



Aumsville Rural Fire Protection District
490 Church St, Aumsville, OR 97325
Phone: 503-749-2894
Fax: 503-749-2182

Position opens: May 15, 2023
Position closes: June 7, 2023 or until filled

Job Announcement Fire Chief

Aumsville Fire District is currently seeking a highly motivated professional leader to fill the position of Fire Chief. The current Chief will retire on June 30th.

The Fire Chief is expected to lead a combination department comprised of career, volunteer, and part-time staff who serve the 24 square mile district as well as the City of Aumsville. The Fire Chief oversees all operations and administration of an all-hazards response district which includes fire suppression and prevention, emergency medical services (EMS), motor vehicle crash mitigation, hazmat operations, and wildland fire responses. The district operates from two fire stations. In 2022 the district responded to 820 calls. 64% of the calls were EMS.

The District is governed by a five-member Board of Directors. The Fire Chief is an exempt position that works at the will of the Board. The job description with the position requirements is attached. The District currently operates with a part-time Chief but has had a full-time Chief in the past. The District is open to non-traditional proposals regarding hours of work and/or staffing patterns to best serve the citizens of the District.

Your application packet should contain the following:

- a) a letter of interest that includes any non-traditional proposal(s) regarding filling the position.
- b) Include a complete resume detailing all past experiences and education.
- c) Include copies of degrees, certifications, and awards.
- d) The completed affidavit, which is attached.

The Application packet must be received by 5:00 pm on June 7, 2023. Please send your completed packet to: Aumsville Fire District Hiring Process, 490 Church St, PO Box 247, Aumsville OR 97325. You can hand deliver your packets to the Aumsville fire station office Monday – Friday between 8 a.m. and 5 p.m. If you have questions about the application process, please contact Chief Roy Hari at (503) 508-6648. Packets should be sealed in a manila envelope and marked Attention Chief Hari.

AFFIDAVIT

I certify that the information given herein is true and complete to the best of my knowledge. I agree that the Aumsville Fire District shall not be liable in any respect if employment is denied to me or if my employment is terminated because of false, incomplete, or misleading information in my application packet or interviews. I also authorize the companies, schools or persons named within the packet to release to the Aumsville Fire District all information regarding my employment, character, and qualifications. I hereby release said companies, schools, or persons from all liability for any damage for issuing this information. I understand that nothing contained in this application packet, or in the granting of an interview, creates a contract between the Aumsville Fire District and me for employment or any other benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the Aumsville Fire District. If an employment relationship is established, I understand that unless specifically limited in a formally executed contract, I have the right to terminate my employment at any time for any reason and the Aumsville Fire District retains a similar right.

By my signature below, I certify that all answers and statements within this application packet are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading information, my application may be rejected, my name removed from consideration, or my appointment terminated.

I understand that I may be required to undergo physical examination, drug screening and/or background investigation during the hiring process.

As a condition of employment, I understand I will be required to produce original documents establishing my identity and authorization to work and if necessary, to complete the U.S. Immigration and Naturalization Service Form I-9.

Printed Name _____ **Date** _____

Signature _____

JOB DESCRIPTION

FIRE CHIEF
(Revised 2023)

POSITION SUMMARY AND PURPOSE:

The Fire Chief for the Aumsville Rural Fire District is responsible for directing, coordinating, and implementing the effective management and function of all aspects of a combination volunteer/career fire service model.

The Fire Chief is responsible for all activities of the organization including fire prevention, suppression, hazardous materials response, emergency medical services and natural disasters. This position may require long working hours and under high stress situations.

SUPERVISION RECEIVED:

The Fire Chief operates under general policies established by the Board of Directors. The Chief is extended considerable latitude in the administration of the District and its functions and is expected to work in close harmony with the elected Board.

SUPERVISION EXERCISED:

The Fire Chief supervises all subordinate personnel in all aspects of District operations through the approved District organizational structure.

Using District Policy and Goals, the Fire Chief is expected to exercise independent judgment in carrying out programs to hire, promote, evaluate, counsel, assign, recall, transfer, reward, discipline, suspend, and discharge any District personnel as needed.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Provides motivation, direction and necessary resources to all District divisions and programs in meeting District policies, mission, vision, goals, and objectives.
2. Plans, coordinates, supervises, implements, and evaluates the District's Fire and EMS operations, including but not limited to:
 - a. Short- and long-range planning with respect to facilities, equipment, apparatus, and personnel.
 - b. Establishing the District mission, vision, values, goals, and objectives in conjunction with staff, volunteers, and the Board of Directors; and,
 - c. Analyzes issues for their effect on accomplishing the District's mission and safety.
3. Accomplishes, directs, and delegates to divisions the District's administrative activities and/or functions within the organization.
4. Directs and promotes the development of policies and procedural guidelines for efficient operations of the fire department and implementing the Board of Directors' policy direction.

