



# Columbia River Fire & Rescue Job Classification System

<b>Position</b>	<b>Fire Chief</b>
<b>Division</b>	Administration
<b>Reports To</b>	The Board of Directors
<b>Supervision Exercised</b>	Supervises all aspects of the District's operations, planning, logistics and finances. Has a high level of delegation in assigning work and responsibility to all divisions and departments of the District. May work at all command levels from Incident Commander through Branch/Division Supervisor. Directly supervises the Assistant Chief and Finance Director and reviews their work for technical competency, quality of work, volume of acceptable work, compliance with district policy & procedures and ability to operate as a member of a team.
<b>Salary Status</b>	This Position is currently authorized at one position. Personal Services Contract with the Board of Directors, and is exempt from Overtime – Administrative and executive duties test.
<b>Civil Service Status</b>	This position is NOT covered by the Columbia River Fire & Rescue Civil Service System.
<b>Representation Status</b>	Non- represented. Works under a personal services contract with the Board of Directors.

**HIPAA Responsibilities:** The Fire Chief has access to “Protected Health Information” generated by the District’s operations. This position must sign a HIPAA confidentiality form.

**General Statement of Duties:** The Fire Chief serves at the will of the Board of Directors and is responsible for the administration of all personnel, equipment, and budgeted funds of the Fire District. The Chief shall direct the assignment of and discipline of personnel both paid and volunteers, the requisition of materials, supplies and equipment. The Chief shall be responsible for overall command of fire suppression, fire prevention, fire investigation, emergency medical service, and public education. The Fire Chief is responsible for the development of short and long term plans for the District’s operations. The Chief shall be responsible for maintenance, repair, improvements, and the replacement of apparatus, equipment, stations, and all other property of the Fire District. The Chief shall be responsible for the training of all personnel in the proper methods of firefighting, EMS and the proper use of all Fire District apparatus and equipment. The Fire Chief is responsible for insuring the District’s financial plans and practices meet the requirements of the District, Budget laws and modern accounting practices.

**Typical Tasks:** The intent of this listing of “typical tasks” is to describe the principle functions of the job. This description shall not, however, be construed as a complete listing of the duties, which may be assigned during the formal operation of the Fire District.



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1. The Chief shall be responsible for command of all fires and emergency calls for help. As senior officer of the Fire District, the Chief shall be responsible for the direction and use of personnel and equipment.
2. The Chief shall analyze the Fire District fire problem, and participate in the development of plans and techniques to provide the level of service as directed by the Board of Directors of the Fire District.
3. The Chief shall assign work, review employee performance, and make recommendations to the Board of Directors concerning personnel matters that require their actions.
4. The Chief shall be responsible for preparing, submitting, and maintaining any information or statistics that are required by the Board of Directors.
5. The Chief shall be responsible for a public relations program for the Fire District. The Chief shall constantly seek to improve the image of the Fire District. The Chief shall be, or have others of the District's staff available to talk to or to teach at the various service organizations, schools and clubs on the subject of fire safety, public education, or other Columbia River Fire & Rescue subjects.
6. The Chief shall institute and keep current a training program for all Fire District personnel under the criteria and supervision of the State of Oregon Department of Public Safety Standards and Training (DPSST). The Chief shall see that training records are kept for all personnel.
7. The Chief shall be responsible for the annual inspection of all known water sources and hydrants. The Chief shall inform the Board of Directors of any new major water sources.
8. The Chief shall be responsible for the annual inspection and inventory of all property of the Fire District and shall report to the Board of Directors on its status. The Chief shall see to it that all records are kept up to date and are in compliance with modern bookkeeping methods.
9. The Chief shall direct the assignment of and discipline of personnel; both paid and volunteer, the requisition of materials, supplies and equipment. The Chief shall be responsible for shift assignments, work assignments, and assignments of special details as necessary. The Chief shall also be responsible for seeing that such assignments are carried out.
10. The Chief shall inform the Board of Directors of any employee, who by reason of disease, accident or other physical, mental or other legal condition, does not or cannot fully and properly perform the duties that employee is assigned. If it is the Chief's judgment that it is in the best interest of the Fire District or the employee to take immediate action, the Chief shall take such action and report to the Board of Directors as to the action taken.
11. The Chief shall develop in conjunction with the Board of Directors, short range and long-range goals and objectives for the Fire District. The Chief shall analyze various Fire District services and community needs relating to fire prevention, fire protection and emergency medical services. The Chief shall assure that plans and operations are kept current with the requirements of the Fire District.
12. The Chief shall be responsible for the investigation of all fires to determine cause, origin and circumstances. The Chief shall be responsible for the enforcement of all adopted fire prevention codes and ordinances.
13. In so far as it does not interfere with the Chief's duties and personnel, the Chief shall attend conferences, schools, seminars and other such functions as necessary to keep informed of new developments in the fire service.
14. The Fire Chief may attend conferences, schools, and various meetings to keep abreast of the new developments in their areas of administrative and program management as needed.



