**BOULDER RURAL FIRE PROTECTION DISTRICT**

**Position Opening Announcement**

**Fire Chief**

The Boulder Rural 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 combination fire protection district in the Boulder, Colorado area.

The Fire District’s Officers, Staff, and Firefighter Paramedics and EMTs are a highly-motivated group of men and women. The Fire District is seeking to enhance this talented group of people with a motivated leader committed to a team approach to fire and emergency service delivery and management. The Fire District’s Fire Chief must be diversified in coping with various demands while maintaining a dedication to fostering teamwork and responsive leadership.

The Fire District provides fire suppression, fire prevention, public education, rescue, hazardous materials and advanced life support emergency medical services to approximately 17,000 residents of a 25-square mile area of Boulder County, adjacent to the north-west Denver Metro area. The Fire District currently has 16 full-time career firefighters and 10 fully certified volunteer firefighters. Fire District services are provided through two fire stations. The Fire District currently operates 9 apparatus and responds to approximately 800 calls per year.

The Fire District’s primary source of revenue is from a voter-authorized *ad valorum* property tax on all taxable property within the District’s boundaries. Other sources of revenue include fire code enforcement fees and specific ownership tax. For the 2018 Budget, it is estimated that all sources of revenue will equal $4.3 million.

The Fire Chief is the highest-ranking officer within the Fire District and is responsible for the overall administration and operations of the Fire District. The Fire Chief reports directly to an elected, five-member Board of Directors. The Fire Chief Job Description describes the authority, duties and qualifications for the position. A copy of the Fire Chief Job Description is available on the Fire District’s website: http://brfd.org/.

Starting Compensation Range: $120,000 to $150,000 (depending on qualifications and experience) and a comprehensive benefit package including: FPPA defined benefit pension; health, dental, and vision insurance; life insurance; peer support and EAP programs; paid holidays; personal time off; and, long and short term disability.

**Applicants must submit a letter of intent, a complete resume, and copies of only the certifications / degrees stated in the "Education, Training, Experience and Other Requirements" section of the Fire Chief Job Description, received on or before January 31, 2018**. **Applicants may, but are not required to, provide a list of additional certifications.**

**Mail required documents to: CFCS Officer Selection Program**

 **P.O. Box 21889**

 **Denver, Colorado 80221**

**Applications received after January 31, 2018 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.

**1.24 FIRE CHIEF JOB DESCRIPTION**

**WORK HOURS:** As Necessary to Satisfactorily Perform the Duties and Responsibilities of the Position - or as Stipulated in a Separate Contractual Agreement

**EFFECTIVE DATE:** December 19, 2017

**EMPLOYMENT STATUS:** At-Will Unless Otherwise Provided for in a Separate Employment Agreement

**1.24.1 General Document Description:**

The headings in this Job Description are for reference only and shall not affect its interpretation. This Job Description is established by the Board of Directors ("***Board***") of the Boulder Rural Fire Protection District ("***District***") to outline the basic authority, duties, and general responsibilities of the Fire Chief position. The Fire Chief is an "at-will" position. The at-will aspect of this position will be modified only to the extent expressly stated in a written employment agreement, and only for so long as the written employment agreement is in force. 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. Unless expressly defined in this Job Description, all terms have the same meaning as defined in the District’s Personnel Handbook, as may be amended from time to time by the Board of Directors, in its sole discretion.

**1.24.2 Position Summary:**

The Fire Chief provides the District’s executive leadership and is the highest-ranking command position within the District’s chain of command. 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 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 expressed or implied power or authority of the Board. The Board expressly reserves to itself all expressed and implied powers or authority vested in it by law.

### 1.24.3 FLSA Status:

### Full-Time; FLSA Exempt Unless Otherwise Provided for in a Separate Employment Agreement

### 1.24.4 Immediate Supervisor:

### The Fire Chief serves at the pleasure, and under the general supervision, of the Board.

**1.24.5 Supervision Exercised:**

Through direct and delegated supervision, the Fire Chief is responsible for the general direction of all full-time and part-time paid administrative and response personnel and all administrative and response volunteers, (collectively “***Members***”), as directed by the Board. The Fire Chief is responsible for the safety, training, and job performance of all Members. The Fire Chief is a member of the District’s leadership team. As the District’s senior fire officer, the Fire Chief may exercise command at any emergency incident.

