



Lake Ozark Fire Protection District

Hiring Notice - Fire Chief

Employment Status: Full-Time (*Monday- Friday, 40 hours*)

Direct Supervisor: Board of Directors, which consists of three directors.

Job Description Summary

The Fire Chief is the Chief Executive Officer of the Fire District, responsible to the Board of Directors for the effective, efficient, and legal conduct of the District. This position is responsible for planning, administering, and directing the District's fire, emergency medical services, and fire prevention/ risk management operations.

Essential Job Functions

- The Fire Chief is directly responsible for the readiness of the Fire District's personnel. Readiness means District personnel can respond professionally and safely to all alarms within the Fire District and to neighboring communities.
- Manage all subordinate personnel by properly administering Fire District policies and standard operating guidelines and providing technical and policy guidance to District supervisors and personnel, working within the Collective Bargaining Agreement.
- Develop and present annual budget, strategic plan, and service delivery plan to the Board of Directors; monitor and control the budget; and supervise acquisition and disposition of capital assets. This is done in conjunction with the Planning Committee and the Financial Control Officer.
- May respond to all alarms at his/her discretion within the Fire District and assist the on-scene Incident Commander in command activities of management of resources, providing consultation, or operating on scene in subordinate roles as needed.
- Attend Board of Directors' meetings and work sessions; prepare and present reports to directors on operations and administration of department; make recommendations to the board for Policy and Procedures changes; identify discrepancies between actual performance and adopted goals, objectives, and budget.
- Meet and confer with the Union to negotiate collective bargaining agreements and memorandums of understanding as needed and as directed by the Board of Directors.
- Work as co-chair of the Labor Management Committee and maintain a good working relationship between the District and the Union.
- Maintain and/or improve the Fire District's ISO accreditation.
- Administer & manage all departmental rules, policies, regulations, and standard operating guidelines as they pertain to the Fire District.
- Provide leadership to staff and assign tasks and projects. Establish project and task deadlines.
- Oversee the flow of information and public relations through delegated Public Information Officers.
- Promote positive relations with other agencies to ensure appropriate mutual aid responses and goodwill among other departments and the public.

- Attend and participate in a variety of boards, professional group meetings, commissions, and committees.
- Have an active role in Camden and Miller County Emergency Agencies and LEPCs.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Identify grant funding opportunities; develop grant applications; manage, execute, and comply with grant funding requirements.
- Establish and maintain a culture of ownership and accountability, through leading by example.
- Support the operation of the District, the members who serve there, and the residents in keeping with the District's mission, vision, and values.
- Motivate personnel to deliver safe and effective service to the community.
- Function as the liaison between the District and the Communications Center.
- Attend conferences and seminars to maintain certifications and keep abreast of recent advances in tactics and technology; participate in outside community and professional groups and committees; and provide technical assistance, as necessary.
- Establish and maintain effective working relationships with District administration, personnel, the Union, and the Board of Directors.
- Establish and maintain effective working relationships with consultants, contractors, vendors, other agencies, departments, and the public.
- Provide command presence during incidents and events after duty hours, weekends, and holidays as necessary and when available.
- Perform other duties as needed or assigned.

Knowledge, Skills Abilities

Have a thorough knowledge of:

- Operations, services, and activities of a fire district offering comprehensive services including fire suppression, transport advanced life support (ALS), emergency medical services, risk management, and fire safety programs.
- Principles and practices of fire suppression, prevention, and investigation.
- Principles and practices of program development and administration.
- Principles and practices of government entity budget preparation and administration.
- Principles and practices of advanced life support emergency medical services.
- Methods and techniques of developing fire service programs to meet community needs.
- Operational characteristics of fire apparatus and equipment including vehicles and communications devices.
- Labor relations and contract negotiations.

Have a working knowledge of:

- Social and political issues influencing the delivery of services.
- Organization and functions of an elected board of directors and laws and regulations governing the conduct of public meetings.
- Pertinent federal, state, and local laws, codes and regulations governing hazardous materials, buildings, and fire inspections.
- Principles and practices of effective employee supervision including selection, training, evaluation, discipline, team building and employee empowerment programs.

Have the ability to:

- Act effectively in stressful situations.
- Follow verbal and written instructions.
- Exercise sound independent judgment with general policy guidelines.
- Develop and implement goals, objectives, policies and procedures, work standards and internal controls in support of administrative and operational activities.
- Interpret and enforce administrative/operational policies, practices, and procedures.
- Exercise tact and diplomacy when dealing with sensitive or confidential issues for both District personnel and our citizens or customers.
- Prepare clear, concise, and complete reports, presentations, correspondence, and other related documents.
- Communicate clearly and effectively, both orally and in writing.

Minimum Requirements

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in Fire Science, Fire Service Administration, Emergency Medical Services, Public Administration, or related field.
- Ten years of career fire suppression and fire prevention experience including five years at a significant and increasingly responsible administrative level.
- NIMS 100, 200, 300, 400, 700, 800
- Possession of or ability to readily obtain a valid driver's license issued by the State of Missouri.
- Ability to pass a comprehensive background check and pre-employment drug screening.

Physical Demands/ Medical and Performance Standards

- Regular work hours are eight (8) hours per day, five (5) days a week, however, the position requires flexibility in managing time for attending meetings, training, district events, and responding to incidents, including weekdays, weekends, evenings, and nights.
- Work activities vary widely and include office and administrative work, response to alarms, attendance at meetings, field and classroom training, and daily driving. Response to alarms may occur at any time.
- Must possess basic swimming skills and be water safe due to potential assignment to ice, water, or swift water rescue incidents.
- Specific vision abilities required by this job include close and distance vision acuity and the ability to adjust his or her focus, allowing a broad field of vision.
- Visual and fine/gross motor skills enabling the safe operation of a vehicle during normal, as well as during hazardous weather situations.
- An incident commander is subject to physical and emotional exertion and stress over periods exceeding several hours. During the execution of your duties, it is likely you will be involved in scenarios with potentially significant physical and emotional demands including, but not limited to:
 - Response to emergency calls, driving apparatus at all hours and in severe weather.
 - Lifting heavy objects, including other people.
 - Climbing stairs and ladders.
 - Exposure to heights and confined spaces.
 - Operate with multiple forms of respiratory protection in various environments.
 - Contact with severely ill and injured persons, including persons with communicable or infectious diseases.
 - Attending Fire, Rescue, EMS training as an instructor and or a student.

Benefits

Annual Salary: \$120,000-150,000 **Depending on Qualifications and Experience**

- 457b Plan is available.
- LAGERS L-6 Retirement Plan.
- Dental Insurance.
- Vision Insurance.
- Employee Assistance Program.
- Health Insurance for Employee (covered 100%) and Family (covered up to 95%).
- Life Insurance Plan.
- Long Term Disability.
- Annual Uniform Allowance.