



JACKSON TRAIL FIRE RESCUE

FIRE CHIEF JOB DESCRIPTION

Job Title: Fire Chief **Reports to:** JTFD Fire Board
FLSA Status: Exempt **Status:** Full Time
Salary: \$80,000- \$85,000

Application Open: 3/9/24 thru 4/1/24

Interview w/ Board: 4/11/24: 1600-1800

Job Description.

The Jackson Trail Fire District (which covers 25 square miles) is seeking qualified candidates to fill the position of Fire Chief. This is a full time, managerial position that requires a variety of knowledge, skills, education, and abilities necessary to lead a department that currently utilizes part-time firefighters, paid on-call firefighters of varying certifications, as well as volunteer firefighters, to meet the needs of the community that it serves.

Primary Duties and Responsibilities:

The following is a non-exclusive list of the primary duties and responsibilities for the position of Fire Chief:

- Supervise, direct and coordinate personnel to achieve JTFD objectives established by the Department, either directly or through subordinate officers or supervisors.
- Continuously evaluate, modify as needed, and oversee implementation of fire suppression, fire prevention, victim rescue, hazardous materials and first responder medical procedures and services provided by the fire district.
- Through direct and indirect supervision, ensure that all JTFD employees and volunteers are in compliance with all JTFD rules, policies, and procedures, and interpret the JTFD rules, policies and procedures for employees and volunteers as necessary.

Primary Duties and Responsibilities cont'd:

- Agrees to devote that amount of time and energy which is reasonably necessary to ensure personnel, apparatus, and other equipment is ready at all times and responding appropriately to emergencies and calls for service.
- Supervises the assignment of personnel, apparatus, and equipment to ensure readiness at all times.
- Regularly evaluate the performance of subordinate staff, including by implementing discipline, recommending terminations, hiring, and promotions of personnel as appropriate.
- Work effectively with any outside organizations and groups in the planning of events and activities that involve the fire district.
- Responsible for the use, maintenance and security of all JTFD equipment, apparatus, vehicles and facilities.
- Oversee all areas of Fire Pre Plans
- Prepare and submit to the Board a proposed budget for each fiscal year, setting forth the purpose and amount for all anticipated expenditures.
- Review and approve all JTFD expenditures to ensure they are within the approved budget or recommending amendments to the budget as appropriate.
- Receive, investigate and continue to a conclusion of all complaints.
- Maintain appropriate office hours at the station to complete all JTFD business.
- Project exemplary leadership qualities that maintain an achievement-oriented district and maintain a strong, decisive, results-oriented track record as an administrator.
- Maintain good morale and motivate a diverse workforce.
- Set a positive tone for employees to achieve goals and objectives, and demonstrate the psychological and emotional maturity, self-confidence, and willingness to assume responsibility for subordinates'/teams' efforts and actions, and consequences of those actions.

Primary Duties and Responsibilities cont'd:

- Serves as a mentor for employees.
- Acts consistently with regards to professional standards.
- Develop, coordinate, and maintain positive relationships with local, state, regional and Federal agencies or entities that provide emergency and other related services.
- Attends monthly meetings of the JTFD Board and provides either oral or written reports of pertinent administrative and operational matters.

Other Duties and Responsibilities

- Responsible for maintaining membership and attending meetings in professional organizations to keep the fire board members informed of pertinent matters relating to the fire service.
- Responsible for overseeing the scheduling and recording of any training of fire personnel to ensure a high level of readiness.
- Recognizes and understands the Fire Chief is a full time employee of the Jackson Trail Fire Department and shall accept no other employment, unless approved.
- May be required to function in the role of a first responder, including active fire suppression activities, in situations when they arise, provided that there is an active Scene Commander.
- Recognizes and understands the position of Fire Chief is managerial and confidential, and as such, the Fire Chief is considered an exempt employee for FLSA purposes. The Fire Chief's position is a salaried managerial position and thus the Fire Chief is not eligible for overtime pay.
-

Minimum Job Qualifications:

- Must be Lieutenant or above in a comparable or larger department with 15+ Yrs experience.
- Required - NPQ I & II or equivalent certifications; Fire Officer I & 2
- ICS 100, 200, 300, 400, 700 and 800 (or the ability to achieve all within two years of the date of hire).
- Must live within 10 MILE RADIUS of the JTFD fire district territory; or have the ability to begin relocation within 1 YEAR
- A working knowledge of fire apparatus; experience in purchasing, bidding and designing large fire apparatus preferred.
- Skill in counseling, coaching and developing individuals/groups; this includes the ability to prepare employees for future leadership positions.
- Skill in developing a diverse workforce and valuing different individuals in order to improve desired team outcomes.
- Willing to make difficult decisions and take necessary actions.

- Possess and maintain a valid State of Georgia driver's license.
- BACKGROUND CHECK
- HIGH SCHOOL DIPLOMA

Job Salary/Benefits:

- \$80,000 to \$85,00/annual
- 2 weeks paid vacation starts after 6 months (Sooner with Board approval)
- 8 Paid Holidays
- 104 hours sick leave UP TO 624 HRS
- Health Insurance - 80% paid by JTFD
- Take home Command car when using for JTFD coverage
- 3% match on IRA
- State pension dues paid by JTFD
- Possibility of Comp. Time approved by Board