**GALETON FIRE PROTECTION DISTRICT**

**Position Opening Announcement**

**Fire Chief**

The Galeton Fire Protection District (“Fire District”) is seeking qualified and motivated applicants for the position of full-time Fire Chief to lead a progressive, value-based, fire protection district in northern Colorado.

The Fire Chief is the highest ranking officer within the Fire District and is responsible for the overall administration and operations of the District. The Fire Chief reports directly to a five member, elected Board of Directors. The Fire Chief Job Description, which the Board may amend at any time in its sole discretion, describes the authority, duties. and qualifications for the position. A copy of the Fire Chief Job Description is attached. The Fire Chief, must be diversified in coping with various demands while maintaining a dedication to teamwork, responsive leadership, and community service.

The District currently has 12 volunteer responders that operate from a single, newly constructed, fire station. The District is located northeast of the Greeley Colorado metro area, central to northern Colorado’s currently extremely active oil and gas exploration, transmission, and storage region. The District covers approximately 130 square miles of generally agricultural high plains area. The District provides response services to the small community of Galeton, local schools, the numerous residential estates surrounding the town; as well as response coverage to numerous other responsibilities including several large scale agricultural operations, a variety of oil and gas facilities, and numerous commercial occupancies. The Fire District currently provides fire suppression, rescue, basic hazardous materials and first responder emergency medical support services.

Starting Salary Range: $75,000 to $95,000 (depending on qualifications and experience) and a comprehensive benefit package including: FPPA defined benefit pension; health, dental, and vision insurance; life insurance; paid holidays; personal time off; and, long and short term disability.

**Applicants must submit a letter of intent, a complete resume, copies of only the certifications / degrees stated in the " Education, Training, Experience and Other Requirements” section of the Fire Chief Job Description, and a current email address and phone number. Letters must be received on or before November 30, 2017**. **Applicants may, but are not required to provide a list of additional certifications.**

**Mail required documents to: CSFC-CS Officer Selection Program**

**P.O. Box 21889**

**Denver, Colorado 80221**

**Applications received after November 30, 2017 will not be considered.**

The Fire District has the right not to hire any of the applicants for the position, or to modify or terminate the hiring process at any time, in its sole discretion. Applicants are solely responsible for all costs incurred in connection with the application and selection process. Qualified individuals with disabilities may request reasonable accommodation for an examination at least three business days before the examination.

(Attachment: Fire Chief Job Description)

**GALETON FIRE PROTECTION DISTRICT**

**STANDARD OPERATING GUIDELINES**

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**Employee Job Descriptions**

***JOB DESCRIPTION***

POSITION: FIRE CHIEF

STATUS: FULL-TIME; FLSA EXEMPT

#### EMPLOYMENT STATUS: AT-WILL

#### WORK HOURS: AS NECESSARY TO SATISFACTORILY PERFORM THE DUTIES AND RESPONSIBILITIES OF THE POSITION

SUPERVISOR: BOARD OF DIRECTORS

EFFECTIVE: August 31, 2017

The following job description is established by the Board of Directors ("Board") of the Galeton Fire Protection District (“District”) to outline the basic requirements, duties and responsibilities of the position of Fire Chief. Unless modified by a written Employment Agreement, this position is “at-will,” which means the District may terminate the employment relationship at any time and for any or no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship at any time for any or no reason, without prior notice. The employee shall automatically return to an at-will employment status if for any reason the written employment agreement is no longer in force, but the employee continues to be employed by the District.

The headings in this job description are for reference only and shall not affect its interpretation.

**Position Summary:**

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 (collectively, the “***Rules***") 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 adopted or referenced by the Fire District (collectively, “***Controlling Law***”). The Fire Chief is responsible for all aspects of the day-to-day administration, operation 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 (collectively, "***Emergency Services***").

Nothing in this Job Description shall be deemed an irrevocable delegation of any express or implied power or authority of the Board. The Board expressly reserves to itself all express and implied powers or authority vested in it by law.

**Supervisor:**

The Fire Chief shall work at the pleasure, and under the direction and guidance of the Board.

**Primary Powers, Duties and Responsibilities:**

The following duties are an overview of the primary duties and responsibilities for this position and should not be considered an all-inclusive list.

