

DIVIDE FIRE PROTECTION DISTRICT JOB ANNOUNCEMENT

Divide Fire Protection District (District), located in Teller County Colorado, is currently recruiting qualified applicants to fill the position of Fire Chief. The District currently is an all-volunteer fire department, averaging nearly 40 volunteers and responding to about 500 incidents per year. We are looking to hire a leader as we convert to a combination department with paid firefighters and maintaining volunteer responders. Please see our District website for more information about the department at www.dividefire.com

TITLE: Fire Chief

FLSA STATUS: Full-time; FLSA Exempt

WORK HOURS: As needed to satisfactorily perform the duties and responsibilities of the position

SALARY RANGE: \$80,000 - \$93,500 annually DOQ/E

BENEFITS: Workers Compensation, Colorado Fire and Police Pension Association (FPPA) pension and Death and Disability option, and PTO

This job description is established by the Board of Directors ("Board") of the Divide Fire Protection District (the "District"). The Fire Chief ("Chief") is employed at-will, meaning the District may terminate the Chief at any time for no reason, with or without notice. Similarly the Chief may resign at any time for no reason, with or without notice. Nothing in this job description is intended to convey the notion that this position is for a specific duration or term, nor is this description intended to suggest that the Chief may only be terminated for cause.

OCCUPATION SUMMARY:

As the executive officer of the District, the Chief is an employee of, and responsible to the Board, and through them to the residents of the District, for effective fire protection and other emergency services within the District. To effectively fulfill these primary responsibilities, the Chief must pay careful attention not only to the details of District management, but also to the District's image in the eyes of the public.

The Chief must be a leader and team builder who is adept at management skills and techniques. They must have the ability to establish, develop and maintain cooperative working relationships within the organization. The Chief must have the ability to communicate effectively with the news media, community groups,

and individuals, and to project credibility and integrity, thus enhancing community pride and respect for the District.

The Chief must be a capable administrator, knowledgeable in governmental accounting, have proven experience in preparing an annual budget, and knowledgeable in the practice of modern fire administration methods. The Chief must be capable of producing high quality analytical reports, including long-range strategic plans.

In coordination with the District Administrative Manager, the Chief has responsibilities for general policy development and administrative control, directing District staff (future paid firefighters) and volunteers, planning, and coordinating District activities. This includes fire protection and emergency response issues, coordination of investigation of fires occurring in the District, fire prevention and safety educational services, training and safety of personnel, fire District facilities, vehicles and equipment. The Chief may also perform certain duties on behalf of the District including managing the safety related plans and inspections for all businesses within the District, reviewing fire safety related plans for all new buildings, conducting or coordinating periodic fire inspections during construction, and overseeing or conducting inspections of existing buildings for compliance with the Uniform Fire Code or International Fire Code, and other State codes and County codes and ordinances as applicable.

This position is expected to exercise independent judgment and apply technical and professional skills in achieving work tasks. Work is governed by general administrative policy and requires prioritization of changing work assignments to support daily activities. Work is reviewed through observation, inspection for accuracy, and by results obtained for attainment of objectives and effectiveness. Position is required to keep the Board informed of changing matters and status of District Staff and Volunteers.

SUPERVISION RECEIVED:

Work is performed under the supervision of the Divide Fire Protection District Board, and in compliance with the District Employee and Volunteer Handbook (“Handbook”).

PRIMARY POWERS, DUTIES, AND RESPONSIBILITIES:

In addition to the duties imposed and outlined by the Handbook, Board, and the laws of the State of Colorado, the primary powers, duties, and general responsibilities of the Chief shall generally include the following:

- Maintain the safety of the firefighters (Staff and Volunteers) and employees as a top priority.
- Preserve and develop the volunteer organization through effective recruitment and retention plan.

- Hire, effectively supervise, and terminate personnel, at their discretion and within the limitations of the annual budget approved by the Board.
- Supervise, direct, and coordinate subordinate officers, volunteer and paid personnel, administration, finances, and operations of the District to achieve Board policies and objectives and meet the needs of our community.
- Ensure compliance with the Handbook for Staff, reporting employee(s), and volunteers.
- Establish, implement and update Standard Operational Guidelines (SOGs) based on best practices and regulations.
- May handle requests for District inspections and permit requests such as certificate of occupancy, fire inspections, etc.
- Assist with fire code coordination and enforcement with the Teller County Building Department and other associated city, county or state agencies.
- Coordinate grants on behalf of the District. This includes, but is not limited to preparation, approval, writing, submittal and city/county/state reviews and presentations in coordination with the District Administrative Manager, officers and other officials.
- Attend county meetings when a District representative or resource is required.
- Attend monthly Monday night business meetings and trainings (7:00 – 9:00 PM)
- Attend monthly District Board meetings (currently 2nd Tuesday 6:00 PM, but subject to change) and any other special meetings as required.
- Respond to medical, fire and technical rescue incidents when available and as needed for incident command, coordination or support.
- Prepare District incident run, training, status reports, statistics, and other documentation for the Board for monthly meetings and annual reporting. This information will be used in coordination with the District Administrative Manager's monthly reports and for FPPA Pension eligibility.
- Assists with the content (Chief's Corner) for the annual District Newsletter that is sent to the public.
- Coordinate with representatives of neighboring fire departments and districts to ensure adequate mutual aid agreements are implemented and maintained for mitigating major emergency incidents.
- Participate in the local and regional emergency planning process.
- Participate in Fire Chiefs' Association at the regional, state and national level.
- Duties and tasks that do not fall directly under the control of the District Administrative Manager.
- Consistently promote a professional image of the District at all times.
- Handle multiple responsibilities simultaneously, prioritize responsibilities appropriately, and perform responsibilities in a thorough and timely manner.
- Any other duties or responsibilities as may be required by the Board from time to time, or as necessary to effectuate the operations and mission of the District.

