

# Fire Chief

## Canby Fire District #62



### **Job Type**

Full Time Fire Chief  
Exempt/Non-Union

### **Civil Service**

Non-Civil Service

### **Salary**

Per employment agreement

## **JOB DESCRIPTION AND QUALIFICATIONS**

### **Position Summary**

The Fire Chief is the Executive Administrative Officer for the Fire District and is responsible for directing and coordinating the effective management and efficient functioning of all aspects of a modern fire district and operating a combination volunteer / career fire service model. Within limits established by the State of Oregon; the Fire Chief shall have complete authority over the organization, its government and discipline, and shall be the final authority in the assignment of personnel.

### **Position Purpose**

Provide leadership and vision to the members of the Canby Fire District and be a good steward of the district's resources; and ensure that excellent service is provided to the residents as well as visitors of the Canby Fire District

### **Supervision Received**

The Fire Chief works under the general guidance of the Board of Directors. The Fire Chief receives general administrative direction from the Board of Directors, within established Strategic Plan goals, budget, and boundaries set by District Policy, and all applicable laws.

### **Supervision Exercised**

The Fire Chief supervises the District's Staff, including all full and part-time employees and volunteers in all aspects of District Operations. The Fire Chief will delegate supervision of volunteers through the Fire District structure.

The Fire Chief is expected to exercise independent judgment in carrying out District Policy, programs, orders and in the best interest of the Fire District, hire, promote, evaluate, counsel, assign, recall, transfer, reward, discipline, suspend, and discharge any District Personnel, as needed.

## **Core Values**

- Provides excellent leadership through character and communication.
- Strong ability to collaborate with Fire District Personnel and Community Officials.
- Motivates others with innovation and problem solving.
- Resides and invests in the Canby Community.
- Represents Canby Fire District and the Canby Community with honor.

## **Minimum Qualifications**

1. Ten (10) years of progressively responsible administrative and supervisory experience with at least five (5) years at Battalion Chief or higher level in a career or combination (career/volunteer) organization.
2. Bachelor's Degree in Fire Science, Public Administration, Management, or related field.
3. Shall reside within the Canby Fire District boundaries, within six (6) months from time of appointment.
4. Must demonstrate the ability to continue to foster positive working relationships within the Canby Fire District Community.
5. Canby Fire District is a tobacco and drug free workplace, both on and off duty.
6. Must possess NFPA Certification for Firefighter 1, Instructor 1, Fire Officer 1, and Haz-Mat Incident Commander, or equivalent.
7. Must be certified at the Oregon EMT-B level or higher within six (6) months of appointment.
8. Must meet NIMS Training Requirements – including: IS700A, IS800A, and ICS100-200-300-400.
9. Must pass a NFPA 1582 Physical and demonstrate physical fitness for responding to fire and medical emergencies.
10. Must have a current Oregon Driver's License or obtain such within six (6) months of employment. Must be insurable by the Fire District's insurance company.
11. Shall be required to complete an extensive Fire District background check and pass a psychological evaluation.
12. Must have the ability to read and write the English language.
13. Shall respond on and off duty.
14. The Fire Chief position is an exempt / at will position and is a non-civil service position. The Fire Chief will agree to an employment contract with the Fire District Board of Directors.

## **Preferred Qualifications**

1. Executive Fire Officer graduate NFA.
2. Experience in a combination Fire District with at least 15 career/union firefighters.
3. Knowledge of, and ability to, interpret Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR) through a history of administrative work within Oregon.
4. Experience with disaster management.
5. Fire Prevention and/or Public Education experience.
6. Knowledge and experience in fiscal fund management and account procedures.

7. Experience with Fire Code Enforcement.
8. Comprehensive understanding of applicable Labor Law.
9. Experience in Risk Management and other safety-related programs.
10. Demonstrate an ability to work with volunteer personnel, and routinely deal with the public, public employees, public officials, and the media, in a courteous and cooperative manner, while building and maintaining exemplary interpersonal relationships with each, through a history of administrative work.