1. Serve as the Chief Executive Officer and Commander in Chief under the general supervision of the Board;
2. Responsible for all aspects of the day-to-day administration, operation and finances of the District;
3. Develop such rules and procedures, and issue such orders and directives, as may from time to time be necessary to implement and enforce the rules, policies and procedures established by the Board, and imposed by Applicable Law.
4. Responsible for developing, implementing, evaluating, and reporting on all Emergency Services programs provided by the District including but not limited to: the fire suppression, fire prevention, emergency rescue, hazardous materials, emergency medical services (collectively, “Emergency Services”) provided by the District, directly or through a third-party provider; ensure that District service divisions and programs meet or exceed requirements or standards imposed by Controlling Law, the Board or the Fire Chief.
5. Require and receive from all District volunteers, current and future employees / reserves (collectively, "Members") compliance with all District rules, policies and procedures, and all Applicable Law, and prompt, intelligent and faithful performance of their duties to the District;
6. Supervise, direct and coordinate Members, operations and administration to achieve District objectives established by the Board, either directly or through subordinate officers or supervisors;
7. Interpret the District’s rules, policies and procedures for all Members, as necessary;
8. Prepare responses to a wide variety of communications that request factual information regarding the District, or involve matters of established policies, procedures or standard practice;
9. 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.
10. Supervise, train, and coordinate work of all Members, including scheduling, delegating work assignments, writing performance evaluations, and imposing corrective or disciplinary actions in accordance with District guidelines. The Fire Chief is responsible for the hiring and terminating of all current and future employees of the District;
11. Develop and maintain a Fire Prevention Program that, in addition to other activities, shall include public education, plan reviews for new construction and occupancy, and inspection of all commercial and public facilities, structures and premises within the District's jurisdiction at least once each calendar year to ensure compliance with the applicable fire code, nationally recognized standards and other Controlling Law. Ensure timely correction of violations identified.
12. May perform duties of subordinates as necessary and appropriate.
13. Exercise strong analytical and problem solving skills, including ability to research, collect, integrate, analyze, and use data and information, and compare and evaluate possible actions or courses of conduct based upon such analysis;
14. Responsible for the use, maintenance and security of all District equipment, apparatus, vehicles and facilities;
15. Respond to emergency incidents, as deemed appropriate or as assigned by the Board, and may direct emergency incident response operations;
16. Oversight and enhancement of, as appropriate, all service areas of the District’s Fire Prevention, Fire Investigation, Emergency Services, Administrative, Training, and Public Education Programs;
17. Prepare reports as requested by the Board, and on such matters as the Fire Chief deems appropriate;
18. Review and approve all District expenditures pursuant to the annual budget established by the Board, and only with funds appropriated by the Board for such expenditures;
19. Maintain appropriate office hours at the District’s headquarters as necessary for the effective and efficient administration, operation and management of the District and the District’s Members;
20. Develop and maintain positive, effective working relationships with the Board, District Members, other emergency services agencies, other governmental agencies, and the community;
21. Attend special and regular meetings of the Board; provide written reports of all administrative and operational matters to the Board prior to regular or special meetings, as required by the Board;
22. Conduct personnel meetings, as appropriate;
23. Attend special and regular meetings of the volunteer group;
24. Attend or delegate attendance to other local, regional, and statewide meetings that impact District Services as deemed necessary such as County and State Chiefs’ Associations, Advisory Boards, and Legislative Sessions;
25. Forecast District service requirements, the financial objectives for the District and specific plans to meet those objectives, including preparation and submission to the Board a proposed budget for each fiscal year, setting forth the purpose and amount for all anticipated expenditures, and all existing or anticipated revenue;
26. 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.
27. Responsible for the oversight of all aspects of the organization, administration and documenting of, and accounting for, the District’s finances;
28. Maintain on-call status at all times when not working a scheduled or unscheduled shift, or on approved Paid Time Off (PTO). If provided a District take-home vehicle, the Fire Chief:  a) shall at all times ensure the vehicle is clearly marked as a fire vehicle through painted insignia or words; b) shall use the District vehicle to commute to and from the District's fire stations to perform his/her duties; and c) shall not use the District vehicle for personal purposes (other than commuting) outside the District's jurisdiction; the Fire Chief is permitted to use the vehicle for incidental personal activities within the District's jurisdiction that as a practical matter are not reasonably performed in the Fire Chief's personal vehicle. (For example, Fire Chief taking a child to school on the way to work). The District’s vehicle shall not otherwise be used for personal activities, such as vacations, leave time or other non-District activities, where the Fire Chief has no reasonable expectation of performing District duties as part of the trip.
29. Consistently promote a professional image of the District at all times;
30. Promote, facilitate, and coordinate, where necessary or appropriate, intergovernmental agreements with other agencies and departments;
31. Perform such other duties as may be assigned by the Board from time to time, and as required by Applicable Law; and,
32. Reside within 30 minutes of the District’s boundaries within one year of hire.