**1.24.6 Essential Duties and Responsibilities - Emergency Operations and Service Programs:**

1. Develop, manage, and maintain a process to assess the area served by the District, determining the influences of that service area through a constant analysis of the characteristics of the service area, and the impacts those characteristics may have on the types and levels of service programs that are, or should be, provided by the District;

2. Develop, manage, and maintain a process to assess the numbers, types, and magnitudes of threats within the District; specifically, the threats that establish the demands for emergency and non-emergency services / programs provided, as well as foster other service programs necessary to meet the threat demands determined in the District;

3. Develop a response level assessment process to determine and develop response capabilities to meet the demands posed by the threats determined to exist or to be a potential for the District;

4. Develop, manage, and maintain District response capabilities necessary to meet the capability-demands posed by the threats determined to exist or potential for the District; specifically, the resources and response timing to meet the threats;

5. Develop, manage, and maintain strategic and tactical plans for service program delivery to meet the capability-demands posed by the threats determined to exist or be a potential for the District; specifically, the standards for containing and controlling those threats;

6. Implement all emergency response programs and other service programs provided by the District; inclusive of assuring the development and maintenance of all Standard Operating Guidelines necessary to direct and facilitate the efficient and effective provision of all programs provided by the District;

7. Maintain responsibility for the use, maintenance and security of all District equipment, apparatus, vehicles and facilities necessary to meet the standards for containing and controlling the threats within the District;

8. Respond to emergency incidents, as deemed appropriate, and direct emergency incident response operations;

9. Exercise strong analytical and problem solving skills, including ability to research, collect, integrate, analyze, and use data and other types of information, to compare and evaluate possible actions or courses of conduct based upon such analysis;

10. Responsible for evaluating all aspects of all service programs provided by the District, and reporting as necessary and appropriate to the Board and District citizens; assuring compliance of program capability and performance relative to the District’s established Standards of Cover;

11.Assure oversight and enhancement of, as appropriate, all areas of the District’s fire prevention, fire investigation, public training and education programs, in support and mitigation of emergency response programs, or as appropriate to mitigate the threats determined within the District;

12. Assure oversight and enhancement of, as appropriate, all areas of the training programs and processes for all members of the District; assuring support for and consistency with the types and magnitude of the threats determined within the District and the policies and procedures for response to those threats;

13. Interpret the District’s Rules and response standards for supervisors and Members, as necessary to achieve organizational effectiveness and success, and the safety of all Members;

14. Assure through delegation or maintain on-call status at all times when not working a scheduled or unscheduled shift, or on approved Paid Time Off (PTO); and,

15. Establish permanent residency within 30 minutes travel time to the District boundaries within one year of employment by the District, if serving in other than an interim capacity.

**1.24.7 Essential Duties and Responsibilities – General Administrative and In Support of Service Programs:**

1. Prepare and submit to the Board a proposed budget for each fiscal year consistent and appropriate with the current and approved service programs stipulations and needs, inclusive of all strategic development plans; along with other costs and needs necessary to maintain the functionality of all district internal and external service programs; inclusive of all anticipated expenditures, and all existing or anticipated revenue;

2. 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, inclusive of oversight of all aspects of the organization, administration and documenting of, and accounting for, the District’s finances;

3. Prepare reports as requested by the Board and on such matters necessary to report the functionality, capacity, capabilities, and financial/business elements of the District’s administration and operations;

4. Prepare responses to a wide variety of communications that request factual information regarding the District, or involve matters of established policies, procedures or standard practices;

5. 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;

6. Develop and maintain positive, effective working relationships with the Board, District Members, neighboring and other local or statewide emergency services agencies, other governmental agencies, and the community;

7. Attend, or ensure senior staff attendance, at all special and regular meetings of the Board; ensure all appropriate notices/agendas of such meetings are posted; provide, in advance, written reports on all matters appropriate to the meetings or as required by the Board;

8. Attend or delegate attendance at 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;

9. Recruit, retain, develop, and work with organizational Members while maintaining a safe, cohesive, and efficient working environment;

10. Require and receive from all District Members compliance with all District Rules, all Controlling Law, and prompt, intelligent and faithful performance of their duties;

11. Supervise, direct and coordinate District Members, either directly or through subordinate officers or supervisors, in all District functional positions to achieve District goals and objectives as established by the Board, inclusive of guiding, evaluating, training, and if appropriate disciplining Members of all ranks and job responsibilities;

12. Supervise, direct, and coordinate the review and development of such rules, procedures, operating guidelines, or directives as are necessary to ensure the consistent implementation and enforcement of the Rules established by the Board, Controlling Law, or as necessitated by changing conditions within the organization and service area.

13. Develop, manage, and maintain strategic, tactical, and long-range plans for the future of the District’s functional, financial, and business needs for the effective and efficient operation of the organization;

14. Hire, discipline and terminate all District Members;

15. Facilitate the conduction of, or conduct all organization meetings as may be required to maintain the functionality of all elements of the District, inclusive of those established by the Board; and,

16. Perform such other duties as may be assigned by the Board from time to time, and as required by Controlling Law.

**1.24.8 General Skills, Knowledge, and Characteristics:**

1. Constantly demonstrate strong experience, knowledge, and skill in the provision of all emergency and non-emergency service programs provided by the District, and the overall administration and operation of the District;

2. Constantly demonstrate strong skills in public relations and customer service, as well as an organizational commitment to duty in interactions with other agencies and the public in both routine and emergency settings;

3. Constantly demonstrate strong ability to work as a member of a team, knowing when to incorporate various leadership styles and techniques to lead proactively, promoting teamwork, personal accountability, self-discipline, and conflict resolution at the lowest level;

