

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 15, 2024

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 fire departments in the District; promotes and maintains positive working relationships with all East Fork staff and Volunteer Firefighters.

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 District operations; fulfills duty coverage for other Duty Chiefs as required.
- Works with the East Fork 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.
- Responsible for 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

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.

- maintaining proper audit controls; advises District Board of Directors on the District's financial status.
- Responsible for safeguarding District assets.
 - Responsible for the District's activities and coordination of all District Board meetings to ensure compliance with state law and statutory mandates.
 - Responsible for the preparation, submission, and compliance of grants.
 - 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.
 - 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.
 - Responsible for the hiring and evaluation of staff as specified by District policies; reviews all progressive disciplinary matters; makes final determination as necessary as specified in District policies and current collective bargaining agreements; establishes required staffing levels and ensures those levels are maintained.

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 (preferred) in Fire Science, business or public administration, or a related field; and eight (8) years of progressive fire ground experience with at least five (5) years of command level experience in the position of Battalion Chief or higher; and a minimum of three (3) years of administrative experience (preferred); OR an equivalent combination of education, training and experience as determined by the District Board.

Required Knowledge and Skills

Knowledge of, including but not limited to:

- 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, including but not limited to:

- 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:

- Valid state driver's license.
- Recognized Fire Officer IV certifications or equivalent verified certifications of the same levels, or an equivalent combination of training and/or experience as determined by the Fire Board.

PREFERRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

Completion of National Fire Academy Executive Fire Officer (EFO)

PHYSICAL DEMANDS & WORKING ENVIRONMENT, WHICH ARE REPRESENTATIVE OF, BUT NOT LIMITED TO:

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 at elevated heights; vision to read printed materials; and hearing and speech to communicate in person, over the telephone, and by way of a radio system.
- 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:** _____