



**Scappoose Rural Fire District
Joint Fire Chief
Job Description**

Job Title: Fire Chief

Location(s): Scappoose and CRFR Districts

Level: FLSA Exempt/Salaried/Full Time

Reports to: Scappoose Board of Directors

General Statement of Duties: The Fire Chief serves at the will of the Scappoose Fire District Board of Directors and is responsible for the administration of all personnel, equipment, and budgeted funds of both Fire Districts. The Chief shall be responsible for overall command of fire suppression, fire prevention, fire investigation, emergency medical service, and public education. The Fire Chief is responsible for the development of short- and long-term plans for the Districts' operations.

Supervision Exercised: Supervises all aspects of the both Districts' operations, planning, logistics and finances. May work at all command levels.

Civil Service Status: This Position is **NOT** covered by the Civil Service System.

Representation Status: Non-represented. Works under a personal services contract with the Scappoose Fire District Board of Directors.

HIPAA Responsibilities: The Fire Chief has access to "Protected Health Information" generated by the Districts' operations. This position must sign a HIPAA confidentiality form.

Typical Tasks: The intent of this listing of "typical tasks" is to describe the principal functions of the job. This description shall not, however, be construed as a complete listing of the duties, which may be amended or assigned by the Scappoose Fire District.

- a. The Chief shall assume full management responsibility for both Districts services and activities including fire suppression, fire prevention, emergency response, rescue services and training; recommend and administer policies and procedures.



- b. The Chief shall analyze the Fire Districts' fire problems and participate in the development of plans and techniques to provide the level of service as directed by the Board of Directors of the Fire Districts.
- c. The Chief shall select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; and implement discipline and termination procedures.
- d. The Chief shall be responsible for preparing, submitting, and maintaining any information or statistics that are required by the Boards of Directors or other governmental agencies
- e. The Chief shall be responsible for a public relations program for the Fire Districts.
- f. The Chief shall direct the continuous training of department personnel to meet and comply with applicable firefighting standards and oversee certification programs.
- g. The Chief shall be responsible for command of all fires and emergency calls for help and shall respond when needed. The Chief is responsible for participating in rotation as a Duty Chief.
- h. Ability to perform arduous physical tasks while supervising and assisting on fire ground activities at an emergency incident.
- i. The Chief shall plan, direct and coordinate through subordinate level staff, the Districts' work plans; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
- j. The Chief shall represent the Fire Districts with other mutual aid fire agencies, elected officials, cities, county and other outside agencies; coordinate activities with those of other departments and outside agencies and organizations.
- k. The Chief shall direct the assignment of personnel, both career/paid and volunteer.
- l. The Chief shall oversee and participate in the development and administration of the district budgets; approve the forecast of funds needed for staffing, equipment, materials and supplies, approve expenditures and implement budgetary adjustments as appropriate and necessary.
- m. The Chief shall develop, in conjunction with the Boards of Directors, short and long-range goals and objectives for the Fire Districts.
- n. The Chief shall be responsible for the investigation of all fires to determine cause, origin and circumstances.
- o. The Chief shall be responsible for the enforcement of all adopted fire prevention codes and ordinances.



- p. The Chief shall attend conferences, schools, seminars and other such functions as necessary to keep informed of new developments in the fire service.
- q. The Chief shall perform other special duties and functions as the Boards of Directors may require or direct.
- r. The Chief shall assist the area planning for fire protection in event of a major disaster and coordinate with area fire departments and emergency service agencies.
- s. The Chief shall maintain the physical conditioning needed to meet the mental and physical stresses of the job.

Required Knowledge, Skills, and Abilities (KSAs):

- a. This position requires the appointee to follow the residence requirements for chief officers as written in Scappoose board policy.
- b. This position is a "SWORN" fire service position and must take an oath of office upon appointment.
- c. This position requires advanced knowledge of budget preparation, implementation and control practices with special attention to Oregon local budgeting laws.
- d. This position requires the member to possess community involvement & leadership skills.
- e. This position requires the member to pass a background check.
- f. Ability to use new concepts and acquire skills rapidly.
- g. Ability to perform effectively under a variety of circumstances and in extreme situations.
- h. Ability to understand, follow and give oral and written instructions.
- i. Ability to work effectively with the District's computers.
- j. Ability to make decisions independently in accordance with established policies and to use initiative and judgment.
- k. Ability to perform those activities required for the essential functions including, but not limited to: Sitting for long periods of time, ability to be mobile at all times, frequent standing and walking, regular keyboarding, ability to effectively communicate by phone and in person to a wide variety of persons.

Minimum Education and Experience Required:

- a. Seven (7) years of progressively responsible experience



- b. Ability to acquire and maintain a valid State of Oregon driver's license insurable by District's carrier.
- c. Successfully passing District's security clearance standards including review of criminal history and driving record.
- d. Bachelor's level degree or equivalent in fire administration, business administration, political science or related field
- e. NFPA Firefighter 2
- f. NFPA Fire Instructor 1
- g. NFPA Fire Officer 2
- h. Emergency Medical Technician – Basic or above
- i. A certificate of completion of the following Homeland Security training courses:
 - i. IS-100
 - ii. IS-200
 - iii. I-300
 - iv. I-400
 - v. IS – 700
 - vi. IS – 800

(Education and experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered.)

Preferred Education and Experience:

- a. Master's degree or above in fire service administration, business administration, public administration, political science or related field
- b. NFPA Instructor 2
- c. NFPA Hazardous Materials Incident Commander
- d. National Fire Academy Executive Fire Officer
- e. DPSST Advanced Fire Service Institute
- f. NWCG Structure Fire Protection Specialist
- g. NWCG Operations Section Chief Type 2 or above

Evaluation of Performance:



The Board of Directors of both Districts shall evaluate the Fire Chief's performance on a 30-, 60-, 90-, 180-day basis during the first year in position, then annually thereafter. However, CRF&R's evaluation shall be provided directly to the Scappoose Board of Directors for consideration and possible incorporation into one cohesive, collaborative evaluation, at Scappoose's sole discretion.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.