



SOUTH ADAMS COUNTY FIRE DEPARTMENT JOB DESCRIPTION

FIRE CHIEF

Position: Fire Chief
Supervisor: District Board of Directors
Division: Administration
FLSA Status: Exempt
Effective Date: January 2022

This Job Description is established by the South Adams County Fire District (“District”) to outline the basic requirements, duties and general responsibilities of the Fire Chief position and is written to complement the District’s Member Handbook and Standard Operating Guidelines.

****This position holds a probationary status of 12 months from date of hire****

The headings in this Job Description are for reference only and shall not affect its interpretation.

Position Summary:

The Fire Chief is the District’s Chief Executive Officer and Commander in Chief. The Fire Chief is responsible for implementing the rules, policies and procedures established by the Board, and for carrying out the duties imposed upon the Fire Chief by Federal, State or local laws, rules, regulations, codes, standards or ordinances, including but not limited to, the duties imposed by the Colorado Special District Act, C.R.S. §32-1-1002, applicable medical protocols, and the applicable Fire Code(s) and Nationally Recognized Standards (collectively, “Controlling Law”). The Fire Chief is responsible for all aspects of the day-to-day administration, operation and finances of the District.

Supervisory Responsibility:

Assigned as required by the Fire Chief

Primary Duties and Responsibilities:

1. The following duties are an overview of the primary duties and responsibilities of the Fire Chief and should not be considered an all-inclusive list.
2. Demonstrates a comprehensive knowledge of the District's rules, policies and procedures as they pertain to the Fire Department and the District; including, but not limited to rules, policies and procedures contained in the District's Member Handbook, Payroll Manual and Standard Operating Guidelines. Consistently and appropriately enforces the District's rules, policies and procedures.
3. Directs the daily operations for the South Adams County Fire Department and evaluates to ensure a high level of performance.
4. Formulates South Adams County Fire Department business and administrative policy and procedures.
5. Monitors deviation from approved budget and initiates corrective actions in order to control costs.
6. Projects and recommends budget expenditures for the District.
7. Develops and implements operational plans to assure alternative courses of action which provide realistic operations for the District consistent with budget considerations.
8. Assumes responsibility for all purchases, approves invoices for payment and approves and monitor all travel and expense accounts of all personnel.
9. Maintains communication with the District's Board of Directors identifying significant problems and developments to facilitate board management decision making.
10. Plans, organizes, and coordinates facility activities, including building maintenance, custodial services, energy conservation and facility capital planning.
11. Coordinate the resolution of inquiries, complaints, problems or emergencies affecting the availability or quality of Fleet, Facilities or Information Technology services. Respond to sensitive or complex inquiries or service complaints with a high degree of customer service.
12. Oversee the development of the scope, cost, and when approved, bid specifications expenditures as they relate to scope of work.

13. Research and prepare technical administrative reports and correspondence concerning projects, services, contracts and operations of divisions using professional verbal and written communications.
14. Ensure work is performed in compliance with District safety, applicable laws, codes and environmental standards.
15. Effective use of computers and related technology.
16. Perform other duties as assigned by the Board of Directors.

Minimum Qualifications and Certification Requirements:

1. High School Diploma or GED
2. Bachelor's degree in Fire Science, Business, Public Administration, or related field, or any equivalent combination of education and/or experience that provides the required knowledge and abilities for the position.
3. 15 years of fire related experience with ten (10) years in a supervisory role and five (5) years in executive leadership.
4. Knowledge of principles and practices of management, leadership and supervision, basic budgeting practices; safety practices, principles and procedures and report writing techniques.
5. Ability to prioritize and manage multiple projects with minimal supervision.
6. Knowledge of District IT infrastructure, network, software and operating systems.
7. Ability to communicate to District personnel, give technical guidance and instruction on the use of systems and processes.
8. Ability to learn and support new hardware and software systems.
9. Ability to interpret instructions furnished in written, oral, diagram or schedule form.
10. Ability to effectively present information and respond to questions from personnel. Management, customers and the general public.
11. Ability to read, write and speak the English language at a level adequate to perform the duties.
12. Interpret and implement Federal and State regulations pertaining to the District buildings and IT services.

13. Plan and direct the operation and maintenance of the District's buildings, and IT programs including a preventative maintenance program.

Work Environment and Physical Requirements:

1. This position will involve sedentary, administrative work in an office environment.
2. Use of sensory activities such as talking, seeing and hearing will be required frequently.
3. This position requires the ability to sit for extended periods, and frequent pushing, pulling, pinching, gripping, reaching over head and reaching away from body. This position also requires frequent standing, walking, twisting and turning, and occasional kneeling, bending and squatting and stooping in the course of daily duties. The position also requires grasping, repetitive hand movement and finger coordination in preparing statistical reports and data, using a computer, keyboard and mouse.
4. This position requires the ability to work evenings, weekends and holidays as needed.
5. This position requires near and far vision and the ability to adjust focus.
6. Position involves extended periods of low mental and/or stress activity punctuated by periods of high mental and/or emotional stress.

I have read and understand the contents of this job description

Employee Name

Employee Signature

Date