



MOSIER FIRE CHIEF

Job Description

Mosier Fire Board approved update 2/22/18

PURPOSE OF POSITION

The Fire Chief is responsible for the management, planning, organizing, and overseeing all fire suppression, prevention, emergency medical services, and administrative support functions of the Mosier Fire District to ensure the effective and efficient delivery of such services.

Reporting to the Board of Directors, the Fire Chief will administer, plan, direct and control all aspects of the fire district including administration, fire suppression, fire prevention and EMS activities of the department. Administrative duties comprise planning, directing, and controlling all fire department activities including recruitment of personnel, purchase of equipment, control of expenditures, development and management of operational policies and procedures, preparation of budget estimates and the assignment of personnel and equipment. The Fire Chief consults with the Board of Directors on issues of personnel, policy, planning and budget matters, but works independently in supervising technical operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains and implements the Standard of Cover for the Fire District
- Establish and implement Operational Guidelines and Policies to support Standard of Cover based on best practices such as found in SDAO
- Develop and implement training program, in accordance with accepted standards, to support the operational guidelines and policies of the Fire District
- Ensure adequate records are kept of all required maintenance and training.
- Recruits, develops and retains personnel sufficient to execute on the operational guidelines and policies of the Fire District
- Prepare and submit an annual budget and long-range plan and controls expenditures within approved limits.
- Develop and revise a long-range capital plan to keep pace with development.
- Maintain an effective working relationship with all local, regional and state government departments
- Ensure that inquiries and complaints regarding fire district activities or responsibilities are handled promptly, efficiently, effectively and with courtesy.
- Liaise with representatives of neighboring fire districts to ensure adequate mutual aid agreements in place and maintained as required by the Standard of Cover.
- Participate in the local and regional emergency planning process.
- Participate in Fire Chiefs' Association at the local, regional and state level.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

- Controls the expenditure of departmental appropriations for the District.
- Evaluates the need for and recommends the purchase of new equipment and supplies.
- Plans for and reviews specifications for new or replacement equipment including apparatus.
- Plans and implements Fire and EMS programs for the department in order to better carry out department policies and goals including those set forth in the various City Codes, Ordinances, and State Fire Code.
- Supervises preparation of long range plans for the development of the Fire District
- Reviews Departmental performance and effectiveness and prepares annual report
- Responds to alarms when necessary and directs activities at the scene of emergencies as required.
- Assumes the role as Incident Command.
- Responsible for the inspection of buildings and other properties for fire hazards and enforces local fire prevention ordinances as well as the State Fire Code.
- Formulates and implements personnel and operational programs and/or policies to alleviate deficiencies.
- Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the District's activities.
- Works with the City Council on local projects and development proposals.
- Prepares and submits monthly reports Mosier Fire Board regarding the District's activities.
- Collaborates and coordinates with City of Mosier as needed to ensure teamwork across agencies
- Supervises, directs and evaluates Fire District personnel
- Prepares a variety of other reports as appropriate including the annual report of activities.
- Attends and participates in public functions concerning fire prevention and control.
- Conducts or assists in the investigation of fire causes, origins and circumstances
- Responsible for cleanliness, maintenance and safety of office, stations, grounds, apparatus and equipment.
- Carry out such additional duties as requested by the Board of Directors

AUXILIARY JOB FUNCTIONS:

- Attends conferences and meetings to keep current with trends in the field as required.
- Represents the Mosier Fire Department in a variety of local, county and state meetings.
- Serves as a member of various department committees.
- Responds to citizen and public official inquires and requests.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of modern emergency medical, fire suppression, prevention and Incident Command methods, principles, practices and procedures.
- Have a thorough knowledge of budget preparation and administration.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES (cont.)

- Fire Department administration, training methods and techniques, fire prevention and emergency medical laws and ordinances.
- Have a background and direct experience in fire prevention and code enforcement activities.
- Maintain high level of professional Firefighter code of ethics.
- Skill in the operation of fire and EMS tools and equipment.
- Ability to train, supervise and lead personnel.
- Ability to perform work requiring good physical condition.
- Ability to communicate effectively, both orally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to effectively give and receive verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees, Board of Directors, City Council, volunteers, other Fire Districts and the public.
- Knowledge of applicable aspects of emergency management and hazard mitigation methods.
- Must be efficient with the use of computer programs.
- Maintain professional appearance
- Ability to meet department physical demands.

SPECIAL REQUIREMENTS/LICENSES:

- Must possess the ability to lead and motivate personnel
- Must attend District meetings and training sessions.
- Attend Regional Fire Chief Association meetings and emergency planning meetings.
- Must work cooperatively with surrounding fire districts
- Expected to be available and/or reachable twenty-four hours per day, 365 days per year, with the exception of scheduled leaves of absences or scheduled time off, and/or scheduled vacation time. Chief ensures department coverage in his/her absence on holidays, sick or vacation time off.
- Must possess, or be able to obtain by time of hire, a valid State of Drivers License without record of suspension or revocation in any state.

JOB QUALIFICATION REQUIREMENTS

Minimum Qualifications:

- Associate's degree from an accredited college in Fire Science, Fire Administration, Public Administration, Business Administration or a related field. Consideration may be given to applicants without a degree, but meeting all other minimum qualifications.
- Possess and maintain Fire Fighter II and Emergency Medical Technician B certification.
- Possess and maintain ICS 100, 200, 300, 400 and 700 certificates.
- Possess and maintain the skills, experience and certifications to assume command of a Type 5 Fire/EMS incident; also NFPA Fire Officer 1 and Fire Ground Leader required.
- Demonstrated ability go coordinate, collaborate and build teamwork with public safety

MINIMUM JOB QUALIFICATION REQUIREMENTS (CONT.)

and partner agencies

- Broad experience in rural firefighting including: moving up through fire agency ranks; training, administrative and leadership capacity in an organization of similar size and complexity.
- All candidates must pass an Oregon State CJIS LEDS (Law Enforcement Data System) criminal background check to be hired. For more information:
<http://www.oregon.gov/osp/cjis/pages/adminrules.aspx>

WORKING CONDITIONS:

- Work is performed in office, vehicles and outdoor settings in all weather conditions, including temperature extremes during day and night shifts.
- Work is often performed in emergency and stressful situations.
- Work is physically demanding and stressful.
- Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, potentially including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
- The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.
- The noise level in the work environment is usually quiet in office settings and loud in emergency situations.

REPORTS TO: MOSIER FIRE DISTRICT BOARD OF DIRECTOR

SALARY AND BENEFITS:

STARTING SALARY RANGE: \$43,800 – \$51,672/year

BENEFITS INCLUDE:

- Oregon PERS retirement; Medical, Vision, Dental and Health insurance, in addition to state requirements such as unemployment and worker's compensation.
- Paid time off – 2 weeks of vacation accrued annually in years 1-4; add one week accrued annually at year 5 and add another week accrued annually at 5 year intervals after that.
- 9 recognized holidays per year (MLK, President's Day, Memorial Day, July 4, Labor Day, Veteran's Day, Thanksgiving, Christmas, New Year's Day.)
- Sick time is accrued monthly as per MFD policy with no ceiling on accruable sick time.
- In the event of a significant emergency or disaster, when Chief needs to report in for duty on vacation, sick or holiday time off, he/she will receive matching comp holiday/vacation hours at an alternate date.