



WILLIAMS RURAL FIRE PROTECTION DISTRICT POSITION DESCRIPTION

Job Title: Fire Chief

Classification: FLSA-Exempt

Reports To: Board of Directors

Salary Range: \$65,000 to \$80,000 per year depending on experience.

Creation Date: April 17, 2024

Revised Date: November 22, 2024

General Position Summary:

Under direction of the Board of Directors, the Fire Chief oversees the operation of Williams Fire District, all personnel, and activities. Exercises command over all day-to-day operations of the District's Fire and Emergency Medical Services.

Supervisory Responsibility:

The Fire Chief exercises supervision over all District operations, personnel, volunteers, facilities, equipment, training, and budgeted funds of the district.

Supervision Received:

The Fire Chief works under the general direction of the Board of Directors but is required to exercise independent judgement to carry out the policies established by the Board.

Work Schedule

The work schedule is flexible, and it is generally understood that the Fire Chief will dedicate as much time as needed to assure the needs of the district are met. Normal work schedule will be 30-40 hours per week, though may fluctuate greatly depending on needs and demands.

Essential Functions/Major Assignments:

The Fire Chief shall be expected to perform any or all of the following listed functions. These are only examples and do not include all of the tasks which the Fire Chief may be required to perform.

- Oversees the development and administration of a competent training program for all personnel of the district.
- Assigns work to staff and holds them accountable for the completion of such work and reviews their performance.
- Directs the implementation of standard operational guidelines and policies, and the evaluation of District performance standards.
- Oversees and manages full recruitment responsibilities for all personnel and volunteers.
- Directs or assigns District personnel and equipment at fires, rescue incidents, or other times as needs may dictate.

- Oversees the investigations of fires when necessary to determine cause, origin, and circumstances.
- Effectively manages the finances of the district including development and recommendation of the annual budget, presentation of budget to the Board and management of the budget throughout the year.
- Coordinates the use of all available resources to provide stability to the district and the best possible fire protection and medical services to the citizens of the district.
- Constantly seeks to improve the public image of the district with an active public relations program which may include regular press releases, public presentations, and public education regarding the services the district provides.
- Analyzes district's services in relation to community fire prevention, suppression, and medical needs. In conjunction with the Board of Directors, develops short and long-term goals and objectives for the district while keeping plans and operations in agreement with current operations, rules, and regulations.
- Maintains information and statistics as required by law, and as desired by the Board of Directors; Prepares special reports as required.
- Makes recommendations to the Board of Directors regarding district purchases of items above the limits authorized by the Board.
- Coordinates maintenance and repair of facilities, apparatus, and equipment belonging to the district.
- Responsible for the enforcement of all the fire prevention codes of the District, the County, and the State.
- Attends regular board meetings and other events as required by the Board of Directors.
- Required to drive district vehicles as a regular function of the job.

Secondary Functions:

- Maintains and works to enhance relationships with all mutual aid partners and cooperative agencies.
- Attends administrative level conferences, schools, and seminars related to enhancement of the position and the district to deliver effective fire and life safety services to the public.
- All other duties as required.

Specific Job Knowledge, Skill, and Ability:

- Able to demonstrate the highest standards of integrity, ethics, and leadership and must possess keen judgment, innovation, and foresight.
- Extensive knowledge in the principals, practices, methods, and techniques of current emergency services including firefighting, emergency medical services, fire training programs, fire protection, fire prevention, and the Incident Command System.
- Working knowledge of laws and statutes relating to the operation of the Fire Districts.
- Must have an understanding of the principles of leadership, supervision, and training.
- Knowledge of the development and administration of an annual budget.
- Extensive experience working with volunteer personnel.
- Knowledge, skill and ability with human resources functions such as recruitment, discipline, coaching etc.
- Must have the ability to plan, assign and direct the work of personnel as well as the ability to effectively motivate and listen to the staff.

- Ability to establish and maintain effective working relationships within the district and with the general public.
- Ability to react quickly and calmly in emergencies, and to direct the work of subordinates on scene.
- Ability to speak and write effectively and to give clear and concise instructions that can be readily understood.
- Ability to plan, supervise and coordinate the work of others.
- Ability to meet health and physical qualifications established by the district for this position.
- The Fire Chief must be able to annually demonstrate the ability to conduct interior firefighting activities.

Education, Experience, and Certification/Licensure:

Required

- Associates' degree in Fire Science or related field.
- NFPA Firefighter 2 or equivalent
- NFPA Fire Officer 1 or equivalent
- NFPA Instructor 1 or equivalent
- NFPA Hazmat Operations or equivalent
- NIMS 100, 200, 300, 400,700, 800
- Oregon licensed Emergency Medical Technician (EMT) or ability to obtain within one year of hire.
- Minimum of ten (10) years' experience in public fire service, with documented progression in responsibility and rank, with at least five (5) years at the rank of company officer or above
- Valid Oregon Drivers' license and be insurable by the district.
- OR-
- An equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job.

Desired

- Previous supervisory experience of a volunteer and career fire district
- Oregon licensed Paramedic
- NFPA Fire Officer 2 or equivalent

Special Residency Requirements

A priority of the Board of Directors is that the Fire Chief is an engaged member of the community. Therefore, the Fire Chief must reside within 30 minutes normal drive time of Williams RFPD headquarters within 12 months of employment.

Tools and Equipment Used

Emergency medical vehicles, fire apparatus, fire pumps, hoses, and other firefighting equipment, ladders, medical aid equipment, radios, pagers, computers, and phones.

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 Fire Chief is frequently required to sit; talk or hear; stand; walk; use hand to handle or operate objects, tools, or controls; and reach with hands and

arms. The Fire Chief is occasionally required to climb, balance, stoop, kneel, crawl, crouch, and smell.

- The Fire Chief frequently must lift and move up to ten pounds and occasionally move over 165 pounds. Vision abilities required are close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. They must pass a hearing test within normal range.

Work Environment

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

- Work is primarily performed in offices, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night.
- Work is often performed in emergency and stressful situation.
- The Fire Chief is exposed to hearing alarms, and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, or oils.
- During firefighting activities, the Fire Chief is exposed to restricted environment with temperature variance and periods of extreme physical exertion.
- The Fire Chief occasionally works near moving mechanical parts and in highly precarious places and is exposed to wet or very dry conditions, fumes, airborne particles, toxic or caustic chemicals, and a risk of electrical shock and vibration.
- The noise level is usually quiet in the office setting and loud at the emergency scene.

Employee Print/Signature

Date

(The signature of the employee indicates this document has been read and is understood.)

Board of Directors Print/Signature

Date

(The signature of the Chairperson of the Board confirms the assignment of work to the employee.)