



FIRE CHIEF

Chaffee County , Colorado



POSITION OPENING

The Board of Directors of the Chaffee County Fire Protection District is seeking the next dedicated leader to serve as Fire Chief for our rural community in the heart of Colorado's Rocky Mountains and Arkansas River Valley.

The following is an overview of the duties of the fire chief position and the minimum qualifications and certifications required. The complete fire chief job description can be viewed on the District's website:

<https://www.chaffeecountyfire.org/>





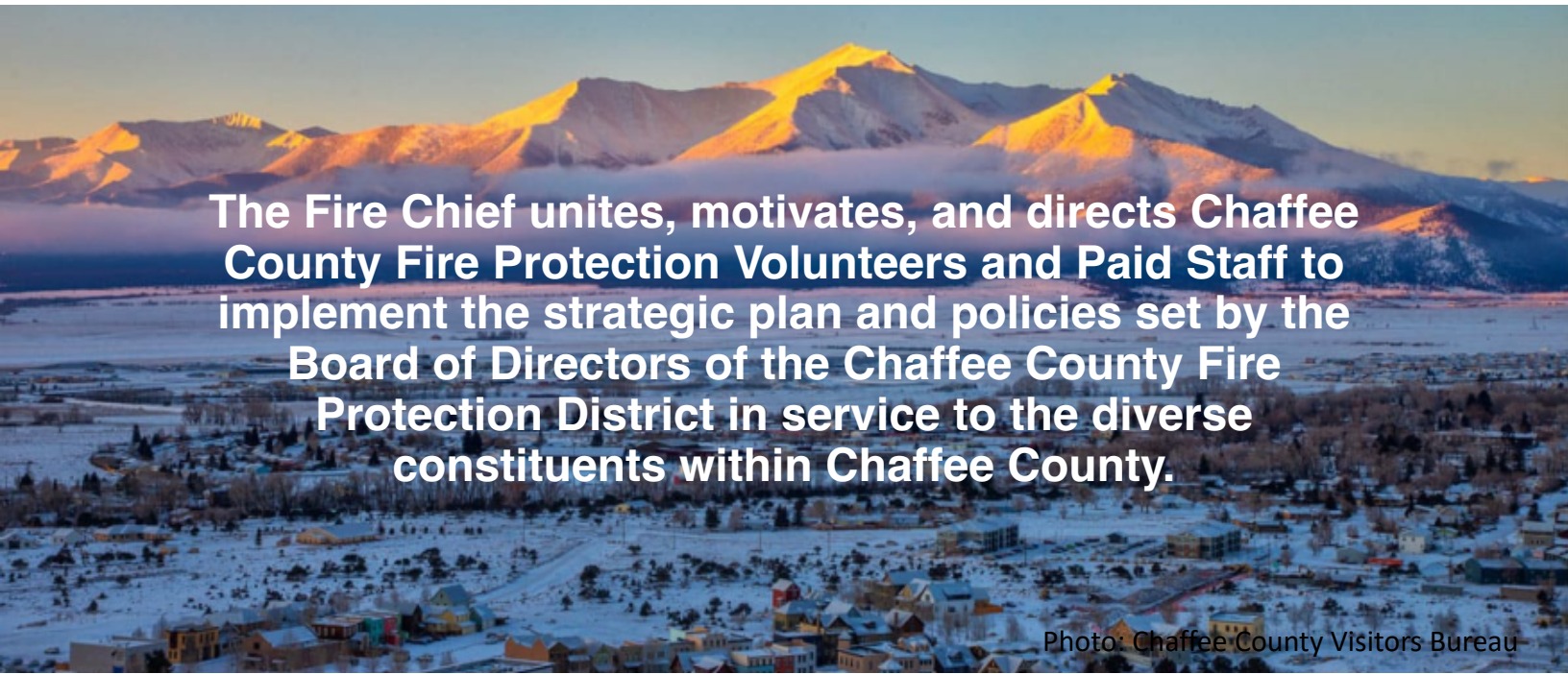
POSITION SUMMARY

POSITION TITLE: Fire Chief

FLSA STATUS: Exempt

The Fire Chief is the District's Chief Executive Officer and Commander in Chief. The Fire Chief is responsible for implementing the written or oral rules, policies, practices, or 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 serves both as department head, and when needed, suppression/rescue functions at emergency scenes. The Chief is responsible for all aspects of the day-to-day administration, operations, 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.

