



EVANS FIRE PROTECTION DISTRICT EMPLOYMENT ANNOUNCEMENT

POSITION:	Fire Chief
STATUS:	Full-time; Exempt (Benefited)
SALARY RANGE:	\$105,000 - \$115,000; subject to negotiation, dependent on qualifications and experience
SCHEDULE:	Varies; some evening meetings required; reasonably accessible outside of normal work hours
OPENING DATE:	November 16, 2020
CLOSING DATE:	January 15, 2021

SUMMARY:

The Fire Chief serves as the District's Chief Executive Officer. The Fire Chief is responsible for implementing the written and oral rules, policies, practices, and procedures established by the Board, and carrying out the duties imposed by Federal, State or local laws, rules, regulations, codes, standards or ordinances, including but not limited to, the duties imposed by the Colorado Special District Act, C.R.S. §32-1-1002, applicable medical protocols, and the applicable Fire Code(s) and Nationally Recognized Standards. The Fire Chief is responsible for all aspects of the day-to-day administration, operation and finances of the District, including, but not limited to the development, implementation, supervision, and evaluation of fire suppression, fire prevention and education, emergency rescue, hazardous materials, ambulance and emergency medical services provided by the District directly or through a third-party provider.

ESSENTIAL FUNCTIONS:

Serves as the Chief Executive Officer of the District under the general supervision of the Board, responsible for all aspects of the day-to-day administration, operation, fire prevention and finances of the District, directly or as delegated to subordinate staff. He/she serves as the District's primary contact with the City of Evans, including management of intergovernmental contracts and procedures with the City.

Develops such rules and procedures, and issues such orders and directives, as may be necessary to implement and enforce the rules established by the Board and imposed by law to advance the vision, mission, goals and objectives, and provide efficient and effective services. The rules, procedures, orders, and directives shall be consistent with laws, the Member Handbook, and all other directives established by the Board.

Manages, supervises, and directs the activities of assigned staff and functions. Hires, disciplines, terminates, or advances employees. Schedules employees, assigns work, and monitors progress; guides, trains, and develops employees in the accomplishment of their duties and professional growth; writes and conducts evaluations.

Within the budget approved by the Board and within limits established by the Board, responsible for the purchase, sale, upgrade, usage, maintenance, and security of District equipment, apparatus, facilities, and other real and personal property.

Assesses local needs and develops and/or updates the strategic plans for the future of the District and the community. Monitors District operations and customer service to ensure quality control; conducts studies; identifies and resolves deficiencies; prepares and presents periodic and special staff reports on departmental issues and projects. Remains current on issues and trends relative to the District and service delivery responsibilities.

Commands fire ground and emergency operations of the District, in accordance with District command procedures of multiple unit and multiple agency incidents, at his/her discretion. Takes the role of incident commander or as the District's representative to the Emergency Operations center during major incidents.

Develops and implements, where necessary or appropriate, intergovernmental agreements with other agencies.

Meets with the Board to assist in policy determinations and obtains policy directions. Represents the District in meetings with professional organizations, other public agencies, and the public. Develops and maintains positive, effective working relationships with District members, Board members, other Emergency Services agencies, other governmental agencies and the community.

Serves as the District Budget Officer responsible for developing a proposed budget for timely submission to the Board each year and ensuring that District revenues and expenditures are within the amounts established by the budgets approved by the Board. Determines levels of staff, equipment and other resources needed to effectively and efficiently provide District services.

Be reasonably accessible 24 hours a day, seven days a week, except when on vacation or other leave.

Reviews and acts upon complaints and inquiries from the public or other agencies. Advises citizens, property owners, contractors and others on questions relating to District rules, policies and procedures.

Performs other duties assigned by the Board.

MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCE:

Fifteen years of increasing responsibility in a similar organization.

Possess a Bachelor's degree from an accredited institution in fire science, public administration, management, business, political science, or other related field.

Possess, or ability to possess, either Colorado or National Registry EMT-B Certification within one year of employment.

Possess, or ability to possess, CPR certification.

Possess, or ability to possess, a valid State of Colorado driver's license within 60 days of residency, with an acceptable driving record and insurable by the District's insurance carrier.

Equivalent combinations of experience, education, and training may be considered.

STRONGLY PREFERRED QUALIFICATIONS AND EXPERIENCE:

Demonstrated record of professional development in executive roles.

IFSAC/Pro Board FF 1 or 2 (or state certification).

IFSAC/Pro Board HMO (or state certification).

Graduate Degree

Experience as a chief of similar organization.

EMS administration or management experience.

Teaching experience.

CFO, EFO, or a state fire executive development program.

Other activities that demonstrate a commitment to lifelong learning.

ADDITIONAL DESIRABLE QUALIFICATIONS:

Paramedic

IFSAC/Pro Board FF 1-2 HMT (or state certification).

IFSAC/Pro Board Fire Officer (or state certification).

State or National certification as fire inspector/plans examiner.

Experience in Fire Prevention or Community Risk Reduction.

Experience as a Fire Investigator.

Verifiable experience as a mentor.

Apply on-line at www.evansfiredistrict.org,

The Evans Fire Protection District conducts a pre-hire suitability for employment exam, drug testing, physical, and background investigation as a condition of employment.

EQUAL OPPORTUNITY EMPLOYER