

Frenchtown Rural Fire District
An Equal Opportunity Employer
Position Description

Position Title: Fire Chief
Location: 16875 Marion Street, Frenchtown, MT
Employment Type: Exempt
Salary Range: \$65,000
Retirement: Firefighters Unified Retirement System

The District provides for a voluntary deferred compensation plan.
The District does not pay into Social Security except for the required 1.45% for Medicare.

GENERAL PURPOSE

The Chief will perform a variety of complex professional and administrative work in planning, developing, coordinating, directing and participating in the activities of the Frenchtown Rural Fire District. This position is classified as an FLSA exempt, non-Union position. The Fire Chief works a traditional 40 hour work week, Monday through Friday. The Chief is expected to be reasonably available for emergency incidents as needed during evening and weekends, although there is always a subordinate officer on duty. This is a salaried position, no overtime pay is authorized.

The Frenchtown Rural Fire District is a combination department, with 5 full-time career firefighters and 25 volunteers, including a resident apprentice firefighter program.

SUPERVISION

The Chief will report to, receive direction from, and is accountable to the Frenchtown Rural Fire District Board of Trustees, a five member elected board. Training and fostering accountability in all members of Frenchtown Fire is a paramount responsibility.

SUPERVISION EXERCISED

Exercises and is responsible for the supervision over all Frenchtown Fire District staff and volunteers directly or through subordinate supervisors. Again expectation and follow up in all areas of accountability, by all members, is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Fire Chief will serve as the chief officer of the Frenchtown Rural Fire District.

The Fire Chief will maintain a positive, productive relationship within the Frenchtown Rural Fire District, its Board of Trustees and the community. The Fire Chief will foster productive relationships with cooperating agencies.

The Fire Chief will maintain harmony, discipline, professional conduct and teamwork within the Fire District. The Fire Chief will resolve conflicts; assist subordinates in performing duties; and address errors and complaints.

The Fire Chief will monitor department performance and effectiveness. The Fire Chief will formulate programs to alleviate deficiencies within the District and assure adequate continuing education and training of District personnel.

The Fire Chief will act as the District administrator for the development of policies and procedures. The Fire Chief will explain, interpret, and enforce the policies and procedures. The Fire Chief will insist that all members' knowledge of Frenchtown Rural Fire District policy is up to date.

The Fire Chief will coordinate work flow of personnel; assign and schedule personnel tasks as appropriate and needed.

The Fire Chief will maintain a high visibility within the community and promote programs that enhance the general safety of the community. The Fire Chief will promote and develop a safe work environment for the staff and volunteers promoting professional development for all responders.

The Fire Chief will make presentations and communicate official plans, programs and policies and procedures to the Board of Trustees and the general public as needed. The Fire Chief will utilize a customer service emphasis in all contacts with the public. The Fire Chief will support the Board of Trustees in labor relations and collective bargaining activities.

The Fire Chief will assure that District functions and services are performed within the budget; performs cost control activities; monitors revenues and expenditures in the Fire District and assures sound financial control. The Fire Chief will prepare the annual budget requests at the direction of the Board of Trustees and will assure effective and efficient use of the budgeted funds, personnel, materials, equipment, facilities and time. Because of the current economic constraints, Frenchtown is seeking a Fire Chief who can operate effectively, creatively, and thoughtfully in this challenging economy.

The Fire Chief will aggressively seek out grants, prepare grant applications, and administer grant funds.

The Fire Chief will utilize technology and manage equipment and assets to increase District efficiency, effectiveness and readiness.

Priorities include:

- Increasing the ranks of the volunteers.
- Enhancing and maintaining positive relationships between the paid staff, volunteer and resident firefighters.

- Creating a framework of collaborative decision-making processes.
- Updating operating guidelines and position descriptions.

The Fire Chief will perform other duties as assigned by the Board of Trustees.

MINIMUM QUALIFICATIONS

Education and Experience

This position requires extensive experience in fire services, to include responsible management, supervisory, and administrative experience in an organization of similar size. A Bachelor's degree with major coursework in fire science, public or business administration, or a related field is preferred, or any combination of education, training, and experience that provides the applicant with the knowledge and skills required to perform the duties of the position.

- ✓ Administrative experience – please list with detail
- ✓ Must be a minimum of a National Registered EMT-B
- ✓ IFSAC Firefighter I, Fire Officer I or equivalent experience
- ✓ Must be able to obtain a Class B Type 2 Montana CDL with Air Brake & Tanker endorsements within 6 months of hire.
- ✓ Experience in interagency coordination with public safety agencies to include wildland-urban interface firefighting.
- ✓ NWCG wildland qualification of Strike Team Leader.

Necessary Knowledge, Skills and Abilities;

- ✓ Thorough knowledge of the principles, procedures and practices of firefighting and prevention methods. Thorough knowledge in all aspects of the fire and ambulance services including, investigation, personnel recruitment, supervision, policy development and implementation, staff training and development, crisis management, grant writing, asset management, the uniform fire code, and interagency cooperation and relations.
- ✓ Considerable knowledge of the governmental budgeting and fiscal control, ability to write and administer grants. Working knowledge of the principles and practices of office management, work organization and supervision.
- ✓ Ability to plan, organize, coordinate and implement a comprehensive professional fire and ambulance service. Ability to train, supervise and evaluate subordinate personnel. Ability to coordinate, analyze, and utilize a variety of reports and records. Ability to communicate effectively verbally and in writing. Ability to establish and maintain effective working relationships with elected officials, personnel, other agencies and the public. Ability to exercise sound judgment in evaluating situations and in making decisions in high stress situations.
- ✓ Must cross train subordinates and staff to all aspects of Chiefs responsibilities.
- ✓ Must be technologically proficient and understand the various potential uses of technology in providing efficient fire and ambulance services.

- ✓ Ability to gain knowledge of all applicable laws, policies and procedures, standards and codes within six (6) months of hire.
- ✓ Skills in the use of the tools and equipment below.

SPECIAL REQUIREMENTS

Within one (1) year of hiring the Fire Chief must maintain residence within the Frenchtown Rural Fire District boundaries. Probationary period one (1) year from hire date.

TOOLS AND EQUIPMENT

All types of firefighting trucks and equipment. All types of ambulances and equipment. Rope rescue equipment, extrication equipment and water rescue equipment. Office equipment, telephone, copy machine, fax machine and personal computer with word processing software.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands, arms, climb, balance, stoop, kneel, crouch and crawl. The employee is occasionally required to wear a Self Contained Breathing Apparatus and work in confined spaces.

The employee must frequently lift and/or move up to 25 lbs. and occasionally lift and/or move up to 100 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, peripheral vision, and the ability to adjust focus.

Successful candidate will be required to get annual physicals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 in outside weather conditions conducive to western Montana. The employee occasionally works near moving mechanical parts, in high places, with explosives and is exposed to wet

and/or humid conditions, fumes or air born particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration.

The noise level in the work environment is usually moderate and is occasionally loud.

SELECTION GUIDELINES

A formal Frenchtown Rural Fire District Application with a resume' attached is required. Rating of education, experience and written response to questions, oral interview, background investigation and job related tests may be required.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

All applicants not meeting the minimum qualifications described above may seek to have their application considered if, at time of application they explain in writing, how their unique combination of experience and qualifications compensate for not meeting the minimum qualifications as stated above. It will be in the sole discretion of the hiring committee to decide whether such applicants will be considered.

The job description does not constitute an employment agreement between the employer and the employee. It may be subject to change by the employer as the needs of the employer or the requirements change.

Frenchtown Rural Fire District does not discriminate on the basis of disability in its hiring or employment practices.

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