

Cañon City Area Fire Protection District

Fire Chief Position Description

Fire Chief

Classification Responsibilities:

- The Fire Chief operates under the direction of the Board to administer the Fire District and all policies relevant to the daily operation of such.
- Plans and directs the Fire District in all aspects of fire, EMS, hazardous materials, and specialized rescue in the protection of life and property.
- Develops programs consistent with the good and orderly operation of the Fire District in those areas deemed emergency as well as those deemed non-emergency.
- Insures that the Board and public are aware of conditions that, in his/her opinion, are unsafe or difficult or impossible to protect.

Distinguishing Features:

- Plans, directs, supervises, and reviews activities of salaried and volunteer firefighting personnel performing fire inspection, fire prevention, fire/arson investigations, and firefighting.
- Makes recommendations to the Board in matters of need for personnel, apparatus, and equipment.
- Initiates and advises on the development of ordinances, laws, and regulations.
- Supervises promotional examinations.
- Directs and oversees District training programs.
- Prepares and administers the Fire District budget.
- Submits monthly and annual reports to the Board.
- Attends meetings relative to Fire District involvement.
- Responds to major alarms when off duty.
- Oversees hydrant locations, fire code plan reviews, and all matters relevant to subdivision reviews.
- Manages positions and personnel of the District; counsels employees and administers discipline; enforces District personnel policies and procedures within the District.

ESSENTIAL FUNCTIONS

Communication:

- Maintains confidentiality when necessary.
- Keeps Board aware of the state of the District.
- Oversees output of public information to media, general public, and other agencies: local, state, and federal.
- Communicates and interacts effectively with individuals and groups at all levels and informs interested and involved parties of matters requiring their attention.

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Manual/Physical:

- Ability to exert moderate to heavy physical effort in response to incidents if needed, many times involving some combination of kneeling, crawling, crouching, lifting, carrying, pushing, and pulling.
- Ability to recognize similarities or differences between colors, forms, and sounds associated with job-related objects and tasks, as it relates to hazardous atmospheres.

Mental:

- Ability to exercise judgment, decisiveness, and reasoning on diversified work activities, from training to incident response and command.
- Comprehends and makes inferences from written material, including District administrative and operating procedures, in order to supervise and evaluate the work of subordinate personnel.
- Ability to evaluate current financial conditions and predict future trends based on the evaluation of written material.

Knowledge and Abilities:

- Knowledge of the modern methods of Fire District administration.
- Knowledge of the methods, techniques, and equipment used in modern fire department operations, and the ability to put them into practice.
- Knowledge of fire prevention, equipment maintenance, and drill procedures.
- Ability to plan, lay out, and review the activities of the Fire District and maintain discipline.
- Ability to organize and train career employees and volunteers.
- Ability to develop and maintain proper and effective records, report systems, and schedules.
- Ability to establish and maintain good public relations.
- Ability to identify the need for delegation of responsibilities to others.
- Knowledge of the ICS/NIMS systems and the ability to put it into action.
- Knowledge and ability to apply CRS Title 32 Special District Laws.

Experience and Education:

- Must have a Bachelor's Degree from an accredited college or university with coursework or equivalent in fire science, public administration management or related areas, and at least 11 years of progressively responsible experience in the fire service. At least 5 of those 11 years must be in a supervisory or administrative role. Other combinations of experience and education that meet the minimum requirements may be substituted. Examples of satisfactory substitution would be an Associate's Degree in fire science, public administration management or related areas, and 13 years of fire service, with at least 5 of those 13 years in a supervisory or administrative role. Another example of a qualified substitution would be 15 years of service in a fire department, with progressively responsible experience, and 5 of those 15 years in a supervisory or administrative role.

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- Must have proven managerial skills, budgeting experience, and human resources skills.
- Is currently, or has held the minimum following certifications: Firefighter I, EMT-B, and Hazardous Materials Operations Level.

Special Requirements:

- Must possess and maintain a valid driver's license.