



Northwest Fire District Position Description

FIRE CHIEF

Reports to:	Governing Board	FLSA:	Exempt - Executive
Division:	Suppression	Status:	Full-Time
Location:	Administration	Grade:	N/A
Reviewed:	<i>Governing Board Approved 5/24/2011</i>	Revised:	05/11
Supervises:	Assistant Fire Chiefs Director of Finance Administrative Services Director Public Information Officer		

POSITION SUMMARY

The fundamental reason this classification exists is to direct and manage all firefighting, fire prevention, and fire service activities of the Northwest Fire District. The Fire Chief is responsible, though study and consultation with the Governing Board, for developing recommendations for the protection of life and property in the District. Administrative duties include leading, planning, directing, and controlling District activities, including: recruitment of personnel, purchase of equipment, control of expenditures, preparation of budget estimates, and the assignment of personnel and equipment. The Fire Chief consults with the Governing Board on problems of policy and planning, but works independently in supervising technical operations. Work in this assignment requires the demonstration of continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service. Performs other related duties as assigned. This position also meets the salary requirements stipulated by the DOL in regards to the FLSA Executive exempt requirements.

ESSENTIAL FUNCTIONS *(Any one position may not include all of the duties listed, nor do any listed examples include all tasks which may be found in positions of this class.)*

- The primary duty of this position is to manage the Northwest Fire District.
- This position customarily and regularly directs the work of at least two or more other full-time employees or their equivalent.
- This position has full latitude to hire, promote, and terminate employment of other employees.
- Develops, implements, and maintains effective, coordinated, and comprehensive programs for the prevention and suppression of fire hazards, preservation of life and property, and enforcement of fire codes and ordinances.
- Leads, manages, controls and directs all activities and personnel of the Fire District.
- Establishes and administers policies, procedures, rules and regulations for the effective and efficient operation and control of District functions and personnel.
- Establishes and maintains effective programs for the instruction and training of District personnel.

- Directs the assignment of personnel and delegates authority commensurate with the assignment; reviews and evaluates personnel performance and directs corrective action as necessary.
- Reviews and evaluates program and operational performance and effectiveness and implements methods and procedures to correct deficiencies and improve efficiency.
- Consults with and advises the Governing Board on matters pertaining to public safety and fire protection.
- Assures the coordination of District functions with other governmental and public service agencies; participates in joint conferences, regional and national meetings, and other professional activities.
- Prepares communications, directives, and reports, and makes oral presentations.
- Responsible for overall safety of his/her personnel.
- Complies with the rules, policies and procedures as set forth by the District.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Supervisory and management methods and techniques.
- The principles, practices, methods, and equipment employed in modern firefighting.
- Fire hazards and fire prevention techniques.
- The use of fire records and their application to fire prevention and fire protection administration.
- The rules and regulations of the District and city laws and ordinances pertaining to fire prevention.

Ability to:

- Supervise, lead and direct a multidisciplinary staff in firefighting, fire prevention, and fire service activities.
- Perform a broad range of supervisory responsibilities over others.
- Maintain discipline and respect of employees.
- Establish relationships and work cooperatively with City officials, employees and the public.
- Lead and command effectively in emergency situations.
- Review or check the work products of others for conformance to standards.
- Observe, monitor, or compare data to determine compliance with prescribed operating standards.
- Communicate effectively, both orally and in writing, in the English language with customers, clients, employees and the public in face-to-face, one-on-one settings, in group settings, or using a telephone.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Understand and follow oral and written instructions in the English language.
- Comprehend and make inferences from written materials in the English language.
- Establish and maintain effective working relationships by working cooperatively with others.
- Maintain a positive and professional work environment.
- Work safely and courteously to promote a strong team atmosphere.