**Education, Training, Experience and Other Requirements:**

* + - 1. Associates Degree in a fire department related field, approved by the Board of Directors from an accredited college/university. Current pursuit of a Bachelor Degree preferred;
      2. At the time of hire must have completed a minimum of 8 credit hours in a Bachelor Degree program approved by the Board of Directors from an accredited college/university within the last 24 months, or certification as an Executive Fire Officer from the National Fire Academy;
      3. Minimum of ten years of experience with progressively increasing responsibility in the fire and emergency medical service, with at least five years or more experience as a senior level officer in an organized fire department or fire protection district;
      4. Experience in the provision of all Emergency Services as listed in Items 4 & 13 under Essential Duties including but not limited to; structural firefighting, emergency medical services, wildland firefighting, fire prevention, public education and outreach, rescue, hazardous materials, and code enforcement. Specific experience in rural fire response and suppression operations essential. Petroleum facility fire suppression response experience preferred;
      5. Strong public relations and customer service skills, to include interactions with other agencies, co-workers, and the public in both routine and emergency settings;
      6. Possess and portray professionalism, initiative, leadership and a strong work ethic that upholds the vision, mission, and core values of the District;
      7. Strong ability to work as a member of a team, knowing when to incorporate various leadership styles and techniques to resolve conflict, lead proactively and promote teamwork;
      8. Ability to teach, mentor, coach, and assist subordinates, superiors and external partners while treating them with dignity and respect;
      9. Ability to work well under pressure and under stressful conditions while providing constructive ideas to improve aspects of the work environment with a positive and constructive attitude;
      10. Willingness and ability to modify approach to diverse situations and to be flexible for the betterment of the organization;
      11. Proven experience recruiting, retaining, working with and developing volunteer responder programs while maintaining a cohesive work environment for all members;
      12. Proven experience guiding, evaluating, and if appropriate disciplining members of all ranks and job responsibilities with an organized fire department; specifically inclusive of a volunteer response organization;
      13. Proven experience in the analysis and evaluation of all phases of emergency response necessary to assure the capacity and capability of the current responses services are consistent with the potential threats posed by the communities and areas of service provision or the need for expansion of those services to meet the threat demands posed
      14. Proven experience in developing and implementing budgets;
      15. Must possess and maintain a valid C.P.R. and first aid certification;
      16. Must have possessed a valid National Registry EMT-Basic or Paramedic Certificate within the last five years;
      17. Must have possessed a valid IFSAC or Pro-Board Fire Officer II certification or equivalent within the last five years;
      18. Possess, or obtain within 90 days of employment, and maintain a valid State of Colorado driver’s license, with an acceptable driving record;
      19. Possess required N.I.M.S. certificates;
      20. Attend a minimum of 40 hours per year of professional development training after hire;
      21. Meet the physical fitness requirements set forth in the District’s Standard Operating Guidelines or as defined herein, as may be amended from time to time; and,
      22. This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

**Working Environment/Physical Requirements:**

This position requires work in a variety of locations and conditions, including living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.

1. A substantial portion of this position will involve sedentary, administrative work in an office environment; however, in emergency situations, the Fire Chief may be required to supervise activities at an emergency incident and/or perform firefighter/first responder duties;
2. Strenuous physical activity under extreme adverse conditions will be required periodically;
3. This position requires standing, running, walking, sitting, kneeling, stooping, bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping digging, spraying, reaching over head, reaching away from body, and repetitive motion;
4. Will be required to work in all weather conditions and in extreme temperatures;
5. Work may be performed under dangerous, hazardous and adverse conditions, including but not limited to; weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces;
6. Work may result in exposure to contaminated environments, including but not limited to; hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dusts, requiring experience in the use of personal protective equipment;
7. Work may result in exposure to infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, *etc*.;
8. Work may result in exposure to high noise levels requiring the wearing of hearing protection;
9. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision; and,
10. This position will involve periods of high physical, mental and/or emotional stress.