



Klamath County Fire District No. 1

Job Description

SUPPRESSION DISTRICT CHIEF OFFICER

SALARY: [REDACTED]
[REDACTED]

GROUP: Non-Represented

DIVISION: Suppression/District Chief Officer

REPORTS TO: Fire Chief

FLSA STATUS: Exempt

CLASSIFICATION:
Executive/Management/Uniformed

STATUS: Full-Time

LOCATION: Central Fire Station

POSITION OVERVIEW

Under the direction of the Fire Chief, the Division Chief Operations is responsible for the organization and coordination of fire suppression programs to ensure effective service delivery in compliance with federal and state laws and regulations and to ensure expenses and revenues are properly managed. The position is responsible for overseeing, evaluating, and coordinating the actions of personnel engaged in Emergency Response Operations in cooperation with the Division Chief – EMS. The Operations Division provides emergency response services to the citizens of Klamath County Fire District No. 1 (KCFD1), including response for fire suppression, rescue, hazardous materials response, and ALS/BLS emergency medical response, transport, and inter-facility transfers.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

Responsibilities and duties may vary but the essential job duties will include the following:

1. Oversees the delivery of fire suppression services for the department. Responsible for the general condition, discipline, and the efficient operations of the division. This position is responsible to see that the Department operates in accordance with the provisions of the Fire District's Standard Operating Guide Manual.
2. Coordinates EMS service delivery with the Division Chief- EMS.
3. Assists in the administration of human resources policies and labor contracts. Assists in the recruitment, selection, training, promotion, assignment, transfer, performance evaluation, discipline, and discharge activities of assigned personnel. Resolves employee relations problems.
4. Supervises Battalion Chiefs and other staff as assigned.
5. Assists in the development, planning, and implementation of departmental goals and objectives.
6. Works collaboratively with operational staff to review, analyze, and make recommendations to the Fire Chief concerning the delivery of effective services.
7. Provides the Fire Chief with operational information.
8. Responds to large or complex emergency incidents and training exercises in order to provide direction and/or support as required in the ICS system.

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9. Coordinates the development and administration of fire suppression training programs. Ensures compliance with DPSST fire suppression certification training standards.
10. Assists in the development of the three-year training plan and the related annual and monthly training schedules.
11. Develops, reviews, revises, implements, and enforces rules, regulations, policies, and procedures to meet current standards and future needs.
12. Maintains contracts and agreements with other agencies, organizations, and property owners to include Mutual Aid Agreement(s).
13. Understands KCFD1's rights and obligations as provided in the State Mobilization Plan and how to implement the Conflagration Act.
14. Represents the department in local, county, and state activities as directed by the Fire Chief.
15. Participates in the annual budget process. Develops and manages the Operations Division budget and expenditures.
16. Prepares specifications for major purchases, secures bids and analyzes results, and recommends acceptance or rejection of bids.
17. Plans and provides for purchases, replacement, and maintenance of facilities, apparatus, and equipment.
18. Attends various meetings including, but limited to, Board of Directors regular and special meetings, monthly staff/management meetings, etc. Prepares and presents reports at such meetings, as required.
19. Actively participates and represents KCFD1 in various committees including, but not limited to, Fire Defense Board and OFCA.
20. Participates in Labor/Management forums and contract negotiations with the labor group. This position is part of the management negotiating team.
21. Represents KCFD1 when responding to the public, citizens, employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regards everyone, internal and external, as a customer and delivers the best service possible in a respectful and patient manner.
22. Participates in the Duty Chief rotation.
23. May serve as Acting Fire Chief in the absence of the Fire Chief.
24. Stays current with developments in local, State, and Federal legislation and industry trends that may affect KCFD1 or the Operations Division.
25. Develops data to analyze complex issues, evaluates alternative solutions, develops sound conclusions, and recommends a course of action.
26. Responsible for any additional duties as may be assigned by the Fire Chief.

SUPERVISORY CONTROLS

The supervisor outlines the overall objectives and priorities, timelines, and the financial and personnel resources available. The employee plans and schedules recurring work, handles problems and completes work using own initiative, exercising judgement according to previous training, experience, and instructions. Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with applicable laws, regulations, policies, and procedures.

This position exercises the full range of supervisory duties for assigned staff in accordance with KCFD1 policies, CBA, and applicable laws. Responsibilities include establishing objectives and priorities, timelines, and resources; planning, assigning, directing, and reviewing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; and keeping employees informed of management policies and goals.

PHYSICAL REQUIREMENTS

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 job functions.

While performing the duties of this job, the employee is frequently required to talk; hear; sit; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell. Strenuous physical exertion may be necessary and performance of duties may go for long periods without rest cycles or meal periods.

