at all levels and with a good understanding of human resource concepts and regulations.
- Preparing clear and concise reports, correspondence, and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Taking effective action in emergency situations.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Speaking before and advocating legislative proposal as directed.
- Contract negotiations and collective bargaining under Nevada Law.
- Grant writing and management.
- Strategic Planning, long-term forecasting, and goal setting.
- Special project management and project coordination.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Class B driver’s license with an “F” endorsement. Nevada Class C required within 12 months of employment.
- Nevada Fire Officer I, II, III and IV certifications or equivalent verified certifications of the same levels
- NWCG Red Card Type 3 Incident Commander within 12 months of employment (Regional)

PREFERED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

Completion of National Fire Academy Executive Fire Officer (EFO)

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Mobility to work in a variety of emergency response environments; stamina to climb ladders, traverse uneven terrain, strength to lift and carry up to 50 pounds; balance, stoop, kneel, crouch; work within confined spaces and at heights; vision to read printed materials; and hearing and speech to communicate in person or over the telephone.
- Work is subject to exposure to external environment, extreme weather conditions and temperatures; hazardous fumes, toxic chemicals, and airborne particles; bodily fluids; electrical shock; extreme noise; traffic conditions when traveling from one location to another.

CONDITIONS OF EMPLOYMENT:

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *New employees are required to submit to a fingerprint-based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.*
3. *EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____