

# Umatilla Rural Fire Protection District

## JOB DESCRIPTION

### FIRE CHIEF

2022

#### **General Purpose**

The Umatilla Rural Fire Protection District (URFPD) Chief serves as Executive Officer of the Fire District and provides managerial direction and leadership to the volunteers/employees of the district. This position is a Safety Sensitive Position.

#### **Supervision Received**

Work will be performed under the executive direction of the Board of Directors.

#### **Work Performed**

1. Supervises and may perform firefighting activities, including assuming command at emergency scenes, requesting resources, coordinating activities with other agencies, and performing fire suppression, containment, and extinguishment tasks;
2. Supervises and may perform emergency aid and rescue activities including medical aid and providing assistance as required;
3. Participates in emergencies with the ability to assume any position required in the ICS system;
4. Plans, organizes, coordinates, prioritizes, assigns, hires, terminates, disciplines, and evaluates the work of all volunteers/employees within the Fire District excluding the Fire District Board Clerk;
5. Creates and maintains effective volunteer and paid personnel relationships;
6. Plans, organizes, and directs the programs and activities of the Fire District;
7. Performs, supervises, and/or coordinates the maintenance and upkeep of district facilities and equipment;
8. Works with the Fire District Clerk for preparation and implementation of the annual budget;
9. Cooperates with local, state, and federal agencies and with nearby departments where public safety activities are concerned;
10. Fosters positive relationships with other local, regional, state, and national entities in the best interest of the district;
11. Continuously reviews operations and modifies as necessary policies, procedures, and standard operating guidelines (SOGs) to improve safety, efficiency, and compliance with applicable standards utilizing effective fire service practices and procedures;
12. Meets with civic groups and community organizations to promote and gain support for fire activities;
13. Assures proper fire and safety standards are maintained and the work of the Fire District is conducted properly and effectively;
14. Performs related duties as needed or assigned.

## **Qualifications and Traits**

1. High level of motivation and enthusiasm in leading a progressive fire agency;
2. Effective oral and written communication to a diverse audience, Spanish speaking desired;
3. Ability to analyze strengths and weaknesses of volunteer and paid personnel and programs to implement necessary strategies to maintain and improve the Fire District's level of service;
4. Ability to work with the District Board Clerk to develop and administer a budget and take a proactive leadership role in funding;
5. The ability to provide effective leadership that builds trust and confidence;
6. Even tempered and able to respond appropriately and professionally to varied, potentially stressful situations;
7. Ability to build and maintain effective working and interpersonal relationships with the community, other public safety and political entities, subordinates, and superiors;
8. Computer skills – proficient in the use of common Microsoft Office programs including Word, Excel, and PowerPoint to produce reliable and defensible reports for a variety of purposes and presentations;
9. Develop and administer goals, objectives, and procedures for providing effective and efficient fire prevention, fire suppression and emergency medical services;
10. Interpret and apply federal, state, and local policies, procedures, laws, and regulations;
11. Integrity and Dedication with an ability to adhere to moral and ethical principles with unwavering dedication to purpose;
12. Must show a past and continuing involvement in the community and a dedication to community service outside of emergency response activities.

## **Required Education/Experience/Certifications**

1. Seven (7) years of progressively responsible experience in the fire service with at least three (3) years of in an officer position (Lieutenant/Captain);
  - a. Experience in a rural fire district highly preferred;
  - b. Experience working with a fire board or similar body is highly preferred;
2. AAS Degree in Fire Science or equivalent;
3. Experience in the management of an advanced life support EMS delivery system;
4. Experience in wildland/urban interface firefighting;
5. Experience and training in NIMS and the willingness to work towards higher levels of training and certification in all applicable areas;
6. Oregon State certified EMT Basic or higher;
7. NFPA Firefighter II;
8. NFPA Fire & Emergency Services Instructor II;
9. NFPA Fire Apparatus Equipped with Fire Pump;
10. NFPA Fire Officer II;
11. NWCG Single Resource: Engine Boss or ability to obtain within 1 year.

### **Selection Guidelines**

The selection process may include any or all of the following:

1. District application and resume;
2. Review of education and experience and written essay on a selected topic to be determined;
3. Must pass an oral board;
4. Background check and verifications which will include a detailed background investigation;
5. Ability to pass a pre-employment physical;
6. Offer of employment;
7. Acceptance through an employment contract between employee and Fire District.

### **Physical Demands**

The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the member is frequently required to stand; sit; walk, talk, hear; use hands to handle or operate objects, tools, or controls; reach with hands and arms. The member is occasionally required to climb or balance; stoop, kneel, crouch, crawl, taste or smell. The member must frequently lift and/or move up to 40 pounds and occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close, distance, and peripheral vision and the ability to adjust focus.

### **Tools and Equipment Used**

The successful individual shall be knowledgeable and able to operate all Fire District apparatus, equipment, and tools to including but not limited to vehicles, radio, pager, cell phone, computer, GPS, telephone, photo and video equipment, training props, and detection and monitoring equipment.

### **Special Requirements**

1. Must have a valid Oregon Driver's License or ability to obtain;
2. Must be able to read, write and speak the English language.

### **Work Environment**

The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the member works primarily in an office, vehicle, and outdoor settings in all weather conditions including temperature extremes during day and night. Work may be performed in emergency and stressful situations where the member may be exposed to sirens and hazards associated with fighting fires including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils. The member occasionally works near

moving\_mechanical parts, 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 quiet in office settings, moderate during daily work routines, and loud at emergency scenes. The member may be exposed to incidents and/or situations which are emotionally stressful and/or difficult to deal with requiring some level of control measures.

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 employer and member and is subject to change by the employer as the needs of the employer and requirements of the job change. The Fire District maintains an alcohol, drug, and tobacco-free environment.