



JOB DESCRIPTION

JOB TITLE: Fire Chief

JOB CODE: 5030

DEPARTMENT: East Fork Fire & Paramedic Districts

FLSA STATUS: Exempt

REPORTS TO: Board of Fire Commissioners

SUMMARY OF JOB PURPOSE

Appointed by and works directly for the Board of Fire Commissioners. Is responsible for the administration and oversight of the East Fork Fire & Paramedic Districts including the East Fork Fire Protection District and the East Fork Paramedic District; fulfills incident command roles and responsibilities at all levels; serves as the Chief Executive Officer and Chief Financial Officer; provides all necessary administrative support to the Volunteer Fire Chiefs Advisory Board and all volunteer fire departments in the Districts, and works to promote a positive relationship with the East Fork Professional Firefighters Association. Serves upon appointment, if desired by the Douglas County Commission and through Interlocal Agreement, as the Emergency Management Director for Douglas County.

ESSENTIAL FUNCTIONS

1. Responds to large, complex, or multiple emergency incidents fulfilling incident management roles; coordinates efforts with officers, firefighters, apparatus and equipment personnel from other agencies for both on and off district operations; fulfills duty coverage on a rotating basis one week out of four (24/7); provides coverage for other Duty Chiefs and Battalion Chiefs when needed.
2. Works with the Volunteer Fire Chiefs Advisory Board, the employee's association County staff, and the Board of Fire Commissioners to establish and implement policies and procedures and to establish goals and objectives; develops priorities and time tables for program implementation including a system to evaluate program effectiveness; maintains and annually updates a fire protection/emergency medical services master plan; formulates response strategies and determines appropriate plan of action in accordance with predetermined goals and objectives.
3. Oversees the operations of emergency medical service and fire/rescue activities and evaluates system design, service delivery, personnel management, training, and quality of patient care; develops and implements changes as necessary; ensures compliance and enforcement of the Douglas County Code, the International Building & Fire Codes, N.F.P.A. Codes and Standards, and all other related Nevada Revised Statutes and other applicable codes and regulations; ensures District's staff provides service to the public in a courteous and sensitive manner.
4. Acts as the District's fiscal officer preparing the annual budget in accordance with guidelines provided by the Comptroller and the Board of Fire Commissioners; protects the District's financial resources by maintaining proper audit controls; immediately advises the Comptroller and the Board of Fire Commissioners of any compromise of the District's financial status.
5. Oversees all of the District's resources including petty cash, supplies, equipment, vehicles and fire apparatus, buildings and grounds; conducts an annual inventory as required by statute within time guidelines established by the County Comptroller; responsible for the proper removal from service and disposal of all resources no longer suited for use or deemed surplus per District policy; responsible for District purchasing in compliance with State statutes and District policy.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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6. Oversees all fire origin and cause investigations, building life and fire safety plan checks and inspections, issuance of citations, and maintenance of all District response statistics and public fire prevention education activities.
7. Participates in the processing and training of new employees, as necessary; plans, assigns, and directs work of assigned staff; listens and responds to employee problems, concerns, and complaints and suggests solutions that may rectify the situation; prepares performance evaluations; discusses performance with assigned staff; counsels employees concerning performance improvements.
8. Maintains a District training program which will provide comprehensive training to all district staff and volunteers coordinates efforts to establish training levels and defining subject areas to be presented; assures all training offered meets required federal laws or regulations, state statutes or regulations, Districts and County ordinances or policies.
9. Acts as the spokesperson for the Fire and Paramedic Districts and is responsible for all public relations, public education, and other information dissemination; responsible for the proper resolution of citizen complaints pertaining to all personnel within the Districts.
10. Oversees the maintenance of all support activities necessary to maintain a combination model of all hazard emergency responses; reviews recommendations from the Volunteer Fire Chiefs Advisory Board; attends business and training meetings with the volunteer departments to interact and encourage professional growth, team building, and development; facilitates communication between the Volunteer Fire Chiefs Advisory Board and East Fork Professional Firefighters Association, County Departments, and the Board of Fire Commissioners.
11. Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with the many and varied town, community and professional organizations, all fire agencies, districts and departments, county, city, and state agencies and offices, federal agencies, and other service organizations.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Fire Science or related field and a minimum of ten (10) years as a Firefighter/Paramedic/EMT and at least three (3) years as a Deputy/Division Chief; OR an equivalent combination of education, training, and experience that would provide the required knowledge and abilities as determined and approved by the Board of Fire Commissioners.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals and legal documents; respond to common inquires or complaints from customers and /or members of the business community; effectively present information to top management, public groups, and/or boards of

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directors; communicate effectively in writing on matters related to department operations; communicate effectively with individuals from a variety of different cultural and educational backgrounds, emotional states, and mental capacities; ability to rapidly shift communication styles.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability, statistical inference, fundamentals of plane, solid geometry, and trigonometry; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form; select alternatives, project the consequences of proposed actions, enforce regulations, and protect the public consistent with regulations and department policies and procedures.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Ability to identify and solve problems; control situations involving irate and emotionally distraught persons; respond to and make decisions under stress of emergency and confrontation; make a written record of observations and actions taken; use a computer to enter and retrieve information.

Knowledge of advanced life support procedures and protocol; emergency medical care and basic life support techniques; the standard of care and documentation required for all procedures; universal safety precautions when providing medical attention; basic firefighting skills as identified in the State of Nevada Firefighter I, II, & III Certifications; Incident Command Systems at a level of ICS400; fire behavior and suppression techniques; universal fire vocabulary and expressive techniques; basic mechanical and building construction maintenance principles.

Ability to use computer applications related to the work; maintain accurate records and prepare clear and concise reports and other written materials; operate a variety of tools, equipment, and apparatus used in fire, medical, and other emergency responses; communicate technical information to individuals and groups; establish and maintain effective working relationships with those encountered in the course of the work.

CERTIFICATES, LICENSES, REGISTRATIONS

Nevada Fire Officer IV, (NFPA 1021) Level V Hazardous Materials Incident Command, and ICS 400, Valid Nevada Class B Driver's License with "F" endorsement, or other state equivalent with "F" endorsement; current CPR certification, . Executive Fire Officer Certification is preferred. Must be able to pass a background and fingerprint check and pass annual physical examinations. Type III ICS Certification is preferred.

PHYSICAL DEMANDS

The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee frequently

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is required to climb ladders, advance charged hose lines, carry equipment both elevated and at ground level, and perform rescues below grade, elevated, or ground level. The employee must occasionally lift and/or carry up to 200 pounds; balance and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to outside weather conditions; frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The employee will be required to work under the pressure of dangerous situations, deadlines, and emergencies; is occasionally exposed to extreme cold, extreme heat, risk of electrical shock, and vibration; the noise level in the work environment is usually loud.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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