### **Necessary Knowledge, Skills, and Abilities**

1. Must be in good physical condition as per NFPA 1582 and good mental health acuity as determined by an independent medical and psychological evaluation.
2. Ability to continue and to foster positive relationships with the Canby Fire District community, and all regional partners.
3. Have a thorough knowledge of all aspects of Firefighting, Haz Mat, EMS, and emergency scene tactics, policies, procedures, and operating guidelines.
4. Possess proven skills to supervise employees and volunteers.
5. Possess the ability to interpret codes, ordinances, and applicable laws.
6. Can exercise independent judgment in the supervision of personnel, fleet management, training programs, and public relations.
7. Possess the ability to actively mentor subordinates as part of the Fire District's career development program.
8. Can function effectively in an Emergency Operations Center or within an Incident Management Team during major emergencies.
9. An equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job.

### **Tools and Equipment Used**

Ambulances, emergency medical equipment, fire apparatus, fire pumps, hoses, and other firefighting equipment; radios, pagers, GPS, personal computers, phones, and other general office equipment.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The employee frequently must lift and move up to 40 pounds and occasionally move up to 150 pounds. Vision abilities required are close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in offices, vehicles, and outdoor settings in all weather conditions, including temperature extremes during day and night. Work is often performed in emergency and stressful situations. During firefighting activities, an employee is exposed to restricted environment with temperature variance and periods of extreme physical exertion.

## **Compensation**

Annual wage and compensation as stated in employment agreement  
Employment contract negotiated with the Board of Directors  
Oregon Public Employees Retirement System (PERS)  
Emergency vehicle provided  
Full medical, vision, and dental plan for family  
Up to twenty (20) vacation days per year  
Five (5) personal days per year  
2 Duty Chief days off per month  
Twelve (12) paid holidays and one (1) floating holiday per year  
District paid 5% 401A plan  
District paid \$100,000 life insurance policy

## **Appendix**

### **Essential Functions**

The following examples do not include all tasks the Fire Chief may be expected to perform.

1. Involved in the Community and lives within the Fire District.
2. Demonstrates excellent communications skills, both verbal and written.
3. Stays current with the most up-to-date, and innovative emergency delivery services.
4. Enhances public relations and collaboration with the Fire District's residents, labor union, volunteers, businesses, civic groups, city administration, neighboring agencies, elected officials, and county, state, and federal administrators.
5. Provides supervision of the overall operation and planning of the Fire District, including fire prevention, fire suppression, training program, station maintenance, equipment maintenance, purchasing, and administration. Will ensure maximum service to the community.
6. Knowledge of the most up-to-date safety standards. Will ensure a safe work environment for all employees.
7. Prepares and presents to the Board of Directors annual goals. Will receive approval by the Board of Directors of the Fire District Strategic Plan/Goals and Objectives.

8. Prepares and presents the Annual Budget to the Board of Directors and tracks all budget expenditures and revenues for compliance with applicable federal, state, and local laws.
9. Determines the overall organization of the Fire District and prescribes the necessary duties, qualifications, and functions of various Firefighting and EMS positions to maintain that organization properly.
10. Identifies problems, levels, and types of services to be rendered by the Fire District. Analyzes and develops plans to ensure adequate fire protection for the Fire District.
11. Demonstrates command and control at emergency calls, and disasters. Ability to respond and provide Emergency Medical care.
12. Demonstrates knowledge of administration and operations necessary for being an EMS transportation provider.
13. Maintains the Fire District Disciplinary Policy, handles grievances, and oversees conduct and general behavior of all personnel and volunteers. Shall be responsible for all personnel functions of the Fire District, including hiring, evaluating, training, disciplining, and terminating subordinate employees.

### **Secondary Functions**

1. Attend administrative level conferences, educational opportunities, and seminars related to the enhancement of the position and on behalf of the Fire District, to deliver effective fire and life safety services to the public.
2. Represent the Fire District by active participation and membership in city, state, national, and international organizations, and as authorized by the Board of Directors.
3. Maintain active membership with the Canby Chamber of Commerce, the Canby Adult Center, Canby Rotary, and the Canby Kiwanis.