

HIGHLANDS FIRE DISTRICT

EXECUTIVE DIRECTIVES

CODE/TITLE: **101 Fire Chief**
SECTION: 100 Classification/Job Descriptions
REFERENCE: HR Policy 30.03 & 30.04
ORIGINATED BY: Dirch Foreman, Deputy Fire Chief
APPROVED BY: Mike Bradley, Fire Chief
EFFECTIVE DATE: 02/01/2012

Fire Chief

FLSA: Exempt (Management)

Full-time

PSPRS Retirement

Safety-sensitive position

Supervisor: Serves at the pleasure of the District Governing Board

Supervises: Supervisory authority for all Department employees and members, may supervise any number/type personnel under the Incident Command System

JOB SUMMARY

This position directs and manages all activities of the District Administrative responsibilities include strategic planning, developing and implementing an annual budget, recruiting and promoting personnel, making capital expenditures, and assigning personnel. The Fire Chief is responsible for implementing the policy promulgated by the Fire Board. This position is appointed by the District Fire Board and serves at their pleasure.

HOURS OF WORK

The normal work hours of this position are Monday through Friday 0800-1700. This position requires work on evenings, weekends, holidays, and under hazardous conditions. Regular work hours may be adjusted to meet the demands of the Fire Department.

ESSENTIAL FUNCTIONS

- ◆ Directs and oversees all activities of the District.
- ◆ Develops and implements the District's strategic plan.
- ◆ Analyzes the capability of and makes recommendations for changes in the District's service levels and standards of coverage.
- ◆ Plans, implements and reviews short and long range goals.
- ◆ Implements policy set by the District Fire Board.
- ◆ Prepares annual budgets and controls expenditures.
- ◆ Provides leadership to effectively direct and motivate the department. Builds a team based on cooperation, effective problem solving and communication.

- ◆ Establishes operational standards for the department.
- ◆ Responds to major emergencies or assumes District Command during greater alarms or disasters.
- ◆ Represents the District in dealing with other governmental agencies, non-governmental agencies, and professional organizations.
- ◆ Participates in labor relation activities.

The essential functions listed above are intended only as illustrations of the various types of work that may be performed. For further guidance, standards of medical requirements for fire fighters may be referenced in the most current edition of NFPA 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the District as the needs of the District and requirements of the job change.

MINIMUM QUALIFICATIONS

- ◆ A bachelor's degree in Fire Science, Business, Management, Public Administration or a related discipline.
- ◆ Two years of experience at the Battalion Chief level in an agency similar to the HFD.
- ◆ A 39 month satisfactory driving record.

SPECIAL REQUIREMENTS

- ◆ Must sign a Loyalty Oath.
- ◆ Must obtain and maintain a valid Arizona driver's license.
- ◆ Must meet insurability requirements of the Department's insurance carrier.
- ◆ Must maintain good health and pass an annual fitness/medical examination.
- ◆ Must have satisfactory results on drug and alcohol testing.
- ◆ Must have satisfactory results on background screening.
- ◆ Must reside within 30 minute travel time to District Headquarters.

KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Strategic planning concepts.
- ◆ Budgeting development and implementation.
- ◆ Modern organizational management practices.
- ◆ Current leadership practices and principles.
- ◆ All-risk emergency management practices.
- ◆ Plan and coordinate multiple activities.
- ◆ Set standards and provide guidance to staff.
- ◆ Maintain managerial control and a command presence under extremely stressful conditions.
- ◆ Produce clear and organized written documents, reports, and plans that deal with complex subject matter.
- ◆ Make logical decisions based on the exercise of good judgment.
- ◆ Establish and maintain effective working relationships with the Fire Board, outside agencies, members of the organization, and the public.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Must possess the mental ability to reason and make judgments
Must possess the ability to understand and follow oral instructions
Must be able to understand and follow written instructions
Possess the ability to guide and/or give instructions
Must possess the ability to make decisions in accordance with established procedures and policies
Must be able to speak and understand English in order to answer telephones and radios. Must be able to communicate verbally with county officials, the general public, vendors, supervisors and other employees
Hearing must be adequate to communicate with county officials, the public, vendors, supervisors, and other employees
Ability to read and understand text
Ability to perform simple arithmetic operations quickly and accurately and to perform more complex operations utilizing a calculator, adding machine or other measuring devices
Ability to visualize objects of two or three dimensions, or to think visually of geometric forms
Must have manual dexterity to use telephone, radio, calculator, copy machine, fax machine, manipulate computer keyboard and mouse, use hand tools, use power tools and to manipulate small objects with fingers rapidly and/or accurately
Frequently must lift, push/pull, carry/hold materials or equipment in excess of 25 pounds from ground to waist, at waist level, waist to shoulder, and above shoulder level
Routinely climb stairways, and steps; may be required to climb ladders
Ability to stand for 8+ hours per day
Ability to sit for 8+ hours per day
Ability to run and/or walk for 3+ hour per day
Walking and running may occur over both flat and rough terrain
Must be able to occasionally stoop, kneel, crouch, and crawl
Frequently reach, handle, manipulate, and feel
Essential job function vision includes peripheral vision, night vision, focus, color perception, and depth perception
Must be able to drive motor vehicles (cars, sport utility vehicles, medium trucks) with automatic and standard transmissions

WORKING CONDITIONS

Duties are performed primarily in an office environment, at an assigned Fire Station. Requires travel to all fire stations, emergency scenes, meetings and events as necessary. Operates Department vehicle. Work may take place indoors and outdoors in a variety of settings and all weather conditions. Wears personal protective equipment weighing approximately 70 pounds. May work in high humidity, and environments with extreme temperature fluctuations. Performs tasks in environments that may be immediately dangerous to life and health. Subject to exposure to high stress situations and environments. Subject to extreme noise levels in the work environment.

The physical demands, work environment characteristics, and working conditions described here are representative of those that must be met or will be encountered by an employee while successfully

performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.