**Dayton Fire District**

JOB DESCRIPTION

**Title:** Fire Chief

**Classification:** FLSA-Exempt

**Department:** Dayton Fire District (DFD) - Dayton, Oregon

**Reports To:** Board of Directors

**Board Adopted Date:** February 10, 2025

**Revision Date:**

**GENERAL STATEMENT OF DUTIES**

The Fire Chief is the chief executive officer for the Dayton Fire District (DFD), responsible for directing and coordinating the effective management and efficient functioning of all aspects of a modern fire district while managing a combination of volunteer and employee personnel. Within limits established by the State, the Fire Chief shall have complete authority over the organization, its governance and discipline, and shall be the final authority in the assignment of personnel. The Fire Chief must demonstrate the highest standards of integrity, ethics, and leadership and must possess keen judgment, innovation, and foresight.

The Fire Chief performs a variety of technical, administrative, and supervisory work. These duties include planning, staffing, budgeting; developing and maintaining relationships with the community, interdepartmental agencies, and neighboring mutual aid departments; planning for fire prevention, suppression, and hazardous materials control to minimize loss of life and property; organizing, directing, and implementing fire prevention, suppression, hazardous materials release response and emergency medical services to prevent or minimize injuries, loss of life, and property damage from the unwanted effects of fire, accidents, emergency medical conditions, and natural disasters. The Fire Chief is also expected to respond to fire, rescue, EMS, and other emergencies as needed.

**SUPERVISION RECEIVED**

The Fire Chief works under the guidance of the DFD Board of Directors, who reviews their performance based on overall results achieved. The Fire Chief receives general administrative direction from the Board of Directors within established goals, budget, and boundaries set by DFD policy, and all applicable laws.

**SUPERVISION EXERCISED**

The Fire Chief provides full oversight of the District’s staff, including all full or part-time employees and volunteers in all aspects of DFD operations. This includes performance management, hiring, firing, disciplinary action, and all other aspects of personnel management of both volunteer and paid DFD staff.

**EXAMPLES OF PRINCIPAL DUTIES**

The following examples do not include all the tasks that the employee may be expected to perform. This list is not to be construed as a detailed encompassing description, but representative. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

* Supervises and performs firefighting activities, including assuming command at emergency scenes, requesting resources, coordinating activities with other agencies, and performing fire suppression, containment, and extinguishment tasks including driving and operating emergency vehicles.
* Supervises and may perform emergency aid and rescue activities, including medical aid and providing assistance as required within scope of training.
* Participates in emergencies with the ability to assume any position required in the incident command system (ICS).
* Plans, organizes, coordinates, prioritizes, assigns, hires, terminates, disciplines, and evaluates the work of all volunteers and employees within the DFD.
* Creates and maintains effective volunteer and paid personnel relationships.
* Plans, organizes, and directs the programs and activities of the DFD.
* Performs, supervises, and/or coordinates the maintenance and upkeep of district facilities and equipment. This includes new facilities development with board assistance, and acquisition of new equipment.
* Serves as the budget officer and prepares and presents the annual budget to the Budget Committee; develops, implements, and administers District budget per Oregon law; and understands fiscal accountability of the District.
* Cooperates with local, state, and federal agencies and with nearby departments where public safety activities are concerned.
* Fosters positive relationships with other local, regional, state, and national entities in the best interest of the DFD.
* Attends meetings with the DFD Board of Directors, staff meetings of DFD officers and fire officials to assist in formulating policies, cooperation, and agreements.
* 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.
* Meets with civic groups and community organizations to promote and gain support for District activities; coordinates DFD supported community programs.
* Assures proper fire and safety standards are maintained and the work of the DFD is conducted properly and effectively.
* Attends training, conferences, schools, and seminars related to enhancement of the position and the District to deliver more effective fire/life safety services to the public.
* Maintains an understanding of fire prevention codes and practices along with administrative laws and regulations for DFD operations.
* Performs related duties as needed or assigned.