QUALIFICATIONS:

- Associate's degree required, bachelor's degree or higher preferred, with a focus on Fire Science, Business Administration, Public Administration, or related field.
- Must have minimum of ten (10) years of fire service experience, with a minimum of three (3) years prior fire officer experience, and progressive responsibility, including administrative, supervisory, and budgetary experience in fire prevention and suppression work, preferably with a municipal, county, or state fire department or district.
- NFPA Standard 1001 Firefighter I, Firefighter II or Colorado Firefighter I or II current or past certification required.
- NFPA Standard 1021 Fire Officer 1 required, Fire Officer II or III preferred.
- NFPA Standard 1031 Fire Inspector I, II or III preferred, but not required.
- Knowledge of the National Fire Protection Association (NFPA) Standards and International Fire Codes (IFC).
- Hazardous Materials Operations or higher preferred but not required.
- Colorado EMT-B / NREMT or a State with reciprocity preferred, but not required.
- National Incident Command System (NIMS) qualifications (ICS 100, 200, 300, 400, 700) required.
- National Wildfire Coordinating Group Experience
- S-130 Basic Wildland Firefighting Training and S-190 Introduction to Wildland Fire Behavior required or within 6 months of hiring.
- S-131, S-230, S-231 preferred, but not required.
- Must have legal authorization to work in the United States.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to analyze situations accurately, exercise sound judgment and adopt an effective course of action
- Time management and multitasking skills with the capability to prioritize and delegate tasks where necessary or appropriate
- Ability to confidently and effectively work in high-stress situations, including during emergency response
- Understanding and capability to learn and maintain knowledge of laws, rules, District policies, or other guidelines relevant to the needs of the position
- Ability to communicate effectively verbally and in writing, including by promoting open communication among District members and effective communication during times of high stress
- Demonstrate effective listening skills
- Ability to establish and maintain effective working relationships with volunteers, employees, vendors, and the public
- Possess good working knowledge of personal computers, email, Emergency Reporting and Microsoft Office (Word and Excel) required.

- Possess excellent human relations skills with the ability to communicate effectively, orally and in writing, with the public, elected officials, department heads and other employees of the City/County on fire personnel issues.
- Possess the temperament and good judgment to effectively deal with the public and/or District personnel, and local/county/state/federal agencies in stressful situations.
- Be able to work independently
- Understand and maintain confidentiality over appropriate personnel or other District matters
- Possess knowledge of, or ability to learn, departmental policies and procedures
- Possess strong personnel management skills, including ability to provide constructive feedback, engage in disciplinary processes where appropriate and when required by the Handbook, and facilitate a positive work environment
- Ability to concentrate and accomplish tasks despite interruptions.
- Ability to perform a variety of tasks simultaneously or in rapid succession.

PHYSICAL DEMANDS

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

The work requires frequent sensory activity, including sight, hearing, smell, touch or feel, depth perception, and ability to see color. Chief must be capable of reaching with hands and arms and is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

A portion of this position will involve sedentary, administrative work in an office environment; however, in emergency situations, the Chief may be required to supervise fire ground activities at an emergency incident and/or perform Firefighter duties. The Chief must be able to meet the same daily physical requirements as firefighters.

Chief must be able to properly use breathing apparatus or other heavy or cumbersome equipment.

The employee is occasionally required to walk, sit and talk or hear. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts, which may be moderately or very loud or dangerous.

On occasion, the Chief may be required to work in hazardous environments or in the presence of heavy smoke, extreme heat or cold, humidity, or other under hazardous and adverse conditions, including but not limited to, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.

Work may result in exposure to smoke, gases, chemicals, fumes, odors, mists and dusts, which can affect the respiratory system or skin requiring the wearing of furnished PPE. Work may further result in exposure to individuals or blood carrying infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, etc. requiring the wearing of furnished PPE.

SPECIAL REQUIREMENTS:

Must possess a valid unrestricted Colorado driver's license (or ability to get one per the Colorado driver's license residency requirements) and possess an insurable driving record, as determined by the District's insurance carrier. Must comply with departmental and state driving and safety laws, rules, and regulations. Successful candidates may be required to complete a pre-placement physical and drug test prior to employment. Background investigations will also be performed prior to employment, which will include criminal history.

The Chief shall reside within 35 miles from the Divide Fire Protection District Station 1 located at 103 Cedar Mountain Road, Divide, CO 80814. Currently the District is not offering relocation expenses.

To be considered please submit a cover letter, resume or CV, references (minimum 3), optional letters of recommendation by email or postal service to:

Diana Perkins – District Administrator
Divide Fire Protection District
PO Box 941
Divide, CO 80814
Email: dividefire@dividefire.com

Application Deadline: Tuesday January 31st, 2023 at 5:00 PM MST

This job specification should not be construed to imply that these requirements are exclusive standards for the assignment. The Fire Chief will comply with any other instructions, direction, and perform any other related duties as may be required by the governing board. Performance of other essential functions may depend upon work location, assignment, or shift.

DFPD is committed to creating a diverse environment and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other classes protected by state or federal law.