The Fire Chief is appointed by the five-member Board of Directors of the Chaffee County Fire Protection District and serves at the pleasure of the Board.



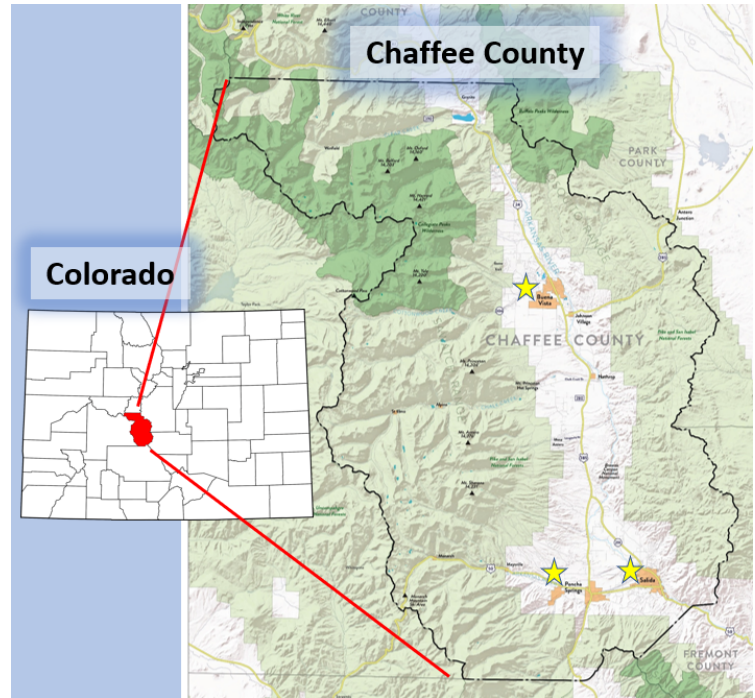
The Fire Chief unites, motivates, and directs Chaffee County Fire Protection Volunteers and Paid Staff to implement the strategic plan and policies set by the Board of Directors of the Chaffee County Fire Protection District in service to the diverse constituents within Chaffee County.



ABOUT CHAFFEE COUNTY

Chaffee County sits in the heart of central Colorado, ~2.5 hours southwest of the Denver metro area or west of Colorado Springs, where it is embraced by the magnificent peaks of the Sawatch Range along the Continental Divide, nourished by the flows of the Arkansas River, and anchored by a strong sense of its community's agricultural heritage and environmental stewardship ethos.

The County's ~21,000 residents enjoy >840 square miles of public lands (83% of its total land mass of 1,013 mi²), with most residents (54% of households) living within its three municipalities of Town of Buena Vista, City of Salida (county seat), and Town of Poncha Springs.



The Chaffee County Fire Protection District employs 8 full time staff, has 37 volunteers and a Resident Program, currently with 4 Residents. Its 2023 annual budget is ~\$2.1 million.



“Chaffee County is a special place with clean air and water, beautiful landscapes, vibrant small towns, fantastic recreation opportunities and friendly people.”



