



CITY OF GLENWOOD SPRINGS

FIRE CHIEF

JOB CODE: 2300
GRADE: 100

FIRE DEPARTMENT
REVISED: 01/30/2024

POSITION SUMMARY:

Works under the broad policy guidance and direction of the City Manager. Performs administrative and supervisory work necessary to plan, schedule and direct all activities of the Glenwood Springs Fire Department.

POSITION REPORTS TO: City Manager

DIRECT REPORTS ASSIGNED: 5

JOB LOCATION: 806 Cooper Avenue, Glenwood Springs, CO

FLSA STATUS: Exempt

CATEGORY: Full-Time

HOURS: Based on a 40-hour work week

ESSENTIAL FUNCTIONS:

1. Directly and through subordinate supervisors, the Fire Chief is responsible for the overall evaluation of the Fire Department policies, standard operating procedures, **implementation of comprehensive training program**, evaluation of the Fire department personnel and the discipline of subordinate personnel.
2. Pursuant to State and Federal law, the Fire Chief functions as the City's designated emergency response authority for hazardous materials incidents within the City.
3. The Fire Chief either directly or through subordinate personnel, coordinates with the City's Building Department for enforcement of the Uniform Fire Codes as adopted by the City.
4. Responds as necessary to emergencies involving fire, medical and hazardous materials and when appropriate, assumes the role of Incident commander.
5. Interpersonal contact with the department's membership, the general public, business owners and staff and other members of the public may be necessary, maintaining professionalism as spelled out in the department's mission statement.
6. Maintains effective working relationships with the Rural Fire Protection District, the City, the County, area fire districts, applicable State and Federal agencies, the general public, hospital personnel, service groups, educational groups, business owners and staff and other members of the public.
7. Upholds department mission statement: Provides Service through Dedication, Professionalism, and Excellence.

OTHER DUTIES: The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

CORE COMPETENCIES:

- Learn, observe and follow safe firefighting and work practices. Specifically:
 - Principles and practices of modern fire suppression and prevention.
 - Procedures and equipment used in modern firefighting and emergency medical response.
 - Operation use and maintenance of pump engines, fire apparatus and other fire equipment.
 - Master of principles of emergency medical service provision, basic or advanced life support.

- Methods and techniques of handling hazardous materials.
- Pertinent Federal, State and local laws, codes and regulations.
- Geography and street layout of the City and district.
- Methods and techniques of public relations and instruction related to fire suppression and prevention.
- Deal effectively with upset or emotional persons or patients.
- Think and act quickly and calmly in emergency situations.
- As assigned, drive fire apparatus or ambulance safely in varying traffic and weather conditions.
- Respond to requests and inquiries from the general public.
- Prepare a variety of technical and operational reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION, TRAINING & CERTIFICATIONS

Necessary:

- Must possess a High School diploma or GED.
- Maintain or obtain a valid driver’s license
- ICS 100, 200, 300, 700 & 800 Certification
- Current American Heart Association Basic Life Support/CPR for Health Care Providers Certificate
- Minimum of ten (10) years of fire suppression and emergency medical technician/paramedic experience
- Minimum of eight (8) years of experience in EMS and/or fire suppression work as a certified officer
- Minimum of five plus (5+) years of progressively responsible administrative and supervisory experience in fire and life safety education, prevention, and emergency response work within a municipal or county fire department.
- Ability to apply sound management principles to enhance and maintain a high level of fire/EMS services
- Be skilled in the use of computers and software applications
- Excellent written and oral communication skills and demonstrated leadership skill and abilities.
- Ability to work effectively with elected officials and citizens
- Successful completion of or be willing to enroll in upper-level management training programs.

Desired:

- Bachelor’s Degree in related field

NECESSARY PHYSICAL REQUIREMENTS:

Lifting:	10 pounds frequently	50 pounds occasionally
Carrying:	10 pounds frequently	50 pounds occasionally
Pushing/Pulling:	10 pounds frequently	50 pounds occasionally
Driving:		frequently
Balance/Stoop/Bend:		frequently
Twist/Squat/Crouch:		occasionally
Kneeling:		occasionally
Crawling:		N/A
Climbing Stairs:		frequently
Standing/Walking:		frequently
Climbing Ladders:		N/A
Reaching above/below/at shoulder level:		frequently

I HAVE READ AND UNDERSTAND THE REQUIREMENTS OF THE POSITION:

Signature

Printed Name

Date