

- Response to Fire, EMS, Rescue, and other incidents as outlined by the fire district's established response guidelines and the direction of the Fire Chief
- Make decisions as to the best methods of handling large-scale emergency and non-emergency incidents and serve as Incident Command in the absence of the Fire Chief
- Aide in the development and implementation of Policy, Procedures, SOPs/SOGs and provide policy guidance
- Provide oversight and direction to and ensure the performance of all officers, members, and staff

Training Officer

- Responsible for the development and delivery of consistent training to the members through coordination with the district's Training Officer
- Responsible for ensuring accurate documentation for fire and medical-related courses and individual member certifications.
- Assists in the professional development of all personnel

In addition to these areas, the Operations Chief shall have the following responsibilities:

- Under the supervision of the Fire Chief and along with staff, aids in the preparation and presentation of the annual operating budget
- Responsible for enforcing all rules, regulations, policies, and procedures of the fire district
- Assists in maintaining the flow of communications and dissemination of information to and from the members
- Must attend all department and other meetings as directed by the Fire Chief, unless on vacation or otherwise approved by the Fire Chief.
- Along with staff, helps prepare, justify, and submit for board approval and ensure compliance with the annual district budget
- Assists with the development of cooperative interrelations between the fire district and surrounding fire districts, Mesa County Officials, federal agencies, local law enforcement agencies, and other emergency services agencies
- Assists in finding alternative funding methods, such as grants, and ensuring proper administration of such funding

ESSENTIAL DUTIES

- A primary duty of the Operations Chief includes the performance of office or non-manual work directly related to the management or general business operations of the District
- A primary duty of the Operations Chief includes the exercise of discretion and independent judgment
- A primary duty of the Operations Chief includes customarily and regularly directing the work of at least two or more other full-time employees or their equivalent
- A primary duty of the Operations Chief includes having the authority to hire or fire other employees, or the Operations Chief's suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees must be given particular weight
- Respond to emergency calls as outlined in the District's response plan and perform the duties of command as appropriate
- Assumes the duties and responsibilities of the Fire Chief during the Fire Chief's absence
- Provides appropriate training to the members in the areas of fire, EMS, rescue, hazardous materials, and any other area of emergency response either directly or through delegation
- Meet with the duty shifts regularly to ensure the effectiveness of the daily activities, arrange training, prepare for special events, etc.
- Represent the Fire District in a variety of local, county, state, and other meetings

- Attend conferences, meetings, and various trainings to keep abreast of current trends in the field of emergency services

MINIMUM QUALIFICATIONS

- Must have a minimum of ten (10) years of increasing responsibility in fire suppression and emergency medical response experience, including three years as a Fire Captain or higher rank
- Associate degree from an accredited college or equivalent experience to perform the duties
- Must have Colorado State or IFSAC/Pro Board Firefighter II
- Colorado State or IFSAC/Pro Board Fire Officer I
- Colorado State or IFSAC/Pro Board Fire Instructor I
- IFSAC Fire Investigator (within two years or first availability)
- Colorado or National Registry EMT-Intermediate or Paramedic certification (must be Colorado State within six months of hire)
- NWCG S-130/S-190 Basic Wildland Firefighter (within one year or first availability)
- The candidate must be able to read and write in the English language to accurately complete legal documents and/or interpret legal and comprehensive documents.
- Must have a Colorado State Driver's License within 60 days of hire
- A combination of experience, education, and training may be considered in place of degree and certifications upon approval of the Fire Chief

PREFERRED QUALIFICATIONS

- Bachelor's Degree in a related field from an accredited college
- Colorado State or IFSAC/Pro Board Hazardous Materials Technician
- Colorado State or National Registry Paramedic
- Colorado State or IFSAC/Pro Board Fire Officer II
- Colorado State or IFSAC/Pro Board Fire Instructor II/III
- NWCG S-230 Engine Boss/S-231 Engine Boss

