



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

JOB TITLE	Fire Chief
-----------	------------

DIVISION	Operations
----------	------------

FLSA STATUS	Exempt
-------------	--------

SAFETY SENSITIVE	Yes
------------------	-----

DEFINITION

The Fire Chief is responsible for organization and direction of the Fire District with the purpose of ensuring that loss of life, property, or injury as the result of a fire or accident is prevented or minimized. Plan, direct, manage, and oversee the activities and operations of the Fire District. Coordinate District activities with other agencies – local, state, and federal; and serve at the pleasure of the Board of Trustees.

DISTINGUISHING CHARACTERISTICS

The position of Fire Chief is the highest rank in the Fire District and serves as the District's chief executive officer, providing strategic leadership and direction for all District programs, services, and operations. The Fire Chief is responsible for organizational strategic and succession planning, policy development, long-range financial and capital improvement planning, budget administration, workforce development, labor relations, and the implementation of Board priorities. The position ensures the effective stewardship of public resources, maintains organizational readiness to meet current and future community needs, and serves as the District's principal representative in fostering relationships with elected officials, partner agencies, community stakeholders, and the public.

REPORTS TO: Board of Trustees

ESSENTIAL FUNCTIONS

The functions listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all functions listed and may be assigned functions which are not listed below.

1. Leads the development, implementation, and evaluation of the District's strategic plans, organizational goals, and long-term initiatives to ensure effective emergency services delivery, operational excellence, workforce development, and alignment with community needs and Board of Trustees priorities.
2. Reviews the development and implementation of goals, objectives, policies, and priorities for the District and ensure consistent implementation.



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

3. Conducts a variety of organizational studies and investigations; identify and pursue grant opportunities to supplement ongoing programs; and recommend modifications to existing programs, policies, and procedures.
 4. Monitors changes in equipment and methods and recommends their incorporation into department activities; develop specific proposals for action on current and future District needs.
 5. Evaluates existing fire safety conditions and federal, state, and local codes applicable to fire safety; recommend policies, procedures, and ordinance revisions, as necessary.
 6. Oversees the development of the annual budget for approval by the Board of Trustees; monitors expenditures to ensure compliance with budgets; accounts for variances between projected and actual expenditures, initiates remedial action, and reports significant variances to the Board of Trustees.
 7. Negotiates and/or supervise the negotiation of all District contractual agreements subject to the limitations of law and Fire Board direction; administers and enforces agreements.
 8. Directs the development and implementation of comprehensive fire prevention, suppression, hazardous material, emergency medical services, building inspection, training, and public education programs.
 9. Monitors and adjusts personnel and equipment to provide the optimum response time for calls.
 10. Acts as the Incident Commander (IC) by directing and supervising multi –company response to emergency fire, EMS, hazardous materials, rescue, and other situations and directs companies responding to the emergency.
 11. Exercises executive authority over personnel matters involving employees, including hiring, supervision, performance management, promotion, discipline, and termination, consistent with District policies and applicable regulations.
 12. Administers the District's personnel system including classification, compensation, benefits, recruitment and selection, personnel policies, and collective bargaining agreements.
 13. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
 14. Confers on and coordinate station operations and personnel issues with company and chief officers.
 15. Administers the preparation of Board of Trustees meeting agendas; attends Fire Board meetings; makes oral and written presentations to the Fire Board, Board of County Commissioners and to other public and private groups; and provide information to the news media and the public regarding District operations.
 16. Represents the District with other government agencies on various local, county, regional, state, and federal committees; coordinate interagency activities and programs; promote the mutual interest of the jurisdictions and comply with legal and regulatory requirements.
 17. Attends civic, professional, service, and community group meetings to educate and inform the community of fire service issues and activities; and to establish favorable public relations for the District.
-



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of

- Fire suppression, rescues, EMS, special operations, prevention practices, investigations, apparatus, and equipment;
- Building construction techniques and the consequence of each type on fire suppression and prevention activities;
- Principles and practices of modern firefighting and fire prevention;
- Principles and practices of program development and administration;
- Principles and practices of governmental budget preparation and administration;
- Pertinent federal, state, and local laws, codes, ordinances, and regulations;
- Principles of supervision, training, and performance evaluation;
- Basic techniques for handling hazardous materials;
- Emergency medical assistance and CPR techniques;
- Principles and procedures of investigatory methods;
- Streets, geography, including the location of water mains and hydrants and the major fire hazards of the fire District;
- All District vehicles and equipment capabilities;
- Fire District Best Practices and Personnel Policies; and
- Personal protection equipment use, care, and maintenance.

