

SOUTHERN BOONE COUNTY FIRE CHIEF
JOB DESCRIPTION

JOB DESCRIPTION SUMMARY

The Fire Chief is the senior fire department official. This person is responsible for administering all administrative, operational, and fiscal aspects of the Fire Department and ensuring the protection of lives and property. The salary for this position is commensurate with experience, not to exceed 60,000 dollars. A combination of salary with benefits package could also be chosen, depending on preference of the hire. Applicants for this position can expect around 750 calls per calendar year on average. There are 5 stations with 16 resident rooms, 1 fire training center, and 1 administrative building. The department has a 5 ISO rating with 5 engines, 2 tankers, 1 squad, 5 wild land vehicles, 1 medical response vehicle for a population of around 10,000 and a district approximately 135 mi.²

ESSENTIAL FUNCTIONS

Essential functions will vary according to the work environment and may include, but are not limited to, the following:

- Oversee the development and administration of the department budget; forecast the required funds needed for staffing, training, equipment, materials and supplies, and maintenance; approve expenditures and recommend budgetary adjustments as appropriate and necessary.
- Establish fire department goals and objectives to ensure compliance with Board policy directives and applicable local, state or federal laws, rules and regulations, including the management and growth of the departments' social media presence.
- Provide for the overall safety of personnel through the establishment and maintenance of effective training programs and operational practices that provide the necessary skills and guidance to operate in a safe and effective manner.
- Direct and supervise the activities of assigned personnel. This may include scheduling, assignment and review of work, evaluating performance, administering discipline.
- Attend and participate in professional meetings on behalf of the Fire District and stay updated on new trends and innovations in the field of fire suppression, emergency medical, hazardous materials and fire prevention.
- Serve as a liaison to local service organizations and other municipal agencies within the county.
- Prepare a variety of reports and correspondence relating to departmental activities, direction, accomplishments for review of the Board as well as for sharing with the community and respond to citizen concerns and issues and determine appropriate resolutions to maintain positive community and/or customer relations for the department.
- Establish and maintain cooperative relationships with neighboring and regional fire departments to ensure coordinated efforts to address common suppression, prevention, enforcement and emergency medical issues.

EDUCATION/EXPERIENCE

Required:

- High School/GED with a minimum of 10 years in fire service and 5 years in a supervisory role
- Must live within 30 minutes of the district boundaries.

Preferred:

- Bachelor's degree in fire service or public administration

CERTIFICATES AND LICENSES

Required:

- Valid state driver's license
- EMT Basic
- Fire Instructor 1
- Firefighter 1 and 2

Preferred:

- Fire Investigator
- Fire Inspector
- Fire Instructor 2
- Comparable experience to Chief/Executive Officer