



## Cortez Fire Protection District Job Description

**Position Title:** Fire Chief  
**Division:** Administration  
**Supervised By:** Board of Directors

**FLSA Status:** Exempt  
**Supervises:** All Members Assigned

### **JOB SUMMARY**

The Fire Chief serves as the District's Chief Executive Officer and is responsible for all administrative, operational and support functions of the fire district either directly or through delegation. The Fire Chief ultimately oversees all aspects of service, both emergency and non-emergency, delivered to the citizens and visitors of the fire district. The Fire Chief is expected to provide administrative direction and leadership for all fire district functions, operations and personnel through effective supervision of staff and a review of their activities. The Fire Chief is the fire district's Fire Code Official, unless otherwise delegated, and is an active member of the City's development review team.

The Fire Chief typically works a 40-hour per workweek schedule, though may often require considerable additional work hours for incident response, meeting attendance and performance of other duties. The Fire Chief is considered on call beyond the standard 40-hour workweek

### **SUPERVISION RECEIVED**

The Fire Chief receives supervision from the Board of Directors.

### **SUPERVISION EXERCISED**

The Fire Chief directly supervises the Assistant Fire Chief for matters associated with Operations and Training, and directly supervises the Administrative Assistant for matters associated with the Administration Office.

### **AVAILABILITY**

The Fire Chief is considered on call beyond the standard 40-hour workweek and is issued a District cell phone, pager, radio and command vehicle. The Fire Chief is not expected to respond to every emergency call, but is expected to respond to all major emergency calls as outlined in the District's response procedures.

### **RESIDENCY**

The Fire Chief is required to live within the boundaries of the Cortez Fire Protection District.

### **RESPONSIBILITIES**

The Fire Chief has many responsibilities to include but not limited to:

- Review the general operation of the department to determine efficiency
- Provide direction on major projects or problem areas
- Planning for the future of the organization
- Along with staff, prepares and presents the annual operating budget and ensures adherence to the adopted annual operating budget
- Developing and implementing Policy, Procedures, SOP's/SOG's and providing policy guidance
- Response to fire, EMS, rescue and other incidents as outlined by the fire district's established response guidelines
- Make decisions as to the best methods of handling large-scale emergency and non-emergency incidents and serve as Incident Command as appropriate

- Responsible for enforcing all rules, regulations, policies and procedures of the fire district
- Responsible for maintaining the flow of communications and dissemination of information to and from the members
- Must attend all meeting of the Board of Directors, department meetings and other meetings as directed by the Board of Directors, unless on vacation or emergency situation.
- Along with staff, helps prepare, justify, and submit for board approval and ensure compliance of the annual district budget
- Provide oversight and direction to and ensure performance of all officers, members and staff both paid and volunteer
- Responsible for the development of cooperative interrelations between the fire district and surrounding fire districts, the City of Cortez, Montezuma County Officials, federal agencies, local law enforcement agencies and EMS agencies
- Responsible, either directly or through delegation, for finding alternative funding methods, such as grants, and ensuring proper administration of such funding

### **DUTIES**

- Attend conferences, meetings and various trainings to keep abreast of current trends in the field of emergency services
- Represent the Fire District in a variety of local, county, state and other meetings
- Respond to emergency calls as outlined in the District's response plan and Perform the duties of command if appropriate
- Other duties and responsibilities as may be assigned by the Board of Directors

### **MINIMUM QUALIFICATIONS**

- Must have a minimum of ten years of increasingly responsibility in fire suppression and emergency medical response experience and financial and personnel management, including two (2) years of full-time employment as a Deputy Chief Officer or equivalent rank
- Must have an Associate's Degree from an accredited college or technical school; a Bachelor's Degree is preferred.
- National Fire Academy Executive Fire Officer certification desirable.
- Must have the ability to read and write in the English language as to accurately complete legal documents and/or interpret legal and comprehensive documents.
- Previous experience with a combination department would be a desirable asset

### **KNOWLEDGE, SKILLS & ABILITY**

- Knowledge of fire behavior, fire chemistry, firefighter safety, and modern effective firefighting tactics and the ability to implement this knowledge during high stress situations.
- Knowledge of public administration, accounting principles, budget planning and control, principles of management, performance evaluation and public relations regarding Fire District operations.
- Possess the knowledge and skill to effectively solve practical and dynamic problems with a variety of challenging environments.
- Knowledge of proper documentation of incident information, report generation and statistical information.
- Knowledge and understanding of utilizing principles of supervision, interaction management, and delegation of authority.

- Knowledge of the Incident Command System and ability to perform position duties and as assigned.
- Knowledge of emergency medical scene management and appropriate patient treatments by Basic Life Support and Advanced Life Support providers.
- Possess excellent communication skills both written and oral, for effective and appropriate interactions with board members, subordinates and the public.
- Possess the necessary skills to be able to professionally deal with members of the public.
- Possess the necessary knowledge and skill to handle personnel disputes, arguments and disagreements without allowing for unnecessary escalation.
- Ability to recruit, select, train, and supervise department personnel.
- Ability to perform work in extreme conditions requiring good physical condition.
- Ability to make independent judgments which have critical impact on the organization.
- Ability to deal persuasively and effectively with property owners and the general public.
- Ability to think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations.
- Ability to react to emergency situations quickly and calmly to adopt effective courses of action, giving consideration to surrounding hazards and circumstances.
- Ability to assess and assign priorities to administrative issues and work assignments when confronted with several pressing demands at one time; and express ideas, clearly and concisely, both verbally and in writing.

### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to; sit, talk, hear, stand, walk, use hands and fingers to; feel, handle or operate; objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, taste and smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include; close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in the office environment, in vehicles and outdoor settings, in all weather conditions, including temperature extremes during day and night hours throughout the year. Work is often performed in emergency and stressful situations. The employee is exposed to hearing alarms and hazards associated with firefighting operations and rendering emergency medical care including but not limited to; smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and is occasionally exposed to wet or extreme dry conditions, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock and vibration. The possibility of coming into contact with blood-borne pathogens in body fluids exists.