ESSENTIAL DUTIES & RESPONSIBILITIES

- Serve as the Chief Executive Officer and Commander in Chief under the general supervision of the Board.
- Responsible for all aspects of the day-to-day administration, operation and finances of the District, directly or as delegated to subordinate staff or supervisors.
- Develop such rules and procedures, and issue such orders and directives, as may be necessary to implement and enforce the Rules established by the Board and imposed by Controlling Law. The rules, procedures, orders and directives shall be consistent with Controlling Law, the Member Handbook, and all other Rules established by the Board.
- Responsible for the development, implementation and on-going evaluation of Emergency Services provided by the District, directly or through a third-party provider.
- Hire, effectively supervise, and terminate personnel, at their discretion, and within the limitations of the annual budget approved by the Board.
- Require and receive from each member strict compliance with all District Rules, Controlling Law, and the rules, procedures, orders and directives issued by the Fire Chief.
- Supervise, direct and coordinate personnel, administration, finances and operations to achieve Board policies and objectives, directly or through subordinate supervisors.
- 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.
- Ensure that District departments meet or exceed requirements or standards imposed by Controlling Law, the Board or the Fire Chief.
- Command fire ground and emergency operations of the District, as the Fire Chief deems necessary and appropriate.
- Perform the duties of a Firefighter and First Responder as set forth in the District's Firefighter Job Description, as necessary to meet the operational needs of the District.
- Coordinate, where necessary or appropriate, intergovernmental agreements with other agencies and departments.
- Prepare a detailed written report for the monthly Board meeting.
- Prepare regular or special reports on any matters, which, in the Fire Chief's judgment, are necessary or appropriate, or as the Board requires.
- Maintain office hours at the District's headquarters necessary for the efficient and effective administration and operation of the District, including the provision of high quality Emergency Services.



MINIMUM QUALIFICATIONS & CERTIFICATIONS

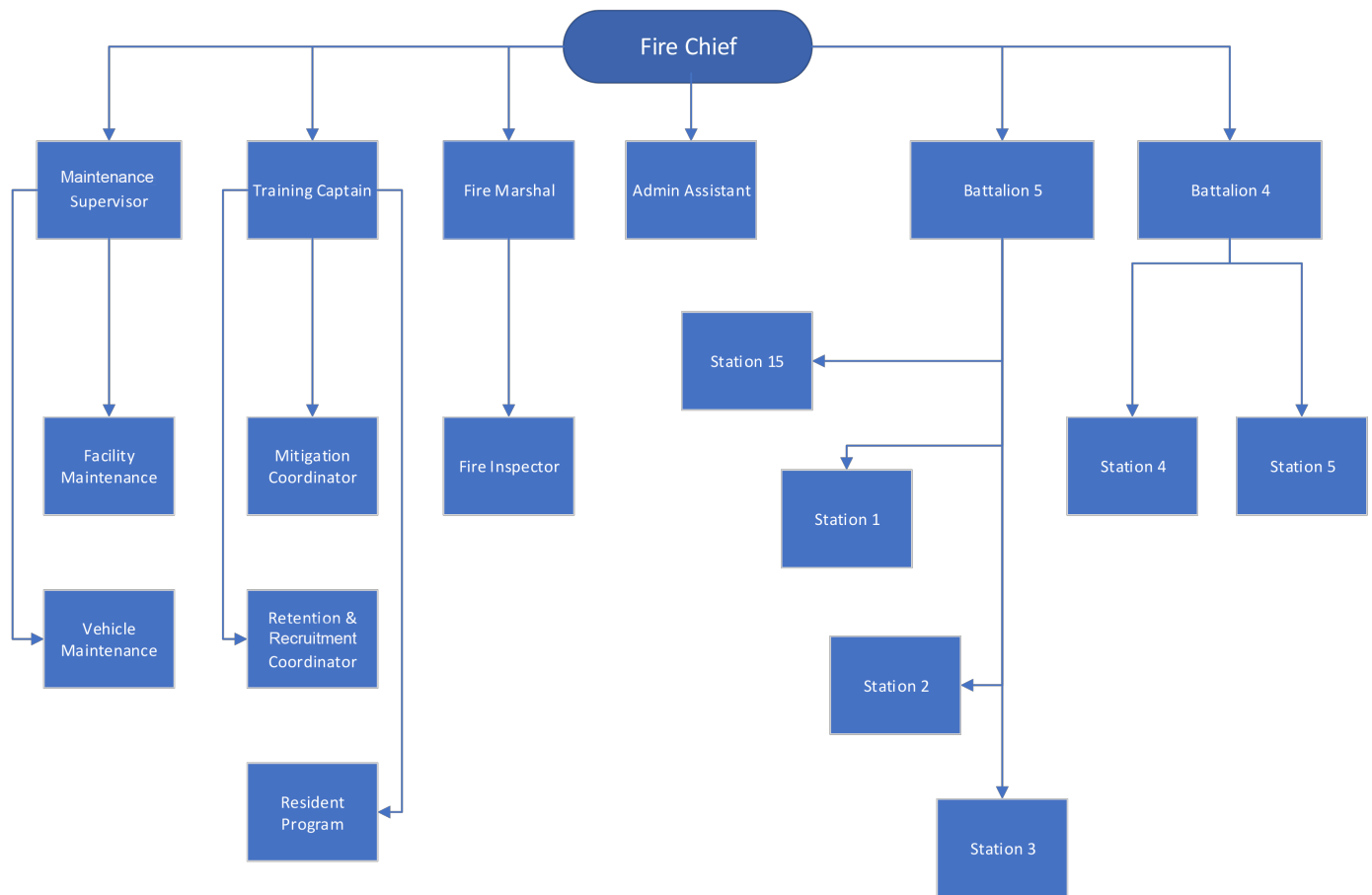
- Possess a Bachelor's degree from an accredited institution in fire science, management or other field related to the fire service, or any equivalent combination of education and/or experience that provides the required knowledge and abilities for the position or Executive Fire Chief Certification from the National Fire Academy.
- A minimum of 10 years experience, of which at least five years are of command experience with a fire department in functional areas, including fire prevention, fire suppression, training, hazardous materials, emergency medical operations, fire administration.
- Possess and maintain a valid State of Colorado Fire Officer I certification within 18 months of hire.
- Attend a minimum of 18 hours Management Training or other training directed by the Board, each calendar year.
- Possess certifications in I.C.S. and N.I.M.S (NIMS 300 & 400) as necessary for a Fire Chief level position.
- Possess and maintain a valid State of Colorado driver's license with an insurable driving record.
- Knowledge of Controlling Law and the Board's Rules, including but not limited to the Member Handbook.
- Proficient in the use of District's communications systems.
- Demonstrate high quality leadership skills at all times.
- Strong personnel management skills, including but not limited to, encouraging feedback and suggestions, and initiating regular discussions with subordinates.
- Ability to read, write, speak and understand the English language at a level adequate to perform the job.

