



POSITION TITLE: Fire Chief
REPORTS TO: Board of Directors
EMPLOYMENT STATUS: Exempt
SCHEDULE: 40 hours
2023 STARTING SALARY: \$118,000 - \$135,000/Annually.

GENERAL STATEMENT OF DUTIES

The Fire Chief is the Chief Executive Officer of the Nederland Fire Protection District (NFPD), appointed by and responsible to the Nederland Fire Protection District Board of Directors (the Board) for the effective, efficient, and legal conduct of the fire department and its employees. The Fire Chief performs various technical, administrative, and supervisory work in planning, organizing, directing, and implementing all aspects of the fire department. Such work includes but is not limited to creating and maintaining department policies and budgets, ensuring effective equipment operations, confirming all records meet regulatory compliance requirements, and monitoring all department services to prevent the loss of life and property by fire and/or emergency medical conditions.

SUPERVISION RECEIVED

Reports to the Board, which sets goals and objectives.

SUPERVISION EXERCISED

Direct supervision of all personnel, including volunteer, career, and paid part-time. Oversight of volunteers, probationary members, and rookies, typically delegated to the shift officers. The Chief's disciplinary authority extends up to and includes the termination of department personnel.

REQUIRED KNOWLEDGE, SKILLS, AND ATTRIBUTES

- Displays sound judgment, professional conduct, commitment to service and community, and proven leadership skills are the prime factors of this position.
- Exhibits a high respect for human and community diversity.
- Demonstrates the ability to perform and lead others calmly and efficiently in crises. Ability to handle demanding situations effectively by designing and implementing interventions.
- Collaborates with the stakeholders and Board to establish the NFPD's values, mission, vision, and short and long-term goals.
- Embodies the NFPD's values, mission, and vision. Consistently demonstrates integrity, serves as a role model, develops people, and builds strong teams.
- Serves as a liaison between internal teams and external stakeholders, providing direction and vision to achieve the NFPD's mission.
- Sets high standards for the organization and implements a robust succession plan to ensure its resilience.
- Keeps the Board informed on the condition of NFPD and the important influencing factors.
- Identifies challenges and opportunities and addresses them; facilitates discussion and deliberation with appropriate stakeholders.
- Performs other duties as assigned by the Board.



ESSENTIAL DUTIES AND RESPONSIBILITIES

ADMINISTRATIVE

- Through the chain of command, the Fire Chief is responsible for the general direction, supervision, and evaluation of all paid and volunteer personnel, including employee safety, training, and job performance.
- Assists department personnel with career development plans.
- Develops and proposes the department's annual budget and strategic plan to the Board.
- Monitors and controls department appropriations and expenditures.
- Supervises acquisition and disposition of grant expenditures.
- Prepares shift scheduling of all personnel.
- Informs the NFPD Board of all appointments, promotions, demotions, transfers, and personnel terminations.
- Ensures that accurate and complete records of employee benefits and personnel forms are completed and maintained.
- Investigates appropriate disciplinary matters and advises the Board of disciplinary action; recommends and enforces all department policies, procedures, rules, and regulations.
- Periodically evaluates employee job descriptions, standard operating guidelines, and personnel policies and procedures to ensure they are updated to meet the needs and changes within the department.
- Prepares and presents scheduled reports to the Board on operations and administration of the department; makes recommendations for Board policy changes; identifies discrepancies between actual performance and adopted goals and objectives.
- Assesses and responds to citizen inquiries in a timely, courteous, and effective manner.
- Evaluates the need for and recommends to the Board the purchase of new equipment, apparatus, additional personnel, and emergency supplies as needed.
- Has working knowledge of and the ability to maintain accurate records according to regulatory requirements of various city, state, and federal organizations and agencies.
- Working knowledge and intermediate skills in Microsoft operating systems and software, including Excel, PowerPoint, Word, and Teams.

EMERGENCY OPERATIONS

- Oversees all firefighting operations and fire prevention procedures including, but not limited to, disaster relief and prevention, hazardous materials, wildland fire and wildland fire prevention, safety, and risk management.
- May respond to alarms, administer initial emergency care, response, and/or service when necessary, and direct activities at the scene of emergencies, as required.
- Ensures the operational readiness and safety of the district at all times.
- Supervises the development and enforcement of regulatory ordinances and codes regarding fire prevention and community safety.
- Provides guidance to department officers in the planning and implementing operations programs, training, and personnel management.



- Takes appropriate safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Responsible for the safety of self, others, and equipment. Uses all required safety equipment and procedures.

PERIPHERAL DUTIES

- Promotes positive relations with other fire departments and associated agencies to ensure appropriate mutual aid responses and goodwill among other departments and the public.
- Attends professional, trade, and community meetings, trainings, and events to keep abreast of current topics within the fire service and the communities.
- Performs additional duties, as needed, to meet the fire department's needs.

