



WASATCH FIRE DISTRICT

JOB DESCRIPTION

Fire Chief

Position Title..... Fire Chief
Division: Administration
Supervised by: Wasatch County Fire Board
Status..... Full Time/ Salaried/ Exempt
Salary..... \$100,000 to \$140,000 DOQ plus competitive benefits package.

GENERAL PURPOSE

Functions as the chief administrative officer as it relates to the day-to-day operations and department management. Ensures efficient operation and administration of all activities and programs for the district. Responsible for providing leadership to the district and serves as the principal advisor to the Fire Board regarding the overall policies, goals, and direction of the District

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides the overall vision, direction, and leadership for all activities and operations of the Fire District, including but not limited to: fire prevention, suppression, emergency medical services, emergency preparedness, fire investigation, technical rescue, hazardous materials, wildland, and public education.
- Recommends ordinances, resolutions, rules and regulations, directives, and service levels within established budget parameters for adoption by the Wasatch County Fire Board.
- Establishes and maintains department goals, priorities, and work plans consistent with the goals and priorities of the Fire Board.
- Supervises the preparation, oversight, and administration of the annual adopted budget.
- Oversees the purchasing equipment, supplies, and services in accordance with the established purchasing policies and practices of the District.
- Responsible for planning, organizing, supervising, and directing the operations of the district and for the full and effective use of assigned personnel, equipment, and financial resources.
- Supervises subordinate personnel including hiring, performance management, employee development and training; provide coaching, and initiating corrective action.
- Coordinates, manages, and may assume command of all types of emergency scene operations and emergency personnel using established incident command procedures
- Oversees fire district operations relating to apparatus maintenance and facilities.
- Prepares a variety of reports and records detailing the activities of the district, including but not limited to personnel evaluations, supply requisitions, incident reports, training reports, etc.
- Conducts public meetings or issues public notices to inform citizens of fire hazards in the community and activities of the Fire District, addresses the media as required.
- Enforces rules and regulations established for the protection of life and property; make presentations to schools and civic groups throughout the community.



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- Oversees the development and implementation of district policies and standard operating guidelines (SOG's) to assure performance standards and quality assurance of services provided.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Experience:

- Minimum of Five (5) years of command-level experience of Battalion Chief or higher.

Formal Education:

- Bachelor's Degree from an accredited college or university with major course work in Fire Science, Emergency Management or other related field.

Certificates or Licenses:

- Must possess a valid Utah Driver's License (Within 6 months) and maintain stable driving record.
- Must be able to show past State or National Registry licensure / certifications in EMS as Advanced EMT or Paramedic.
- Fire Officer Certification to at least Fire Officer I and National Incident Management System required courses of ICS 300 & 400.
- Must pursue professional continuing education opportunities such as Executive Fire Officer from the National Fire Academy (NFA) or equivalent. The Wasatch County Fire Board will review progress annually.

- **RESIDENCY REQUIREMENTS**

- Must be prepared to live within one (1) hour drive time from the district's closest fully staffed station or administration offices.

KNOWLEDGE, SKILLS, AND ABILITIES

- Administrative experience in budgeting, personnel management, strategic planning, risk management, open public meetings.
- Possession of the highest standards of integrity, credibility, and ethics.
- Experience in command, operations and safety at wildland / urban interface fires.
- Demonstrated communication skills to partner with staff, elected officials, community members, and community partners.
- Commitment to public service.
- Extensive knowledge of best practices of administration, firefighting, and protecting life and property from fire.



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TOOLS AND EQUIPMENT USED

Vehicle, radio, pager, personal computer, telephone/cellphone, recorder, photo and audio/visual equipment, district apparatus, operational tools and equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by any member to successfully perform the essential functions of this job.

While performing the duties of this job, the member is frequently required to stand; sit; walk; talk or hear; use hands and reach with hands and arms. The member is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The member must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 175 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicle, and outdoor settings, in all weather conditions including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance including infectious substances, smoke, noxious odors, fumes, chemicals, solvents, and oils. The member occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, moderate during daily work routine, and loud at an emergency scene.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and member and is subject to change by the employer as the needs of the employer and requirements of the job change. Wasatch County Fire District is an equal opportunity employer and maintains a drug and alcohol-free environment.