5. Directs and promotes the development and implementation of performance standards for the evaluation of all District personnel.
6. Evaluates and counsels' subordinate personnel regarding their performance, promotes an unbiased evaluation process to be used by line supervisors to evaluate the performance of all District personnel, and provides direction concerning other personnel issues.
7. Directs, coordinates, & supervises the preparation of the District budget, directs the analysis and implementation of the budget, and is responsible for the administration of the budget.
8. Prepares and/or reviews reports and keeps necessary records concerning District activities as may be required by District policy and/or the Board of Directors.
9. Performs emergency response duties as necessary on a 24-hour basis at a high level of technical competence and provides any necessary support to subordinate personnel involved in emergency operations, including shifts as duty officer.
10. Administers proper discipline, promotes the use of appropriate disciplinary policies and procedures by subordinates, and handles District grievances with respect and goodwill toward all parties involved.
11. Attends internal meetings necessary for efficient operations and external collaborative meetings with elected and appointed officials, other Fire and EMS agencies, local community and business leaders, and the public when deemed necessary to represent and promote the District regarding inquiries, complaints and concerns.
12. Provides leadership in promoting team building and harmony of relationships with the Board of Directors and between volunteers, career line staff, and District managers.
13. Develops, promotes, and models positive organizational two-way communication with all levels, divisions, and programs of the District.
14. Promotes high organizational morale through appropriate motivational and conflict resolution processes.
15. Participates in and promotes high quality training at all levels of the organization and can instruct in specialty areas as necessary.
16. Promotes volunteerism and actively participates in the recruitment and retention enhancement of District volunteer firefighters and EMS personnel.
17. Performs other duties and functions as the Board of Directors may require, direct, or assign.

PERIPHERAL DUTIES:

1. Attends administrative level conferences, schools, and seminars related to enhancement of the position and the District to deliver effective services.
2. May represent the District by active participation and membership in local, state, national, and international organizations as authorized by the Board of Directors.
3. Maintains an understanding of fire prevention codes and practices.
4. Participates in Regional Disaster Planning.

MINIMUM QUALIFICATIONS:

1. Candidate must possess a relevant associate degree (fire science, public admin.) or equivalent. A bachelor's degree is preferred.
2. Candidate has 5 years minimum experience in emergency operations at the rank of Captain or higher for a combination volunteer and career fire department of equal to or larger size.
3. Candidate must be certified as a Fire Officer through NFPA, IFSI, or Pro Board.
4. Must be certified as a Fire Instructor or possess certification or experience as a teacher.
5. Must be certified as an Oregon EMT or higher (or if out of state, become certified within 6 months)
6. Must possess a valid, insurable Oregon driver's license.
7. Must reside in a location that has the ability to respond on short notice, 24 hours a day, to emergency calls.
8. Must be bondable and insurable through the district insurance agent for fiscal responsibility purposes.
9. Candidate has demonstrated ability to work closely with volunteers, staff, elected officials, citizens, and other governmental agencies.

DESIRED QUALIFICATIONS:

1. Experience as a volunteer with a volunteer or combination volunteer/career fire department.
2. Bachelor's Degree, Executive Fire Officer, or equivalent education.
3. Previous supervisory experience and/or management training beyond minimum requirements.
4. Advanced, Intermediate, Paramedic certification or experience.
5. N.F.P.A. Instructor II or better.
6. N.F.P.A. Fire Officer II or better.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of modern fire suppression and prevention and emergency medical service principles, procedures, techniques, and equipment.
2. Knowledge of the Uniform Fire Code and of Incident Command.
3. Knowledge of and ability to interpret Oregon Revised Statutes & Oregon Administrative Rules.
4. Working experience in Fire Department Accreditation process and improving ISO ratings.
5. Knowledge of applicable laws, ordinances, and regulations.
6. Knowledge of Federal guidelines pertaining to public fire protection, and public administration, and fire related criminal activities.
7. Skill in the operation of firefighting tools, radios, pagers, apparatus, and equipment.
8. Ability to develop, implement, and administer a Fire District budget per Oregon Law and understand fiscal accountability of a Fire District.
9. Ability to train, supervise, evaluate, and counsel subordinate personnel.
10. Ability to perform emergency scene work that requires good physical condition.
11. Ability to be an effective listener and communicate effectively orally and in writing.
12. Ability to exercise sound judgment in evaluating situations and in making decisions.

13. Ability to establish and maintain effective working relationships with volunteer and career subordinates, the Board of Directors, fire and EMS professionals, and the public.
14. Ability to lead, plan, organize, and monitor various divisions and program areas.
15. Ability to create documents, spreadsheets, and databases using computers.
16. Demonstrated ability to routinely deal with the general public, public employees and officials, and the media in a courteous and cooperative manner, building and maintaining exemplary interpersonal relationships with each.
17. Candidate has demonstrated ability to work closely with volunteers, staff, elected officials, citizens, and other governmental agencies.
18. Ability to meet the special requirements listed below:
 - a. No felony convictions or disqualifying criminal histories.
 - b. Ability to maintain an Oregon Driver's license w/o record of suspension or revocation.
 - c. Ability to read and write the English language.

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. While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must be able to display the ability to meet physical requirements as described in NFPA 1582.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. The individual is exposed to alarms and hazards associated with fighting fires and rendering emergency medical assistance including: smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at emergency scenes.