Skill to

- Operate and maintain various types of fire-fighting equipment;
- Communicate effectively both orally and in writing;
- Interpret, explain, apply, and enforce policies and procedures; and
- Analyze complex fire situations, identifying potential dangers, alternative courses of action, project consequences of proposed actions, and react quickly to ensure situational control and safety.

Ability to

- Plan, organize, direct, and coordinate the work of staff;
- Maintain discipline and respect of subordinates and to command effectively;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Ensure that personnel are fully trained and prepared for emergency response;
- Delegate authority and responsibility;



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

- Negotiate and resolve difficult or sensitive complaints or concerns from District personnel or external sources;
- Develop and administer departmental goals, objectives, and procedures;
- Attend regional, state, and local conferences, seminars, or conventions to continue the education process to enhance, maintain, or improve the quality of service to the District;
- Research, analyze, and evaluate new service delivery methods and techniques;
- Prepare clear and concise administrative reports;
- Identify and respond to sensitive community and organizational issues, concerns, and needs;
- Address civic clubs and other groups within the community regarding programs of the fire District;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Develop budget recommendations;
- Ensure that all expenditures are necessary and prudent;
- Work under stress;
- Take control of and direct a variety of emergency services related to fire operation, emergency medical response, rescue, and hazardous materials incidents;
- Apply first aid in emergency situations; and
- Operate and employ modern office practices, procedures, methods and computer equipment and software.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

- - Ten (10) years of progressively responsible experience in an all-risk agency responsible for prevention, suppression, medical emergency, and wildland operations; or an equivalent combination of education and experience.
- Three (3) years Command experience at a level equivalent to Battalion Chief or above in a similar organization.
- Bachelor Degree from regionally accredited institution in Fire Administration, Fire Prevention Technology, Public Administration, or related equivalent.
- Successful completion of the National Fire Academy's Executive Fire Officer (EFO) program.

Required Certifications and Licenses:

All required certifications and licenses must be maintained and current through the duration of employment. Additionally, the highest level of EMS certification received must be maintained throughout the duration of employment.



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

- Completion of company officer certification classes from California, Nevada, or another State certification curriculum that meets NFPA 1021 Fire Officer III Qualification as a Hazardous Materials Incident Commander.
- Must possess and maintain a Nevada certified EMT- Basic.
- Possess and maintain a valid Nevada Ambulance Attendant License at all times.

Special Requirements:

- Must work a 40-hour workweek and be willing to work outside the normal work schedule to accomplish project objectives.
- Possession of a valid Nevada driver's license –with an "F" endorsement or a Nevada Commercial Driver's license – Class "A" OR an equivalent California driver's license.
- Must reside within a one-hour response time of the District.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands/ fingers to handle objects, and operate tools or controls; and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and/or smell odors.

This position requires occasional lifting and/or moving of objects up to 30 pounds up to 100 pounds. Strength, stamina, and agility to utilize fire suppression equipment while wearing heavy protective clothing for long periods of time. Specific vision abilities required include close vision, night vision, color vision sufficient to distinguish between red and green traffic signals, and the ability to adjust focus.

Dexterity and coordination to use keyboard and video display terminal for prolonged periods.

Maintain regular and consistent punctuality and attendance.

Very high levels of mental and emotional stress will be caused by the requirement to fight fires in an effective manner, the requirement to maintain absolute control in dangerous and hectic situations, and by the possibility of loss of life, injury, and property.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

WORKING CONDITIONS

Work is primarily in an office setting. Occasionally in a vehicle and outdoor settings; in all weather conditions, including temperature extremes; during day and night shifts.

Work in emergency medical situations, including vehicle accidents, water rescues, mountain rescues with extreme terrain; and other types of medical and rescue emergencies. Work in stressful, intense life-threatening conditions.

The noise level in the work environment varies from quiet office settings, to moderate during daily work routine, to loud emergency scenes.

Occasionally work near moving mechanical parts and in high, precarious places Occasionally exposed to extreme heat/fire; wet and/or humid conditions; smoke, fumes, or airborne particles; radiation; toxic, explosive or caustic chemicals; bodily fluids and infectious diseases; risk of electrical shock, and vibration; noise.

There is a risk of death or injury from sudden cave-ins of floors, toppling walls, falling trees and traffic accidents when responding to calls. May come in contact with poisonous, flammable, or explosive gases and chemicals, as well as radioactive or other hazardous materials that may have immediate or long-term effects on health.

ACKNOWLEDGEMENT

I have reviewed this job description, along with any attachments, and find it to be an accurate description of the demands of the job.

PRINT NAME

SIGNATURE

DATE