



P.O. BOX 9 • AURORA, OR 97002

Position Description
FIRE CHIEF

Salary Range
\$100,000 to \$120,000 depending on qualifications

1/9/2017

GENERAL STATEMENT OF DUTIES

The Fire Chief is the chief executive officer of the fire district, agent for the board of directors, and administrative and operational head of the fire district. His/her duties include long and short-range planning; administering district business, managing district facilities, equipment, personnel and finances; and supervising and directing employees and volunteers. Works and makes decisions independently within the guidelines established by policy.

SUPERVISION RECEIVED

Works under the general supervision of the fire district board of directors. Work is reviewed for conformity with district policy.

SUPERVISION EXERCISED

The Fire 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 and recommends to the board of director's measures, operating systems, services and resources that result in a level of fire protection and emergency services acceptable to the public.
- Develops and implements plans that 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 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 district's incident command system. Orders resources and develops strategies to reduce loss of property, stabilize emergency situations, improve

FIRE



RESCUE

public safety and save lives. Plans for community safety, fire protection and life safety in the event of a major disaster. May be required to perform interior firefighting operations.

- Maintains effective relations among the fire district 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 board meetings and officers meetings, 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.
- Will act in a professional manner both on and off the job.

MINIMUM REQUIREMENTS

- Must have five years fire command experience at the company or chief officer level with a minimum of 10 years experience in the fire service.
- Experience in working within combination fire departments.
- Possess a valid Oregon Drivers license to operate all district equipment.
- NFPA Hazardous Materials First Responder/Operations
- NFPA Fire Officer II.
- NFPA Instructor II
- NIMS-ICS 300 & 400 certifications.
- EMT-Basic.
- Annually pass Aurora Fire District medical physical
- Must live in the Aurora Fire District or South of the Willamette river and within 8 miles of the district administrative office within 6 months of hire
- Associate Degree in public administration, or fire science, or fire administration, or in a field of emergency response.

PREFERRED REQUIREMENTS

- Bachelor Degree in Public Administration or in the field of emergency response
- AEMT or greater
- NFA Executive Fire Officer Certification

Adopted this 9th day of January 2018

Board President

Date

FIRE



RESCUE