

# **ILLINOIS VALLEY RURAL FIRE PROTECTION DISTRICT**

Job: Fire Chief

Effective:

Classification: Administrator - Contract

Revised:

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## **FIRE CHIEF**

### **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 duties include long and short range planning, administering the District ' s business; managing the District ' s facilities, equipment, personnel, and finances; and supervising and directing the District ' s employees and Paid call / volunteers. Works and makes decisions independently within guidelines established by policy.

### **Supervision Received:**

Works under the general supervision of the Board of Directors who reviews his work in conformance with District policy.

### **Supervision Given:**

Exercises supervision over all Fire District personnel including both paid call / volunteer and career members. Paid call /Volunteer and Career members are generally supervised by and through the chain of command.

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## Essential Functions:

1. Analyzes fire protection issues within the Fire District and advises and recommends to the Board of Directors measures, operating systems, services and resources which result in a level of fire protection and emergency service acceptable to the public.
  2. Develops and implements plans which further the mission and goals of the District. Develops policies, procedures, rules and regulations, 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. The Fire Chief is the Fire Districts Risk Manager.
  3. Supervises the activities of all District members and holds them accountable for adherence to rules, regulations, and policies. Causes the direction, training, and review of the work of all members, including assessments of job maturity and prescribing and providing training. Develops and administers performance appraisal systems for use by supervisors to cause the appraisal of performance by 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. Causes the development and maintenance of recruiting programs to ensure highly qualified candidates for membership. Appoints, disciplines and may terminate any District Career or Paid call / Volunteer personnel as needed.
  4. Responds to fire, medical, or emergencies involving hazardous materials as needed. Organizes the scene and 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 public safety, and save lives.
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5. Maintains effective relations between the Fire District and District members, agencies providing related services in the District, clubs, groups, other organizations and the community at large.
6. Enforces applicable laws as required by statute, District ordinance, policies NFPA standards, Oregon State Fire Code.
7. Prepares reports and supervises the keeping of records as required.
8. Attends meetings of the Board of Directors. Acts as the Budget Officer for the District. Assists staff in the development of the Annual Budget. May assist the District's Auditor in preparation of the Annual Audit.
9. Interacts with District general and special Legal Counsel as necessary in furtherance of the District's mission.
10. Acts as a member of Management's labor negotiations team and is responsible generally for labor relations within the District and administration of the Labor Agreement.
11. Recruits, appoints, discharges and maintains discipline of Fire District personnel. Annually evaluates those Officers who directly report to the Fire Chief.
12. Performs other similar and incidental duties and responds to any other directives from the Board of Directors

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## **Responsibility:**

The Fire Chief is responsible for the good faith performance of all duties to the District and shall conduct himself in such a way that will bring credit to the office and to the District. The Fire Chief shall maintain all certifications and accreditation required for that position. He shall also maintain required knowledge, skills and abilities and keep himself abreast of current methods and techniques through training and education.

## **Recruiting Knowledge, Skills, and Abilities:**

Possesses a thorough knowledge of emergency service principles, techniques, and delivery systems as well as a thorough knowledge of apparatus and equipment concepts. Is familiar with modern concepts of public safety management principles. Ability to work harmoniously with others, communicate effectively both orally and in writing in the English language; ability to instruct effectively, maintain discipline, stimulate interests, resolve conflicts, and enable others to work harmoniously to meet District Goals.

## **Experience and Training Requirements:**

- Bachelor's Degree in Fire Science. Master's Degree preferred.
- Five (5) years experience as a chief officer
- NREMT and/or Oregon State Emergency Medical Technician or greater. Paramedic preferred.
- EFO or CFO preferred.

*(Education and experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered. Please see complete list of minimum education and experience required on the Job Description)*

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## Special Requirements:

Must be physically able to perform the tasks required of the position. He shall hold an Oregon Driver License upon appointment and be insurable by the District's insurance carrier. Must be a resident or work in the District or become a permanent resident as soon as practicable after date of appointment. Must be bondable.