

**SOUTHERN PLATTE FIRE
PROTECTION DISTRICT**

Effective Date:

Number:

**STANDARD OPERATING
GUIDELINES**

01/01/2025

110-01

Subject: Job Description – Fire Chief

Amends: Job Description – Fire Chief; 01/01/99

Rescinds:

JOB TITLE: Fire Chief
SUPERVISOR: Board of Directors

Job Summary: This position is an appointed position by the Fire Commissioners. It is a highly supervisory and administrative position with extreme work in planning, organizing, and directing all activities of the Southern Platte Fire Protection District.

Work involves responsibility for the administration and operations of all fire service activities including fire prevention and suppression, emergency medical rescue procedures, and regulations. Supervision is exercised directly or through subordinates over all employees of the department.

Work is performed with a wide latitude for the interpretation and application of policies, rules, and regulations under the Fire Commissioners, who review work for results obtained.

Duties and Responsibilities: The following represent the established duties of this position. Additional duties may be performed as assigned.

Plans, organizes, directs and evaluates fire suppression, fire prevention, and emergency medical service programs.

Supervises directly, or through subordinate supervisors, all employees of the department.

Directs and participates in the preparation of the annual budget; monitors and approves purchasing and expenditures; directs and assists with interviews, selection and appointment of new personnel.

Directs the preparation and analysis of records and reports to ensure efficient operations and to comply with district and state reporting requirements.

Assists with the development of programs for the training, utilization and continued professional development of personnel.

Participates in the formation of, and is responsible for the enforcement of policies, rules and regulations related to fire department activities.

Responds to major fires and/or other catastrophic emergencies, assumes personal command, when required or requested.

Directs and oversees the fire code program.

Consults with the District Commissioners, departmental command staff, and other officials relative to departmental operations and programs.

Cooperates with other departments and other local, state, and federal organizations to improve fire fighting and related methods and techniques.

Actively participates in professional organizations; attends educational seminars, classes and conferences.

Addresses civic clubs and other community groups regarding all District activities to explain and promote better public understanding.

Minimum Qualifications: Bachelor of Science/Arts Degree (or equivalent) and eight years of experience; or Master of Arts/Science (or equivalent) and five years of experience. Five years of managerial experience.

Any equivalent combination of training and experience which provide the following skills, knowledge, and abilities:

Considerable knowledge of the activities the Southern Platte Fire Protection District partakes in.

Knowledge of District procedures, rules, and regulations.

Knowledge of the principles and practices of modern fire department administration and fire science.

Advanced knowledge of the principles, practices, procedures, equipment, and apparatus used in modern fire fighting and in the protection of life and property from fire.

Knowledge of the principles of organization, administration, and personnel management.

Knowledge of the ordinances and statutes affecting the operations of the department and District.

Ability to plan, implement, and direct programs, operations, and activities including employee training and development, fire suppression, fire prevention, and emergency medical services.

Ability to communicate and express ideas clearly and effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with civic and official groups and the public as well as to the command staff and hold the respect and discipline of subordinates.

Physical Requirements:

As a senior executive of the District, must have the physical capability for emergency vehicle response, quick decision making skills, eye-hand coordination adequate to use required technical equipment. Position functions in a general office environment approximately 30% of the time, with 60% of the time spent in meetings, seminars or conferences at various locations which requires good listening, verbal, and written communications skills.

Special Requirements:

Successful completion of required training or courses on fire administration, fire inspection, leadership, instruction and supervision based on, or equivalent to the most recent NFPA standards approved, along with all appropriate NIMS classes. Must be a minimum of EMT and AED certified.