MINIMUM EDUCATION/TRAINING/EXPERIENCE REQUIREMENTS

- A minimum of 15 years of fire service experience in a career or combination fire department.
- A minimum of 5 (five) years as a fire officer in a comparable-sized fire district or department is required.
- CO or NR EMT certification.
- Associate of Fire Science, Fire Service Administration, Public Administration, or related field, or equivalent years of experience. *
- IAFC Fire Officer II, or equivalent, required or obtained within two years from the date of hire.
- Fire prevention and investigation experience.
- ICS 100, 200, 300, 400, 700, and 800 (or the ability to achieve all within one year of the hire date).
- Experience in all-hazards mitigation, including structural firefighting, wildland firefighting emergency medical services, and hazardous materials.
- Experience recruiting, working with, developing, retaining, supervising, and leading volunteer personnel.
- Experience and success with grant programs, grant writing, and grant administration with both local, state, and federal agencies
- Capable of responding to the District within sixty (60) minutes when made aware of a serious or expanding incident or when requested.
- Possess and maintains a valid State of Colorado driver's license with an acceptable driving record and meet insurability requirements of the NFPD's insurance carrier.

*Board of Directors may consider alternative experience and education that meets the intent of these requirements.

PREFERRED QUALIFICATIONS

- Bachelor of Fire Science, Fire Service Administration, Public Administration, or related field, or equivalent.
- CO or NR Paramedic certification.
- Knowledge or experience in fire prevention activities including, but not limited to, code enforcement, plan review, and fire suppression systems.
- Have a working knowledge of NFIRS (National Fire Incident Reporting System).
- Demonstrated ability in the development and management of budgets.
- Familiarity with NFPA 1720.



WORKING ENVIRONMENT

Regular work hours are ten (10) hour days, four (4) days a week, or eight (8) hour days, (5) days a week; however, evening and weekend meetings may occur. Work activities vary widely and include administrative work, response to alarms, meeting attendance, field and classroom training, and daily driving. Response to alarms may occur at any time.

This high-stress position is based on full responsibility for NFPD's administration and operations. Handles detailed, complex concepts and problems, balances multiple tasks simultaneously, and makes rapid decisions regarding administrative issues.

While performing the duties of this job, the employee works primarily in office, vehicle, and outdoor settings in all weather conditions, including temperature extremes, during day and night. Work is occasionally performed in emergency and stressful situations. The individual is exposed to sirens and hazards associated with fighting fires, 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, 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.

PHYSICAL REQUIREMENTS

This position requires work in various locations and conditions, including fire stations and office areas, in and around various automotive, mechanical, chemical, and medical equipment or supplies, and emergency scenes of all types.

- A significant portion of this position may involve administrative work in an office environment or training facilities; however, in emergency situations, the Fire Chief may be required to respond to all types of emergency calls.
- Strenuous physical activity under extreme adverse conditions may be required periodically.
- Must possess the ability to lift items in excess of seventy-five (75) pounds occasionally and up to fifty (50) pounds frequently.
- This position may require standing, running, walking, sitting, kneeling, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, gripping, digging, reaching overhead, reaching away from the body, and repetitive motion.
- Will be required to work in all weather conditions and in extreme temperatures below twenty (20) degrees Fahrenheit and in excess of one hundred (100) degrees Fahrenheit.
- Work may be performed under hazardous and adverse conditions, including but not limited to weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
- Work may result in exposure to contaminated environments, including but not limited to hazardous materials, smoke, gases, chemicals, fumes, odors, mists, and dust.



- Work may result in exposure to air or blood-borne infectious diseases or illnesses. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
- This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception, and color vision.
- This position will involve periods of high physical, mental, and/or emotional stress.

EQUAL OPPORTUNITY EMPLOYER

Nederland Fire Protection District is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. NFPD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

This job description is established by the Board of Directors ("Board") of the Nederland Fire Protection District ("District") to outline the basic requirements, duties, and general responsibilities of the Fire Chief position. This position is "at-will," which means both the Fire Chief and Board have the right to terminate this employment at any time for any reason, with or without cause and with or without notice.

The above statements listed in this job description are intended only to illustrate the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel classified in this position. This job description does not constitute an employment agreement between the NFPD and the employee. This updated job description supersedes previous descriptions for the same position. The Board reserves the right to add to or change duties at any time.

ACCEPTANCE

I have received and understand the essential duties and other requirements of my position, as stated in the above job description. I am able to perform these essential duties with or without reasonable accommodation.

Signature of Employee

Date

Signature of Board President

Date

Signature of Human Resources

Date