KNOWLEDGE & SKILLS

- Knowledge of the principles and practices of effective fire and life safety and public administration
- Knowledge of modern management techniques, supervisory and leadership practices, and performance evaluation methods
- Knowledge of principles and methods of budget preparation and monitoring
- Knowledge of facilities, equipment, and personnel needed to provide effective emergency services
- Knowledge of Incident Command, including firefighting tactics and strategy, fire ground factors, tactical priorities, rescue operations, fire control considerations, apparatus placement, property conservation, fire stream management, communications, hazardous materials, special operations, fire ground safety, and major medical operations
- Knowledge of the learning process and the theories, principles, techniques, and aids that may be used in fire and life safety training programs
- Knowledge of the elements and components of an effective fire district Human Resource Management policy and procedures of
- Knowledge of Fire apparatus, equipment, building construction, and building maintenance functions and program development for each
- Knowledge of the theories, methods, and practices of fire investigations

- Knowledge of fire behavior, fire chemistry, firefighter safety, and modern, effective firefighting tactics and the ability to implement this knowledge during high-stress situations
- Knowledge of public administration, accounting principles, budget planning and control, principles of management, performance evaluation and public relations
- Knowledge of proper documentation of incident information, report generation, and statistical information
- Knowledge and skill to effectively solve practical and dynamic problems with a variety of challenging environments
- Possess excellent communication skills, both written and oral, for effective and appropriate interactions with board members, subordinates, and the public
- Possess skills for motivating, communicating with, and instructing/training others, using both technical and non-technical language to explain complex subjects and processes
- Possess skills in the safe and proper operation and use of modern emergency equipment and tools
- Possess superior skill in writing legal documentation for emergency incidents, and reports and responding to questions from the public and/or legal counsel
- Possess skills in supervising, evaluating, training, and motivating employees
- Possess superior skill in oral communication in one-on-one and/or group situations
- Possess skill in utilizing public relations techniques in response to inquiries and/or complaints
- Possess skill in establishing and maintaining effective working relationships with Federal, State, and other local fire and emergency management officials, elected officials, subordinate staff, and District residents
- Understands and utilizes principles of supervision, interaction management, and delegation of authority
- Possess skills in emergency medical scene management and appropriate patient treatments by Basic Life Support and Advanced Life Support providers
- Possess the necessary skills to be able to deal with members of the public professionally
- Possess the necessary knowledge and skill to handle personnel disputes, arguments, and disagreements without allowing for unnecessary escalation
- Recruit, select, train, and supervise department personnel
- Perform work in extreme conditions requiring good physical condition
- Make independent judgments that have a critical impact on the organization
- Persuasively and effectively communicate with property owners and the general public
- Provide sound decisions and recommendations, analyze data, and draw logical conclusions from data.
- React to emergencies quickly and calmly and adopt effective courses of action, considering surrounding hazards and circumstances
- Assess and assign priorities to administrative issues and work assignments when confronted with several pressing demands at one time; and express ideas, clearly and concisely, both verbally and in writing

PHYSICAL DEMANDS

The physical demands described herein are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands

and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, taste and smell. The employee must frequently lift and/or move up to 50 pounds without assistance and occasionally lift and/or move more than 150 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may sometimes have to wear appropriate personal protective clothing, including self-contained breath apparatus, and, therefore, must pass annual fit testing. The employee must maintain a minimum level of physical fitness to perform fire and medical response functions.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions that do not create a direct threat to the Operations Chief or others.

Work is performed in the office environment, in vehicles and outdoor settings, and in all weather conditions, including temperature extremes during day and night throughout the year. Work is often performed in emergency and stressful situations. The employee is exposed to hearing alarms and hazards associated with firefighting operations and rendering emergency medical care, including but not limited to smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

The employee occasionally works near moving mechanical parts and is occasionally exposed to wet or extremely dry conditions, fumes or airborne particles, toxic or caustic chemicals, and risks of electrical shock and vibration. The possibility of coming into contact with blood-borne pathogens in body fluids exists.