

BOULDER RURAL FIRE PROTECTION DISTRICT - JOB DESCRIPTION

WORK HOURS: As Required or as Necessary to Satisfactorily Perform the Duties of the Position

FLSA STATUS: Exempt, Full-time

EFFECTIVE DATE: Jan 28, 2025

DIRECT REPORT: Board of Directors

This job description is established by the Boulder Rural Fire Protection District (BRFPD), Board of Directors. It outlines the basic requirements, duties and general responsibilities of the Fire Chief position. The position of Fire Chief is “at will”, which means the employee may terminate employment with the District without prior notice at any time for any reason (unless otherwise specified in written offer of employment); similarly, the Board may terminate the employment at any time for any or no reason, subject to the requirements of federal and state law.

Unless expressly defined in this job description, all terms have the same meaning as defined in the Personnel Handbook, as may be amended from time to time by the BRFPD Board of Directors in its sole discretion.

Position Summary

The Fire Chief is the Chief Executive Officer and Commander in Chief of the BRFPD, responsible to the Board of Directors for the effective, efficient and legal conduct of BRFPD; plans, organizes, coordinates and directs the administrative, financial and operational activities of BRFPD.

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

Authority/Supervision

The Fire Chief is the sole employee and works under the general supervision of the Board of Directors. The Fire Chief is responsible for all aspects of the BRFPD, the general supervision of all BRFPD personnel, their safety, job performance and either

BOULDER RURAL FIRE PROTECTION DISTRICT - JOB DESCRIPTION

provide or make available training for their specific job function. The following is an overview of the Fire Chief authority, duties and responsibilities.

Administrative

1. Serves as the District's Chief Executive Officer.
2. Is responsible for all aspects of the day-to-day administration, operation and finances of the District, directly or as delegated to subordinate staff of supervisors.
3. Develops such rules and procedures, and issues orders or directives as necessary and enforce the Rules established by the Board and imposed by Controlling Law. The rules, procedures, orders and directives shall be consistent with Controlling Law, the Personnel Manual and all other Rules established by the Board.
4. Develops a proposed budget, in collaboration with the District's administrative staff, for timely submission to the Board each year, and ensures that District revenues and expenditures are within the amounts established by the budget approved by the Board.
5. Attends Board meetings and work sessions; prepares and presents reports to the Board on operations, finances, and administration of BRFPD. Prepares a detailed monthly or special report upon any matters, which in the Fire Chief's judgment, are necessary and appropriate or as the Board requires. Makes recommendations for changes to Board policy/procedures; identifies discrepancies between actual performance and adopted goals, objectives and budget.
6. Ensures personnel and confidential records for each member are generated and properly maintained.
7. Attends training and education to remain relevant with evolving fire services: suppression, emergency medical, community risk reduction, personnel management, self-improvement, budget management, labor relations.
8. Responds to public inquiries: review and act upon complaints from the public or other agencies. Advise citizens, property owners, contractors and others on questions relating to District rules, policies and procedures.
9. Demonstrates the ability to achieve stated objectives of the agency, the Board and the strategic plan.
10. Communicates rules, procedures and SOG's, issues such orders and directives, as may be necessary to implement and enforce the BRFPD rules or imposed Controlling Law, the Personnel Handbook and all other rules established by the Board.
11. Demonstrates positive, effective written and oral communication skills at all times.

BOULDER RURAL FIRE PROTECTION DISTRICT - JOB DESCRIPTION

- 12.** Proficient in the use of the District's communications systems to function effectively as the Fire Chief; has the ability to use a personal computer, including word processing software and database software.
- 13.** Maintains office hours at the District's headquarters necessary for the efficient and effective administration and operation of the District; suppression, high quality EMS, fire prevention and public education' all programs.
- 14.** Supervises the development and enforcement of regulatory ordinances and codes regarding fire prevention and community safety.
- 15.** Coordinate, where necessary or appropriate, intergovernmental agreements with other agencies and departments.
- 16.** Enforces BRFPD Rules and Controlling Law. Reviews the same on a regular basis to ensure uniformity, applicability and adherence to Controlling Law.
- 17.** Works closely with the bargaining unit and meets with the Union Executive Board on a regular basis to enhance communications.
- 18.** As required, be available for required work or attendance at fire department or community events that may occur on weekends, holidays and evenings outside the regular business hours of the District.
- 19.** Attends outside training and/or education in the local area, regional training or national conferences to enhance performance; program promulgation, program management, monitor fire service trends.
- 20.** Perform other duties as assigned by the Board or required by Controlling Law.

Supervision

1. Directs members of the BRFPD through the chain of command; may perform duties of subordinates as necessary.
2. Is the appointing authority for all subordinate fire district personnel which includes but is not limited to hiring, promotion, commendation, discipline, imposing corrective action, and termination.
3. Consistently promotes a professional image of the District at all times and will expect the same of others.
4. Demonstrate sound personnel management skills, including but not limited to, encouraging feedback and suggestions, initiating regular discussion with subordinates, effectively managing on a periodic basis, reinforcing good performance and taking appropriate and timely actions with marginal or failing performers. Have the ability to clearly state results expected from subordinates.
5. Provides guidance to subordinate officers in the planning and implementation of operations, programs, training and personnel management.
6. Takes appropriate safety precautions, anticipates unsafe circumstances and acts accordingly to prevent accidents. The Fire Chief is ultimately responsible for the

BOULDER RURAL FIRE PROTECTION DISTRICT - JOB DESCRIPTION

safety of themselves, others and equipment and uses the required safety equipment and procedures.