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15. The Chief shall perform other special duties and functions as the Board of Directors may require or direct. Typically this is accomplished through an annual or other regular work plan promulgated by the Board of Directors through the annual review process.
16. The Chief shall maintain such physical conditioning to meet the mental and physical stresses of the job.

### **Required Knowledge, Skills, and Abilities (KSAs):**

1. This position requires the appointee to be a resident of the Fire District.
2. This position is a "Sworn" fire service position and must take an oath of office upon appointment.
3. This position requires advanced knowledge of budget preparation, implementation and control practices with special attention to Oregon local budgeting laws.
4. This position requires the member to possess community involvement & leadership skills. Candidates to this position may demonstrate these skills by showing their current involvement in their community.
5. This position requires the member to pass a back ground check.
6. Ability to use new concepts and acquire skills rapidly.
7. Ability to perform effectively under a variety of circumstances and in extreme situations
8. Ability to understand, follow and give oral and written instructions
9. Ability to maintain composure and act rationally under emergency conditions
10. Ability to work effectively with the public, fellow employees and to project a positive image of the organization
11. Ability to communicate effectively orally and in writing
12. Ability to work effectively with the District's computer hard/software
13. Ability to sufficiently perform the essential duties of the position as established by the Fire District.
14. Ability to use knowledge in keeping the District's programs operating smoothly
15. Ability to make decisions independently in accordance with established policies and to use initiative and judgment in carrying out tasks and responsibilities in a high activity, multi-task environment
16. Ability to deliver excellent customer service to the patrons of the District in a wide array of situations, including handling citizen complaints and solving customer problems with positive outcomes
17. Willingness to learn and work under supervision
18. Ability to work with others as a member of the health team
19. Ability to communicate verbally via telephone and radio equipment
20. Any combination of education, training, and experience that provides the knowledge skills, and abilities required to perform the essential functions of the position
21. Knowledge of the various legal processes involved in local government
22. Knowledge of management principles and practices of human and financial resource management



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23. Knowledge of and ability to use various personal computer software applications and a wide variety of other office equipment
24. Ability to manage and control a wide variety of activities and programs simultaneously
25. Ability to plan, organize and supervise the efficient and economic performance of staff
26. Ability to perform those activities required for the essential functions including, but not limited to: sitting for long periods of time, ability to be mobile at all times, frequent standing and walking, regular keyboarding, ability to effectively communicate by phone and in person to a wide variety of persons

### **Certificates and Other Qualifications (Requirements):**

1. High School Diploma or equivalency is needed.
2. A valid and insurable driver's license in the state of Oregon.
3. This position requires a minimum of 7 years of progressively responsible experience.
4. A Bachelor's level degree in fire service administration, business administration, Political Science or related field.
5. NFPA Hazardous Materials Awareness
6. NFPA Hazardous Materials Operations
7. NFPA Firefighter 2
8. NFPA Fire Instructor 1
9. NFPA Fire Officer 4
10. A certificate of completion of the following Homeland Security training courses:
  - a. IS-100
  - b. IS-200
  - c. I-300
  - d. I-400
  - e. IS-700
  - f. IS-800

### **Preferred Education and Experience:**

1. Masters level degree or above in fire service administration, business administration, public administration, political science or related field.
2. NFPA Instructor 2
3. NFPA Hazardous Materials Incident Commander.
4. National Fire Academy Executive Fire Officer



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5. DPSST Advanced Fire Service Institute
6. Emergency Medical Technician – Basic or above
7. NWCG Structure Fire Protection Specialist
8. NWCG Operations Section Chief Type 2 or above