

# PIONEER FIRE PROTECTION DISTRICT

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## **JOB DESCRIPTION**

Position Title: Fire Chief

Reports To: Board of Directors

Status: Full Time 36-40 hrs.+ work week (Living in district)

FLSA Status: Exempt

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## **POSITION SUMMARY**

The Fire Chief is the Chief Executive Officer of the Fire District, appointed by and responsible to the Fire Board for the effective, efficient and legal conduct of the fire district and its employees. The Fire Chief performs a variety of technical, administrative and supervisory work in planning, organizing, directing, and implementing all aspects of the fire department. Such work includes, but is not limited to, creating and maintaining district policies and budgets, ensuring required records are submitted complete and accurate, and ensuring all district services are continually monitored to prevent the loss of life and property by fire and/or emergency medical conditions. In addition, respond to calls during and after normal business hours and cover duty rotation.

## **SUPERVISION RECEIVED**

Reports to Board of Directors

## **SUPERVISION EXERCISED**

The Fire Chief supervises and oversee all aspects of the district administration division, training division, fire and life safety division, operations division and personnel. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

## **REQUIRED KNOWLEDGE**

Skills and Attributes:

- Sound judgement, professional conduct, commitment to service and community, and proven leadership skills are the prime factors of this position.
- Exhibits a high respect for human and community diversity.
- Has served in a fire department leadership position at a minimum of two (2) consecutive years as Captain or in a higher position than Captain.
- Has a current Emergency Medical Technician (EMT) or Paramedic license.
- Is able to demonstrate the ability to perform and lead others calmly and efficiently in crisis situations.

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- Has working knowledge of and the ability to maintain accurate records and prepare timely reports required by various city, state and federal organizations and agencies.
- Demonstrates strength, stamina and endurance to perform firefighting and departmental duties
- Provide external or internal customer service and communicating positively with a wide spectrum of socially, economically and diverse community members. A non-bias professional leader who is transparent.
- Seeks out various grants that benefit and enhance the operation efficiency of the districts and its members. Additionally, the ability to implement those programs.
- Encourage staff to bring all practical, reasonable and plausible ideas to the table.
- Represents the district openly, diligently and professionally with cooperators; is not afraid to ask the difficult questions, seeking out the best solutions without compromising the district.
- Response efficiently to calls for service (readily available) and commands dynamic/and or complex district incidents. Not resistive to getting hands dirty!
- Recruit, retain personnel and facilitate training/education of staff, career, volunteers and QRTs
- Fiscal management, budget preparation, expenditure control and record keeping.
- Management and supervisory principles and practices.
- Knowledge of current and proposed legislation and laws of the local, state and federal governments that affect the Fire District.

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

### **ADMINISTRATIVE**

- Available to personnel, staff, volunteers, BOD, outside agencies and community members; including, but not limited to calls for non-exigent and emergency services.
- Works and communicates seamlessly with BOD. In addition, with the Local.
- Accountability of staff, personnel, BOD, community and self.
- Constantly striving to improve relationships, communications and needs of cooperators, organizations, local, state and federal agencies, private organizations, PVFA, fire safe councils and more.
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- Fiscally accountable to the organization and district within the parameters of local, state and federal laws. Innovative thinker who can balance new and old fiscal challenges.
- Through the chain of command, the Fire Chief is responsible for the general direction, supervision and evaluation of all paid volunteer, reserve personnel and staff, including employee safety, training and job performance.
- Supports and enhances all established district programs and the team members behind them.

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- Develops and proposes to the Fire Board the department's annual budget and strategic planning.
- Ensures that monthly reports from are completed by staff in a timely manner.
- Prepares and submits Fire Chief Reports to BOD and community meetings.
- Monitors and controls district appropriations and expenditures.
- Supervises acquisition and disposition of grant expenditures.
- Prepares shift scheduling of all personnel.
- Reports to the BOD all appointments, promotions, demotions, transfers, and terminations of personnel.
- Directly supervises all district personnel, with assistance from subordinate officers.
- Ensures that accurate and complete records of employee benefits and personnel forms are completed and maintained.
- Investigates all disciplinary matters and recommends appropriate disciplinary action.
- Recommends and enforces all district policies, procedures, rules, and regulations.
- Periodically evaluates employee job descriptions, standard operating guidelines, and personnel policies and procedures to ensure they are updated to meet the needs and changes within the department.
- Organizes Fire Board meetings and work sessions; prepares and presents reports to the Fire Board on operations and administration of the district; makes recommendations for board policy changes; identifies discrepancies between actual performance and adopted goals and objectives.
- Organizes periodic review meetings with the EMS billing company to ensure billing collection is meeting the district budget goals.
- Assesses and responds to citizen complaints in a timely, courteous and effective manner.
- Evaluates the need for and recommends to the Fire Board the purchase of new equipment, apparatus, additional personnel, and emergency supplies when needed.
- Performs additional administrative duties as may be assigned by the Fire Board.