This position can be physically demanding, requiring good health and physical condition to adequately perform job duties. Employees must successfully pass an annual fit for duty exam based on NFPA 1582. Employees may be required to lift and/or move up to 50 pounds and occasionally lift and/or move heavy loads. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

JOB CONDITIONS

This is a full-time, 40 hours a week, Monday-Friday position; however, evening and weekend work is required. This is a uniformed, salaried position and frequently results in working greater than 40 hours a week. There is no compensation for hours worked greater than 40 hours per week.

A majority of work for this position occurs in an office setting or indoors related to management and administration duties.

Job requires the use of office equipment including but not limited to, computers with Microsoft Office, fire/EMS based reporting and staffing programs, and internet; tablets, telephones, cell phones, two-way radios, pagers, copy machines, and fax machines.

Position requires responding to alarms which may occur at any time.

This position requires daily use of KCFD1 vehicles and technical emergency response equipment.

The work environment may include indoor and outdoor settings including residential, commercial, and industrial settings, near moving machinery and traffic.

All types of weather conditions may be encountered, including temperature extremes, wet, dry, hot and below freezing weather, during day and night in stressful emergency situations.

Noises levels from: quiet office setting to high levels at an emergency scene.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to communicate effectively verbally, in writing, and via radio. Understands, follows, and gives orders both orally and in writing.

Ability to research and analyze data, prepare reports, documents, and studies that are clear, concise, and comprehensive using correct grammar, punctuation, spelling, and mathematics.

Operates emergency equipment, vehicles, radios, pagers, personal computers, and telephones and follows all safety rules and procedures established for work areas.

Knowledge of the components and how to implement the Incident Command System and the Fire Scene Accountability System, as adopted by KCFD1

Ability to develop and maintain a thorough knowledge of the physical conditions throughout the response areas of KCFD1.

Ability to develop, understand, interpret, and execute laws, rules, regulations, policies, and procedures.

Ability to develop, foster, and maintain a positive and productive culture at Fire District No. 1.

Knowledge of disaster preparedness, planning, and response.

Ability to delegate appropriately, give responsibility and trust, and maintain accountability.

Ability to contribute to Senior Staff level meetings positively, collaboratively, while articulating and respectfully selling their perspective and position.

Ability to effectively bring together people and groups with diverse backgrounds, interests, and viewpoints into an effective unit, both internally and externally.

Ability to mentor, lead, and manage change.

Knowledge and ability to successfully work with a unionized workforce.

Knowledge and experience with organizational development principles and practices.

TRAINING PERIOD

Training and new employee orientation is expected to take approximately 3 – 6 months for a fully qualified employee to become accustomed to the specialized fire service terminology, processes, and statistical data reporting systems unique to KCFD1. The required probationary period for a new employee is twelve months. Upon successful completion of the probationary period of employment, the employee will achieve “regular” employee status.

QUALIFICATION REQUIREMENTS

Consideration will be given to any combination of education and experience that would reflect meeting the qualifications and provide the ability to successfully perform the duties of the position. Equivalent or additional education, experience, and certifications from other states or agencies may be considered.

Education

Associates Degree in Fire Science, Public Administration, or closely related field.

Certifications/licenses

NFPA HazMat Operations Level Responder.

NFPA Fire Officer 2 or equivalent.

Oregon EMS certification within one (1) year.

NIMS - ICS 100, 200, 700, and 800.

Possession of a driver’s license valid in Oregon and maintain a safe driving record throughout the duration of employment.

Experience

Three (3) years supervisory experience with at least one (1) year as an AIC Battalion Chief or Battalion Chief, or equivalent.

Eight (8) years paid full-time emergency response experience with a paid or combination fire agency of equal or greater size and complexity.

Other

A residency requirement applies to this position.

Computer experience with an emphasis in the use of Microsoft Word, Excel, databases, Fire/EMS based reporting and staffing programs, and work in a networked environment.

PREFERRED QUALIFICATIONS

Education

Bachelor's Degree in Fire Science, Fire Administration, Public Administration, or closely related field.

Certifications/licenses

NFPA Fire Officer 3.

NFPA Fire Officer 4.

DPSST or NWCG I-300, I-400, and Strike Team/Task Force Leader.

Executive Fire Officer.

HazMat Technician Level and HazMat Incident Commander.

Incident Safety Officer.

Experience

Five (5) years Chief Officer or management level administrative experience.

Informational Only

PRE-EMPLOYMENT REQUIREMENTS

Employment for this position is contingent on clearance of the following:

- Pre-Employment Drug Screen
- Background Investigation
- Physical Examination
- Psychological Evaluation

ADA/EEO STATEMENT

In accordance with federal and state laws, Klamath County Fire District No. 1 is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, KCDF1 will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

JOB DESCRIPTION APPROVAL

I concur with the job duties and listed elements as defined in this job description.

Fire Chief Signature

Date

ACKNOWLEDGMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

My signature below confirms I have received and understand this job description and acknowledgement.

Employee Signature

Date

