

<b>Position Title:</b>	<b>Fire Chief</b>	
<b>Department:</b>	<b>Fire</b>	
<b>Supervisor:</b>	<b>District Board</b>	
<b>Position Type:</b>	<b>Uniformed, Full-Time</b>	<b>Salary Grade: Level 8</b>
<b>Retirement Plan:</b>	<b>KP&amp;F</b>	<b>FLSA: Exempt</b>
<b>Position Description Last Updated:</b>	<b>September 18, 2017</b>	

### **Position Summary**

This is highly responsible supervisory and administrative work in planning, organizing, and directing all activities of Fire District One of Leavenworth County. This effort is supervisory and administrative. Work involves responsibility for the administration and coordination of all fire and EMS activities including fire prevention and suppression, emergency medical/rescue procedures, and regulations. The Chief will lead and be responsible for a two station department, eight apparatus, and a combination team of paid/volunteer personnel. Work is performed with wide latitude for the interpretation and application of policies, rules, and regulations under the administration of the Fire Board, who reviews work for results obtained.

### **Duties and Responsibilities**

The following represent the essential duties of this position. Additional related duties may be performed as assigned.

- Plans, organizes, directs and evaluates fire suppression, fire prevention, and emergency medical service programs.
- Supervises directly, or through managers and subordinate supervisors, all employees of the department. Has overall command and responsibility over District employees.
- Supervisory and administrative responsibility for the continued development and growth of the volunteer firefighter program.
- Directs and participates in the preparation of the annual operating budget; monitors and approves purchasing and expenditures, in accordance with District policies.
- Interviews, selects and appoints new volunteer personnel. Participates in the interview, selection and appointment of paid personnel.

- Directs the preparation and analysis of records and reports to secure efficient operations and to comply with District and state reporting requirements and educates the Board.
- Directs the development of programs for the training, utilization, and continued professional development of personnel.
- Confers with the District Board, departmental command staff, and other officials relative to departmental operations and programs.
- Aids in fire investigations to determine the cause and origin of fires
- Cooperates with other departments and other local, state, and federal organizations, to improve fire fighting and related methods and techniques
- Addresses civic clubs, other community groups and maintains media relations regarding fire fighting activities and fire prevention to explain and promote public understanding.
- Will assist in firefighting and rescue operations as needed.

### **Minimum Qualifications**

- Must meet qualifications of Captain/Assistant Chief.
- Associates of Fire/Science (or equivalent work history) and a minimum of fifteen years of experience, which includes a minimum of five years of management experience in emergency services.
- Knowledge of the principles and practices of modern fire departmental administration.
- Advanced knowledge of the principles, practices, procedures, equipment, and apparatus used in modern fire and rescue techniques in municipal, rural and institutional services.
- Knowledge of the principles of organization, administration, and personnel Management.
- Knowledge of HR (Human Resources), FMLA (Family and Medical Leave Act) procedures, state and federal guidelines associated with employment law.
- General knowledge of statutes and NFPA (National Fire Protection Association) guidelines affecting the operation of the department.

- Ability to plan, implement, and direct programs, operations, and activities including employee training and development, fire suppression, fire prevention, and Emergency medical services.
- Ability to express ideas clearly, both orally and in writing.
- Must have the ability to develop and maintain credibility and trust within the Fire District, the public, and the cooperating agencies at the local, state, and federal levels.
- It is imperative that the Fire Chief set high standards of professional excellence, moral character and integrity for the District.
- Above qualifications may be waived or changed at the Boards discretion

### **Physical Requirements**

- Chief must have the physical capability for emergency vehicle response, quick decision making skills, and eye-hand coordination adequate to use required technical equipment.
- Position functions in a general office environment and time will be spent in meetings or conferences at various locations, this will requires good listening, verbal, and written communications skills.
- Ability to function in life/death situations relying on sight, hearing, smell and touch to make critical decisions while maintaining safety of others/self.
- Ability to accept risk of bodily injury/death in performance of duties, ability to face exposure and take precautions against, but not limited to, a myriad of substances, agents, trauma, and shock.
- Requires physical exertion to manually move, lift, carry or push heavy objects. The ability to work in high or confined places, maintaining body equilibrium to prevent falling.

### **Special Requirements**

Must possess a valid driver's license. Must be insurable.

Primary residence must be located in the boundary of the District. Candidate will have 6 months to relocate, after hire date. Any adjustments to this will be made at Board discretion.

Should have knowledge or experience of building construction to assist in the construction and planning of new District buildings.

Must participate in physical fitness program and be able to pass physical examination and be able to pass drug testing.

Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the District's needs and requirements of the job change.