Highly Desired Traits

- Experience in managing a combination department with both Volunteers and Paid Staff
- Highly developed communication skills to unify and motivate
- Strong budget creation skills
- Willingness to delegate and support growth of both paid staff and volunteers
- Ability to work with both city and county administrators, boards and councils
- Needs to be an accomplished multi-tasker
- Ability to adapt to changing environment
- Executive Fire Office Certification from the National Fire Academy



REPORTING RELATIONSHIPS



DEDICATED FIREFIGHTERS OF CHAFFEE COUNTY FIRE





Photo: Beth Helmke

BENEFITS & COMPENSATION

SALARY RANGE: \$115,000 - \$145,000 per year, depending on qualifications

INSURANCE: Medical, Dental, Vision insurance, HSA Plan available. Life Insurance & Disability through Fire and Police Association of Colorado (FPPA)

PAID TIME OFF: Paid Vacation, PTO in Lieu of Holidays, Paid Sick Leave

WORK WEEK: As Necessary to Satisfactorily Perform the Duties and Responsibilities of the Position

RETIREMENT: Defined benefit plan through FPPA. District pays 100% Death and Disability t

WELLNESS PROGRAM: Gym membership

APPLICATION PROCESS

Email cover letter, resume and contact information for a minimum of three professional references to mike@mcgrathconsulting.com

POSITION OPEN UNTIL 11-30-2023

START DATE FLEXIBLE

EQUAL OPPORTUNITY EMPLOYER

Chaffee County considers applications for all positions without regard to race, national origin, ancestry, lawful work status, color, hair texture, hair type, protective hairstyles, religion, creed, sex, gender, sexual preference or orientation, transgender status, physical and mental disability, pregnancy, genetic information, age, marital status, military status, veteran status, lawful conduct outside of work, or status in any other group protected by applicable law.