**QUALIFICATIONS AND TRAITS**

* Able to demonstrate the highest standards of integrity, ethics, and leadership and must possess keen judgment, innovation, and foresight.
* High level of motivation and enthusiasm in leading a progressive fire agency.
* Effective oral and written communication to a diverse audience; Spanish speaking a plus.
* Ability to analyze strengths and weaknesses of volunteer and paid personnel and programs to implement necessary strategies to maintain and improve the DFD’s level of service.
* Ability to assemble and work with a budget committee to develop and present a budget to the Board, as well as administer the budget and take a proactive leadership role in funding, including grant research and application.
* Ability to provide effective leadership which builds trust and confidence.
* Even tempered and able to respond appropriately and professionally to varied and potentially stressful situations.
* Ability to build and maintain effective working and interpersonal relationships with the community, other public safety and political entities, mutual aid partners, subordinates, and superiors.
* Computer skills – proficient in the use of common Microsoft Office programs including Word, Excel, and PowerPoint to produce reliable and accurate reports for a variety of purposes and presentations.
* Able to develop and administer goals, objectives, and procedures for providing effective and efficient fire prevention, fire suppression, and emergency medical services.
* Able to interpret and apply federal, state, and local policies, procedures, laws, and regulations.
* Must show past and continuing involvement in the community and a dedication to community service outside of emergency response activities.

**EXPERIENCE, EDUCATION, AND CERTIFICATION/LICENSURE**

**REQUIRED**

* High School diploma or equivalent.
* Seven (7) years of progressively responsible experience in the fire service with at least three (3) years in an officer position (Lieutenant/Captain).
* Experience in the management of an EMS delivery system.
* Experience in wildland/urban interface firefighting.
* Experience and training in NIMS and the willingness to work towards higher levels of training and certification in all applicable areas.
* Oregon State certified EMT or higher - or ability to obtain within one year of hire.
* NFPA Firefighter II - or equivalent
* NFPA Fire & Emergency Services Instructor II (or Instructor I w/ Instructor II within 1year of hire) – or equivalent
* NFPA Fire Apparatus Equipped with Fire Pump – or equivalent
* NFPA Fire Officer II (or Officer I w/ Officer II in 1 year of hire) – or equivalent
* NWCG Single Resource: Engine Boss or ability to obtain within 1 year of hire.

-OR-

* An equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job.

**DESIRED**

* Task Force Leader (TFLD)/Strike Team Leader Engine (STEN)
* Experience as a Chief Officer.
* Experience in a rural fire district.
* Experience working with a Board of Directors or similar body.
* AAS Degree in Fire Science or related field.
* Experience working in Advanced Life Support (ALS) EMS system.

**SPECIAL REQUIREMENTS**

* Must have a valid Oregon Driver’s License or ability to obtain within 6 months of hire.
* Must be bondable and insurable under DFD’s insurance carriers.
* Must be able to read, write, and speak the English language.
* Must reside within the DFD’s boundary within 6 months of hire, ***extension or exemption of this is at the sole discretion of the DFD Board of Directors.***
* Background check and verifications which will include a detailed background investigation upon job offer.
* Must pass medical and work capacity requirements, and drug screen.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an individual 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 individual is frequently required to stand, sit, walk, talk, and hear; use hands to handle or operate objects, tools, or controls; reach with hands and arms. The individual is occasionally required to climb or balance; stoop, kneel, crouch, crawl, taste or smell. The individual must frequently lift and/or move up to 40 pounds and occasionally lift and/or move up to 80 pounds or greater. Specific vision abilities required by this job include close, distance, and peripheral vision and the ability to adjust focus.

The Fire Chief must be able to annually demonstrate the ability to conduct interior firefighting activities.

**TOOLS AND EQUIPMENT USED**

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

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an individual 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 individual works primarily in an office, vehicle, and outdoor settings in all weather conditions, day and night, including temperature extremes. Work may be performed in emergency and stressful situations where the individual may be exposed to loud environments—including sirens, and hazards associated with fighting fires including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

The individual occasionally works near moving mechanical parts in high and precarious places and are occasionally exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, and radiation with 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.

Employee Print/Signature: \_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_

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

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Board of Directors Print/Signature: Date:\_\_\_\_\_\_\_\_\_\_\_

(The signature of the Board of Directors designee confirms the assignment of work to the Fire Chief.)