



JOB DESCRIPTION

POSITION TITLE:	Fire Chief
EMPLOYMENT STATUS:	Full-Time; At-Will
FLSA STATUS:	Exempt
WORK HOURS:	As necessary to satisfactorily perform duties and responsibilities of this position
REVISION DATE:	03/26/2021

This job description is established by the Board of Directors (Board) of the Loveland Fire Rescue Authority (LFRA) to outline the basic requirements, duties and general responsibilities of the Fire Chief position. The position is full time, FLSA exempt. The work hours are as required or as necessary to satisfactorily perform the duties of the position. This position is "at-will," which means LFRA may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship at any time for any or no reason, without prior notice.

GENERAL PURPOSE: The Fire Chief is a senior command level position, with overall responsibility for the direction and management of LFRA. This position is responsible for working closely and collaboratively with the LFRA Board, Loveland City Council, and the Rural District Board in assuring adequate fire protection, rescue, and life safety services to all citizens in the LFRA District. This position oversees the Operations, Administration, and Community Safety Divisions of LFRA. The Fire Chief reports directly to the LFRA Board, and all members of LFRA report to the Fire Chief.

ESSENTIAL JOB FUNCTIONS:

In addition to duties imposed by the Board from time to time, and by applicable law, the essential job functions and responsibilities of the Fire Chief include:

- Managing the enforcement of fire ordinances, laws, and codes.
- Managing all career and volunteer personnel activities and operations of LFRA, including administration, fire prevention, public education, firefighting, emergency medical services, emergency management, technical rescue, and hazardous-materials response.
- Exercising independent judgment and discretion over personnel matters, including hiring, training, promotions, terminations and discipline of department personnel.
- Developing and implementing rules, regulations, policies, and procedures to advance the mission, goals, and objectives of LFRA.
- Establishing an emphasis on customer service, teamwork, and communication.
- Maintaining a thorough knowledge of state and local statutes, ordinances, procedures, and safety/regulating guidelines from fire service related organizations.
- Responding to major fire alarms/incidents and functions within the various Incident Command roles as necessary.
- Administering and participating in the development of the LFRA budget; strategically planning for the future of the organization.
- Developing and implementing mutual/auto aid agreements with neighboring communities to ensure a high level of fire and rescue services is provided.

- Maintaining a cooperative and collaborative relationship with Career and Volunteer staff, LFRA Board, Loveland City Council, and the Rural District Board, City Executive Leadership Team, and regional agencies within the fire district.
- Representing the City of Loveland in appropriate local, regional, state and federal activities related to the Fire Authority operations and welfare.
- Maintaining high visibility and places strong emphasis on communicating with all members of LFRA through station visits, interactions, and proficiency evaluations, while respecting the chain of command.
- Maintaining a progressive approach to change in the organization.
- When a local declaration of emergency or disaster is declared and/or the Emergency Operations Center (EOC) is activated, all LFRA employees may be required to work as a Disaster Service Worker.

OTHER JOB FUNCTIONS:

- Attend meetings, conferences, and seminars.
- Participate in professional development opportunities.

SUPERVISORY DUTIES:

- Responsible for the supervision of all assigned personnel.

JOB QUALIFICATIONS:

Knowledge, skills and abilities:

- Establish and maintain effective working relationships with internal and external stakeholders.
- Understands the principals and responsibilities of the Annual Compliance Report for the Commission on Fire Accreditation through the Center for Public Safety Excellence.
- Strong understanding of Emergency Management.
- Knowledge and understanding of the intricacies of combination departments.
- Strong budget skills supported by conservative fiscal management
- Expert knowledge of fire behavior, chemistry of fire and fire dynamics.
- Knowledge of building design, construction loading and reaction to fire and collapse potential.
- Understands fire protection and detection system design, operation and maintenance requirements.
- Utilizes short- and long-range planning principles.
- Knowledge of tools and equipment used in fire suppression, rescue, hazardous materials, and emergency medical services.
- Basic skill level using Microsoft Office Suite, with an emphasis on Excel and Power Point.
- Basic computer skill including, data management systems and specific and customized software applications (i.e. records management and data analysis systems).
- Strong knowledge of the Incident Command System and Blue Card Hazard Zone Management.
- Understands and utilizes effective incident command, strategic and tactical considerations essential to the safe and effective deployment of fire companies at the scene of aircraft, structure, wildland, hazardous material, transportation, extrication/rescue, and disaster incidents or operations.
- Ability to provide supervisory leadership, as well as management and motivational skills essential to effective and efficient development and utilization of human resource.
- Effective time management skills

- Ability to work independently without direct supervision.
- Effective verbal and written communication, including the ability to read, write, speak and understand the English language at a level adequate to perform the job.
- Understands communication techniques and equipment; maintains operational familiarity with the computer assisted dispatch system as well as the management information system.
- Knowledge of current emergency medical care principles and techniques.
- Ability to act effectively in emergency and stressful situations.
- Utilizes progressive fire and rescue practices and standards being utilized in the fire and rescue services within the department and at the state and national level.
- Ability to deal constructively with conflict and developing consensus.

Core Expectations:

Response, Readiness, Relationships, Resources, Positional Leadership

Education:

Bachelor's Degree in Fire Science, Fire Management, Public Administration or related field from an accredited university. Equivalent combinations of education and experience may substitute for education on a year-for-year basis.

Experience:

- Ten (10) years' increasingly responsible command and supervisory experience in an organized fire department and/or authority; *and* five (5) years of supervisory experience in a chief officer rank or executive role.
- Experience managing a unionized environment and collective bargaining desired.
- Fire department accreditation leadership experience through Commission of Fire Accreditation International (CFAI) desired.

Licensing/Certifications:

- State or national fire officer certifications; National Fire Academy Executive Officer Program (EFO) Graduate or enrolled with a specified completion date; Chief Fire Officer Designation (CFOD) or in process of obtaining; or similar certifications.
- ICS 100, 200, 300, 400, 700.
- Valid Driver's License with a safe driving record.

MATERIALS AND EQUIPMENT USED:

Office equipment such as computer, telephone, copier, scanner, etc.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS:

This position requires work in a variety of locations and conditions, including living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.

- A portion of this position will involve sedentary, administrative work in an office environment; however, in emergency situations, the Fire Chief may be required to supervise fire ground activities at an emergency incident and/or perform Firefighter duties.
- Strenuous physical activity under extreme adverse conditions will be required periodically.
- This position requires training in and use of safety equipment necessary for the working environment, including without limitation, self-contained breathing apparatus (SCBA) and other personal protective equipment (PPE).

- This position requires standing, running, walking, sitting, kneeling, twisting, stooping, bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping digging, spraying, reaching over head, reaching away from body, and repetitive motion.
- Will be required to work in all weather conditions and in extreme temperatures below twenty degrees (20 degrees) Fahrenheit and in excess of one hundred degrees (100 degrees) Fahrenheit.
- Work may be performed under dangerous, hazardous and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
- Work may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dusts, which may require use of personal protection equipment.
- Work may result in exposure to infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, etc.
- Work may result in exposure to high noise levels requiring the wearing of hearing protection.
- This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
- This position will involve periods of high physical, mental and/or emotional stress.
- This position involves frequent driving.

This job description has been written to provide an accurate reflection of the current job and to include the general nature of work performed. It is not designed to contain a comprehensive detailed inventory of all duties, responsibilities, and qualifications required of the employees assigned to the job. Management reserves the right to revise the job or require other or different tasks be performed when circumstances change.