Additional Requirements of the Position:

This position requires possession of a valid driver's license, unless otherwise stated in the position summary, at the time of the pre-employment background check, and throughout the period of employment or in a volunteer capacity. If the candidate or volunteer does not have a valid AZ driver's license and is not in a seasonal status, he/she is required to obtain an AZ drivers license within three (3) months from the point of starting in a District position. Employees and volunteers who drive their personal vehicles for District business are required to provide a copy of their current automobile insurance ID card to Human Resources at the point of starting in the District position and on an on-going basis. Refer to District Policy for Driver's License (under review)

Definitions:

- "Driver's License": A license to drive appropriate for the class of vehicle operated as prescribed by the provisions of the Arizona Revised Statutes (Title 28, Chapter 4)
- "Valid": not revoked or suspended

Driving Level: Primary

License Type: D-Driver

CDL Endorsements: None

Safety Sensitive: Yes (Refer to District Policy #4.2 Drug and Alcohol, under review)

Pre-employment Drug Testing Required: Yes

MINIMUM EDUCATION, EXPERIENCE AND TRAINING

- Bachelor's Degree from an accredited college or university recognized by the U.S. Department of Education in fire science, public administration, business administration, or other related field, supplemented by successful completion of supervisory courses in Fire Department Administration and Fire Prevention and Business or Public Administration; and
- A minimum of six (6) years of supervisory firefighting experience at a level which has afforded the opportunity to become familiar with all phases of District operations; or
- Any equivalent combination of education, experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Physical Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Repetitive Motion	Repeating movements of arms, hands, wrists, fingers			X	
Talk	Express or exchange ideas verbally				X
Hear	Perceive sound by ear				X
See	Obtain impressions through the eye				X
Kneel	Bend legs at knee, come to rest on knees	X			
Crouch/Squat	Bend body down and forward, bending legs and spine		X		
Crawl	Move on hands, knees, and feet	X			
Climb	Ascend/descend ladders, stairs, ramps		X		
Sit	Sit			X	
Stand	Stand			X	
Walk	Move about on foot; average distance per shift 3-5 miles	X			
Bend/Stoop	Bend downward and forward by bending spine at waist		X		
Lift	Raise or lower object > 10 lbs. from one level to another		X		
Lift	Raise or lower object > 25 lbs. from one level to another		X		
Carry	Transport an object		X		
Push	Press with steady force, thrust objects forward, downward, outward	X			
Pull	Drag or tug objects	X			
Turn/Twist	Move a body part in circular motion		X		
Balance	Exceeding ordinary body equilibrium		X		
Reach	Extend hands and arms in any direction		X		
Handle	Seize, hold, turn with hands		X		
Distinguish Color	Ability to distinguish color			X	
Fingering	Picking, pinching, typing, or otherwise with fingers rather than whole hand			X	
Grasping	Applying pressure to an object with the fingers and palm		X		
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture		X		
Mental / Cognitive Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Communication	Comprehend and use basic language, either written or spoken, to communicate information and ideas				X
	Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas				X
Calculation	Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing			X	
	Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols			X	
Problem Solving	Formulate and apply appropriate course of action for routine or familiar situations				X
	Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations				X
Environmental Conditions	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Weather And Temperature	Protection from weather conditions but not necessarily from temperature changes		X		
	Subject to outside environmental conditions – no effective protection from weather		X		

	Activities occur inside and outside			X	
	Subject to extreme cold (typically below 32°)	X			
	Subject to extreme heat (typically above 100°)		X		
Atmospheric Conditions	One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation		X		
	Worker is required to wear a respirator	X			
Noise	Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level		X		
Vibration	Exposure to oscillating movements of the extremities or whole body		X		
Hazards	Proximity to moving mechanical parts, moving vehicles, electrical current		X		
	Working on scaffolding and high places	X			
	Exposure to chemicals	X			
	Exposure to oils: air and/or skin exposure to oils and other cutting fluids	X			
	Worker is required to function in narrow aisles or passage ways	X			
	Worker is exposed to infectious diseases	X			
	Worker is required to function around prisoners or mental patients	X			

Physical Requirements Checklist

- SEDENTARY**
 - Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
 - Sitting most of the time.
- LIGHT**
 - Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
 - Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.
- MEDIUM**
 - Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- HEAVY**
 - Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- VERY HEAVY**
 - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

This position description is intended to indicate the basic nature of the position(s) allocated to this class and examples of typical duties that may be assigned. It does not imply that all positions within this class will perform all the duties listed, nor does it attempt to list all possible duties that may be assigned.

This position description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer as the needs of the employer change and/or requirements of the job-related duties expand or are updated.