

WORLEY FIRE PROTECTION DISTRICT
FIRE CHIEF
FSLA EXEMPT POSITION

A. Nature and Scope:

The Fire Chief, as chief executive/administrative officer of the Worley Fire Protection District, shall be responsible for overseeing all activities of the District. The Fire Chief shall be responsible to the Board of Fire Commissioners and shall perform his/her duties under the Board of Fire Commissioners general direction, while working independently in supervising the District's operations. The Fire Chief shall assume the responsibility for the duties charged and delegated to him/her by law or ordinance, or by the policies and regulations of the District.

The Fire Chief shall be responsible for the direction of all Emergency Response and fire prevention bureau activities of the District, including the development of recommendations and planning for the protection of life and property in the District. All officers of the District shall report to the Fire Chief through the chain of command.

The principal duties of this position are performed in a general office environment within the Administrative Station. The normal office hours of this position are Monday thru Friday, 8AM - 5PM. The Fire Chief position is considered an executive, administrative, and professional capacity and is not subject to overtime or comp time rules.

B. Duties and Responsibilities:

The Fire Chief shall supervise both career and volunteer staff and provide overall management and support in such areas as fire suppression activities, human resource functions, training activities, communications, EMS activities, and specialty teams. This individual has considerable responsibility and discretion in the exercise of these duties. In addition, the essential duties, and responsibilities of the position of Fire Chief include, but are not limited to, the following:

1. Supervisory and Leadership Duties

- a. Organize and direct the administration of all services and programs provided by the District. Continually review and identify the requirements of the community and develop and implement an effective fire service and emergency medical services program in conjunction with Kootenai County Emergency Medical Services to protect the lives and property in the District. Conduct or cause to be conducted departmental investigations.
- b. Develop short and long-term objectives designed to maintain the continued protection of life and property within the community, along with a mission statement that is in accordance with nationally recognized standards. The objectives will include such areas as fire suppression, emergency medical responses, pre-fire planning, public education, fire prevention, and fire investigation. In developing the District's goals and objectives, the Fire Chief shall continually review the requirements of the District and the availability of new fire prevention and suppression techniques.

2. Fire Suppression/Prevention

- a. Ensure that members receive the proper training by reviewing and approving the District's training programs.
- b. Study firefighting trends and direct planning to meet the new trends. Attend meetings, seminars, and conferences to keep abreast of latest developments in firefighting methods and administration.
- c. Direct allocation of staffing and equipment for maximum effectiveness with due regard for safety.
- d. Respond to and may take command of any large incidents, when necessary. Personally direct Emergency Response activities through subordinate officers.
- e. Assure professional inspection of all public buildings, manufacturing, industrial and commercial facilities, and multi-family dwellings within the District boundaries.
- f. Assure professional investigation of each fire so as to determine its cause, and in cases of suspected arson, secure and preserve all evidence in cooperation with the office of state fire marshal.

3. Organizational Support

- a. Develop and implement a pro-active risk care management program that will prevent and protect the District and its employees from possible injury or liability.
- b. Direct the preparation of the annual budget, including reviewing each component and submitting a recommended budget to the Board of Fire Commissioners for approval.
- c. Oversee the maintenance of all District records and compliance with all applicable local, state, and federal laws.
- d. Meet with representatives of other Districts/Departments, other governmental agencies, and private companies to discuss and resolve various issues pertaining to District matters. Coordinate intergovernmental agreements and mutual aid plans with neighboring fire Districts/Departments.
- e. Supervise the procurement of material, supplies and equipment and the repair and maintenance of same.
- f. Actively participate in fire service organizations locally and at state and national levels.
- g. Promotes public awareness of the District through speeches, presentations, and attendance at meetings in the community.
- h. Regularly attend all meetings of the Board of Fire Commissioners, and other special meetings where the Fire Chief's attendance is needed and prepare written reports to the Board of Fire Commissioners as required.

C. Qualifications

1. Candidates for Fire Chief must meet the following prerequisites:

- a. Bachelor's degree in Fire Science or related field; equivalencies accepted.
- b. Minimum of ten (10) years of related experience as a chief officer.
- c. Leadership experience in collective bargaining with unions desired.
- d. Pass a criminal background check.
- e. Must reside within thirty (30) minutes of the District's jurisdictional boundary within Six (6) months from the date of hire. (preferrable live within district)
- f. The ability to acquire a valid driver's license within six (6) months.
- g. Certified Fire Officer.

- h. Must be NFPA Instructor certified or equivalent.
 - i. The District reserves the rights to determine equivalencies if any of acceptable experience and training.
 - j. All certifications must be maintained in good standing throughout the term of employment.
2. The Fire Chief shall have and maintain the following knowledge and skills:
- a. Comprehensive knowledge of modern methods and skills of Fire District/Department operations and administration,
 - b. Comprehensive knowledge of modern firefighting and emergency medical techniques and problems, and application thereof,
 - c. Skill in the evaluation of tactical and operation requirements and conflagration situations,
 - d. Knowledge of District policies, and rules and regulations and of local, State, and Federal laws related to District operations and management,
 - e. Knowledge of fire hazards and firefighting resources such as personnel, staffing, water supply and communications,
 - f. Excellent oral and written communications skills.
 - g. Excellent leadership skills and the ability to establish and maintain effective working relationships with other employees and the general public.
 - h. Excellent judgment skills.
 - i. Skill in the application of administrative and management methods and procedures to departmental activities.
 - j. Emergency medical services experience.
3. Other duties as assigned by the Board of Commissioners.