7. Demonstrates effective listening and speaking skills. Produce clearly organized and easily comprehended written communications. Maintain an open line of communication with the Board and subordinates.

Emergency Response

1. The Fire Chief, when needed, may take command of emergency incidents within the Incident Command System.
2. Maintains knowledge of modern fire service methods and procedures in suppression, prevention and emergency medical services.
3. Promotes positive relations with other agencies to ensure appropriate intergovernmental agreement responses, and goodwill among other fire departments and the public.
4. Maintains on-call status 24-hours a day, except when on vacation or other leave approved by the Board, for contact purposes and overall responsibility for the District's administration and operation.
5. The Fire Chief's primary use of the vehicle shall be for the performance of his/her duties. However, the Fire Chief is permitted to use the vehicle for incidental personal activities within the Fire District's jurisdiction and/or areas immediately adjacent to the same (i.e. medical appointment, stopping when commuting to and from work). The vehicle shall not otherwise be used for personal activities, such as vacation or other non-Fire District activities, where the Fire Chief has no reasonable expectation of performing duties as part of the trip.

Mandatory Qualifications and Requirements

1. Possess a bachelor's degree recognized from an Accredited institution in fire science, management, or a related field, or comparable experience;
2. A minimum of ten (10) years progressively responsible experience in the fire service including, at least five (5) years as a chief officer with management and administrative duties;
3. Possess or obtain within 90 days, and maintain, CPR Certification and BRFPD AED training;
4. Demonstrated ability to maintain high standards with a specific focus on developing and maintaining a positive culture, good morale and good order and discipline throughout BRFPD;

BOULDER RURAL FIRE PROTECTION DISTRICT - JOB DESCRIPTION

5. Knowledge of fire service administration including: organization, public administration, budget and personnel administration, records and information management, customer service and public relations;
6. Knowledge of BRFPD's rules;
7. Possess or obtain within 90 days of hire, and maintain Colorado driver's license.
8. Possess, or obtain within 90 days of hire, certifications in Incident Command System 100 through 400, 700 and 800;
9. Demonstrated ability to delegate authority and responsibility effectively;
10. Demonstrated ability to consistently and correctly interpret and apply Controlling Law and BRFPD rules;
11. Demonstrated ability to plan, organize, coordinate and direct the activities of the fire district and programs; fire suppression, fire prevention, emergency medical services and the specifics of a special district organization;
12. Demonstrated ability to communicate effectively, orally, in writing, and by electronic media;
13. Demonstrated ability to select, supervise, train and evaluate personnel;
14. Demonstrated ability to establish and maintain effective working relationships with supervisors, subordinates, peers and the public;
15. Demonstrated ability to implement, coordinate and operate within the ICS system;
16. The ability to read, write, speak and understand the English language at a level adequate to perform the job.

Desired Qualities

1. EMT-B IV and Paramedic certified and/or extensive Emergency Medical background/experience;
2. Extensive experience/knowledge of suburban and rural fire and emergency service agencies;
3. Master's degree in fire and emergency services related field;
4. Knowledge of computerized administrative functions;
5. Completion of the National Fire Academy Executive Fire Officer Program;
6. Possess or have possessed Blue Card Incident Command Certification and/or extensive knowledge/experience with Blue Card Command System;
7. Possess, or obtain Colorado Fire Officer II certification (or equivalent) and/or achievement of CPSE Chief Fire Officer Designation;
8. Possess or have possessed Wildland S-130/190 certification with NWCG Red Card;

Working Environment/Physical Requirements

BOULDER RURAL FIRE PROTECTION DISTRICT - JOB DESCRIPTION

1. 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.
2. A portion of this position involves sedentary, administrative work in an office environment; however, in emergency situations, the Fire Chief may be required to supervise and assist on fire ground activities at an emergency incident.
3. Position requires standing, running, walking, sitting, kneeling, stooping, bending, lifting, squatting, pushing, pulling, crawling, ascending and descending ladders and stairs, jumping, sliding, climbing, pinching, gripping, digging, spraying, reaching overhead, reaching away from body, and repetitive motion.
4. Ability to perform arduous physical tasks while supervising and assisting on fire ground activities at an emergency incident.
5. Ability to perform job tasks under conditions of potential serious harm (smoke, heat, toxic fumes, hazardous materials, heights, and similar situations) and all types of weather conditions and in extreme temperatures.
6. Work may be performed under hazardous and adverse conditions, including but not limited to, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
7. Work may result in exposure to smoke, gases, chemicals, fumes, odors, mists and dusts, which can affect the respiratory system or skin requiring the wearing of furnished personal protective equipment ("**PPE**").
8. Work may result in exposure to individuals or blood carrying infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, smallpox, *etc.* requiring the wearing of furnished PPE.
9. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
10. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
11. This position will involve periods of high physical, mental and/or emotional stress.

I acknowledge receipt of this job description.

Signature

Date

(Print Full Name)

January 28, 2025