4. Constantly demonstrate a strong ability to work well under pressure and stressful conditions while providing constructive ideas to improve aspects of the work environment with a positive and enthusiastic attitude;

5. Exercise strong analytical and problem solving skills, including ability to research, collect, integrate, analyze, and use data and information; and, the ability to compare and evaluate possible actions or courses of conduct, based upon the outcomes of such analysis;

6. Possess and portray professionalism, initiative, leadership, respect, a strong work ethic, and commitment to duty that upholds the vision, mission, and values of the District;

7. Constantly support continuous learning and demonstrate strong abilities to teach, mentor, coach, motivate, and support subordinates, superiors, and external partners while treating them with dignity and respect;

8. Demonstrate a willingness and ability to modify approaches to diverse situations and to be flexible for the betterment of the organization;

9. Understand concepts created by recognition of human diversity, and the strengths and attributes contributed by that diversity:

10. Support the organization’s strength and capacity contributed by empowerment of all Members, regardless of rank and position while utilizing the chain of command in an organizationally supportive and strengthening manner; and,

11. Consistently promote and personally demonstrate a professional image of the District at all times, constantly fostering and supporting the District’s mission statement, value statements, vision, strategic planning processes, and commitments to seeking excellence.

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

1. Bachelor’s Degree in a discipline approved by the Board from an accredited college or university;

2. Possess a Masters’ Degree from an accredited college/university in a discipline approved by the Board or be currently enrolled in a Masters’ Degree program in an accredited college/university in a discipline approved by the Board and have completed a minimum of 8 credit hours within the most recent 24 months;

3. Possess an Executive Fire Officer certificate from the National Fire Academy or be currently enrolled in the Executive Fire Officer program from the National Fire Academy and have completed a minimum of one year in the program;

4. Possess or acquire within the first two years of hire, and maintain, Center for Public Safety Excellence, Commission on Professional Credentialing, Chief Fire Officer (CFO) credentialing;

5. At time of employment, a 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 chief level officer in a similar, organized fire department or fire protection district;

6. Documented experience in the provision of all Emergency Services including but not limited to: structural firefighting, fire prevention and code enforcement; public education, public outreach, and incident mitigation; rescue; and, homeland security measures and considerations. Strong background experience in emergency medical services (inclusive of patient transport) and wildland fire suppression. Technician level hazardous materials experience preferred;

7. Documented extensive experience, knowledge, and skill in the use of personnel protective equipment due to the potential of contaminated working environments;

8. Strong public relations and customer service skills, inclusive of interactions with other agencies, co-workers, and the public in both routine and emergency settings;

9. Proven experience recruiting, retaining, working with and developing reserve and/or volunteer responders and those programs, while maintaining a cohesive work environment for all Members;

10. Proven experience guiding, evaluating and, if appropriate, disciplining personnel of all ranks and job responsibilities within an organized combination fire department;

11. Proven experience in the analysis and evaluation of all phases of emergency response necessary to assure the capacity and capability of the current or future response 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;

12. Proven extensive experience in developing, implementing, and maintaining fiscal budgets;

13. Must possess, or obtain within 1 year of employment, and maintain, valid C.P.R. certification;

14. Must have a valid Colorado and / or National Registry EMT-Basic or Paramedic certificate and must possess, within one year of hire, the appropriate Colorado EMT-Basic or Paramedic certificate;

15. Must possess and maintain a valid Colorado, IFSAC, or Pro-Board Fire Officer II certification or equivalent;

16. Possess and maintain required N.I.M.S. 100, 200, 300, 400, 700 and 900 certificates;

17. Possess or attain within 12 months of hire, and maintain, certification in the Blue Card, Hazard Zone Command program;

18. Possess or attain within 12 months of hire, and maintain, wildland fire suppression certification at a minimum of the Red Card certificate;

19. Possess, or obtain within 90 days of hire, and maintain, a valid State of Colorado driver’s license, and possess and maintain an acceptable driving record;

20. After hire, attend a minimum of 60 hours per year of professional development training and education in the functional aspects of the Fire Chief position, as outlined in this Job Description.

**1.24.10 Preferred Education:**

1. Possesses a Masters’ Degree from an accredited college/university in a discipline approved by the Board.

**1.24.11 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 incidents of every type.

1. Meet the physical fitness requirements set forth in the District’s Standard Operating Guidelines, as may be amended from time to time;

2. 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;

3. Strenuous physical activity under extreme adverse conditions will be required periodically;

4. 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;

5. Will be required to work in all weather conditions and in extreme temperatures;

6. 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;

7. Work may result in exposure to contaminated environments, including but not limited to: hazardous materials, smoke, gases, chemicals, fumes, odors, mists, dusts, and other potential cancer/illness causing environments; requiring skill, knowledge, and experience in the use of personal protective equipment;

8. Work may result in exposure to infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, *etc*.;

9. Work may result in exposure to high noise levels requiring the wearing of hearing protection;

10. 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,

11. This position will involve periods of high physical, mental, emotional, and/or cardiac stress.