## **2. EMERGENCY OPERATIONS**

- Responds to alarms, administers initial emergency (care, response and/or service) when necessary, and directs activities at the scene of emergencies, as required. Inspects property for fire dangers and damage.
- Oversees all firefighting operations and fire prevention procedures including, but not limited to, disaster relief and prevention, hazardous materials, flooding and flood damage prevention, safety and risk management. Coordinates Mutual and Auto Aid Agreements with local Cooperators.
- Ensures apparatus is in good working order.
- Maintains and implements district disaster preparation plans.
- Supervises the development and enforcement of regulatory ordinances and codes regarding fire prevention and community safety.

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- Provides guidance to district officers in the planning and implementation of operations, programs, training, and personnel management.
- Takes appropriate safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Responsible for the safety of self, others and equipment. Uses all required safety equipment and procedures.
- Performs additional duties, as needed or assigned by the Fire Board.
- Practices, principles, guidelines, regulations and techniques of fire-fighting , EMS and disaster control

## 3. PERIPHERAL DUTIES

- Directs, supports and in the absence of administration staff can manage their task (Payroll, Accounts payable/receivable and much more).
- Promotes positive relations with other Fire Departments, Cooperators and associated agencies to ensure appropriate auto and mutual aid responses and goodwill among other departments and the public.
- Attends professional, trade and community meetings, trainings and events to keep abreast of current events within the fire service and within the communities.
- Performs related duties, as needed, to meet the needs of the fire district t.

## MINIMUM QUALIFICATIONS

- High school graduate or equivalent.
- Minimum ten (10) years of progressively responsible firefighting experience in an all-risk agency responsible for fire prevention, suppression, medical emergencies, and hazardous materials incidents, including at least five years of supervisory responsibility; or an equivalent combination of education and experience that would provide the required knowledge and abilities of the essential functions of the position.
- Valid California Class C Driver's License or ability to obtain within 30 days
- California State Fire Officer Certificate or Equivalent
- California State Fire Instructor-1 Certificate or Equivalent
- Haz-Mat First Responder "Operational Level" Certificate upon appointment
- Current California EMS-EMT or NREMT
- Current CPR/AED Health Care Provider
- ICS 100, 200, 300, 400, 700, 800.
- S130 and 190
- Must live within 9-12 (negotiable) months of hire; within ten (10) minutes of the district's jurisdictional boundary (preferred to live within district)
- Ability to operate emergency apparatus and equipment, with knowledge of safety policies and regulations, as well as applicable federal, state and local laws.
- Speak, read, and write the English language
- Meet PFPD physical performance standards

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- Meet insurability requirements of the district's insurance carrier
- Knowledgeable in the use of computers and district software applications.
- Able to submit to and pass physical, psychological and medical testing, including drug and alcohol testing, as requested

## ***Desirable Qualifications/Characteristics***

- Works diligently to improve the efficient operations; under current fiscal funding.
- 100% loyal to the district, the organization and the team.
- Constantly working in the best interest of the district, supporting the majority not the brashness or a personal agenda. Refraining from forcing or implementing larger agency programs that are challenging for rural agencies.
- Bachelors or Associates degree in related
- Have a working knowledge of federal, state and local laws and ordinances pertaining to fire and ambulatory services, including fire inspection. • Have working experience in the use of fire and ambulatory equipment.
- Completion of an NFPA/NFA ICS company officer course (excluding 300/400)
- Completion of an Occupational Safety Course (NFPA ISO or equivalent)
- Completion of an Instructor Methodology Course
- Knowledge of fire prevention, suppression and investigation methods, practices and procedures, with the ability to apply such knowledge and proper procedures to specific situations in a calm manner.
- Working knowledge of community geography, including street names and locations, building structures and hospital locations.
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## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Interact with a variety of local government response and support agencies.
- Analyze situations quickly and objectively, to actual and potential danger, and determine the proper course of action.
- Plan, organize and oversee assigned functions including evaluating the work of subordinates.
- Develop district goals and objectives and direct, conduct and implement planning activities.
- Analyze and evaluate district operations and develop and implement corrective action to resolve problems
- Establish and maintain effective working relationships with senior county management, employees, other agencies and the general public.
- Communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.
- Physically perform the essential job functions

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## PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by all personnel to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions. While performing the duties of this job, personnel are frequently required to stand, sit, walk, talk, hear, use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms. Personnel are frequently required to climb or balance, stoop, kneel, crouch, crawl, and smell. Personnel must be able to frequently lift and/or move up to 100 pounds and occasionally lift and/or move up to 185 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those personnel encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in an office, vehicle or outdoor setting in all weather conditions, including temperature extremes. Work is often performed in emergency and stressful situations. Personnel are exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. Personnel occasionally work near moving mechanical parts and in high, precarious places and are occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

## WAGES & BENEFITS (Negotiable/DOQ)

Pay	\$88,000.00 to \$105,000.00 DOQ
Cell Phone	District provided
Vehicle	District provided
Insurance	\$1400 towards district sponsored medical insurance
Executive Time	48 hours per year (July/June) no roll over
Vacation	80 hours per year (3.07 per pay period) (Max 160)
Sick leave	40 hours per year (1.54 per pay period) (Max 120)
457 Plan	Pioneer Fire Protection District is <b>not</b> in P.E.R.S.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the District and employee and is subject to change by the District as the needs of the District and requirements of the job change