Position: Fire Chief
Reports to: Town Board and Town Administrator
Supervision Exercised: All departmental staff
FLSA: Exempt

Objective: Palmer Lake is seeking a strategic, team-oriented leader for the position of Fire Chief. Palmer Lake Fire Department, founded in 1938, is a progressive, dynamic, community-focused department comprised of 7 paid staff and 25 volunteers. Palmer Lake is a thriving community 20 miles north from Downtown Colorado Springs and offers a picturesque small mountain-town feel with a variety of outdoor activities, trails, parks, and restaurants.

General Statement of Duties:
Oversees all firefighting services and the operational control of all resources assigned to the fire department; continuously evaluates firefighting tactics and performance and either effects changes in equipment, methods control procedures, and training. Evaluates performance on basis of excellence of firefighting and corollary activities.

NOTE: The essential functions and major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change. The following are the duties anticipated to be performed. However, all employees may perform other related duties.

Essential Functions:

- Prepares and administers the fire department budget ensuring adopted financial practices are followed by all fire department personnel, oversees shift scheduling; prepares and writes reports on department activity; seeks and applies for alternative funding through grants and other financial programs targeting fire prevention and emergency medical services; administers funds and programs to conform to grant requirement.
- Directs personnel and delegates assignments; reviews performance and makes decisions affecting job retention, advancement and discipline; participates in the recruitment and selection of department staff; conducts department meetings; updates and informs personnel of new policy changes or procedures.
- Directs departmental emergency response; participates in and/or delegates investigation of fires (24 hours a day); determines the magnitude and needs of the fire and/or hazardous material incident to expedite suppression or containment and minimize property loss.
• Responds to emergency situations and performs as incident commander when required to direct tactical and task level functions; makes decisions concerning effective fire strategy, water source usage, and the protection of life and property.

• Participates in public meeting or issues public notices to inform citizens of fire hazards in the community and activities of the Fire Department; enforces adopted rules and regulations established for protection of life and property; may make presentations to civic groups; ensures good public relations are instilled in the community.

• Enters into joint operations agreements with adjoining entities to maximize departmental response capabilities to enhance department skills, minimize costs for purchasing equipment, perform fire inspections, establishment of fire prevention programs and assist in establishing emergency response plans.

• Assures department readiness to deliver efficient and effective response to fire and medical emergencies.

• Performs related duties as required.

Knowledge of:

• Guidelines and protocols of the department and of laws and ordinances pertaining to fire prevention.

• Training techniques and methods.

• Fire science (firefighting, fire prevention) principles, practices, methods including knowledge of personnel, equipment, and facilities needs and requirements.

• Principles of organization, management, and administration including knowledge of the budgetary processes of municipal government.

• Town of Palmer Lake administrative and personnel policies and procedures; fire department guidelines and protocols; laws and ordinances pertaining to fire prevention.

• Knowledge of firefighting and emergency techniques, methods, etc.

• Usage and maintenance requirements of station facilities, apparatus, equipment, etc.

• Fire building codes.

• Physical layout of Palmer Lake including streets, hydrant locations, water system, building locations, and major fire hazards located within the Town.

Ability to:

• Perform a broad range of supervisory responsibilities under conditions of severe emotional and physical stress.

• Plan, evaluate, assign and coordinate activities performed by fire department units.

• Develop, implement, and evaluate internal policies, procedures, departmental objectives, and structure necessary to provide safe, efficient fire and fire and emergency medical services.

• Establish and maintain effective working/supervisory relations with superior, subordinates, outside agencies, the public, etc.

• Supervise, train, evaluate, and discipline subordinate supervisors and personnel.

• Perform fire-fighting and/or emergency activities as required.
• Work cooperatively with department personnel, Town employees, and the public, often under stressful circumstances.
• Produce written documents in the English language with clearly organized thoughts with proper sentence structure, punctuation, and grammar.
• Communicate orally and in writing, in the English language, with co-workers, and the public in a tactful and courteous manner, both in person and by telephone.
• Work safely without presenting a direct threat to self or others.

Education/Training Requirements:
• Ten (10) years progressively responsible firefighting, fire prevention and emergency medical services experience, four (4) years of which must have been in a supervisory or leadership capacity.
• Experience in a combined or volunteer department preferred
• Fire Officer 1 or greater
• Wildland experience to include minimum NWCG FFT2red card
• Current or ability to obtain CPR Certification, Colorado Emergency Medical Responder; NIMS/ICS 100, 200, 700, 800
• Must reside within an average of twenty/twenty-five (20-25) minutes of the Fire Station.
• Any equivalent combination of education and experience will be considered.

Additional Requirements:
• Performance of other essential or marginal functions as necessary.
• Requires travel to off-site locations for firefighting, meetings, and/or training.
• Must be physically capable of operating firefighting vehicles, possess a valid State of Colorado Class C Operator’s license and have an acceptable driving record in compliance with Town policies.
• Must pass all testing and screening requirements established at the time of application.
• The person hired for this position must be able to provide documentation of eligibility to work in the United States.
• This position is subject to a criminal background check.

Material and Equipment Directly Used:
Fire-fighting equipment including fire engine, ladder truck, rescue vehicle, extrication tools, hoses, ladders, chemical extinguishers, bars, hooks, lines, self-contained breathing apparatus, used; emergency communications equipment, PC-based office computers with standard word processing and spreadsheet software.

Working Environment:
Approximately 90% of the essential duties/activities for this position are performed from a vehicle and on foot under adverse conditions; approximately 10% of the essential duties/activities are performed in a heated office environment. The working environment and the duties of the job itself subject this position to periods of high
activity and stress under demanding conditions, including exposure to a confined work area for long periods of time and in inclement weather.

**Physical Requirements:**
- Position requires sufficient strength and manual dexterity to grasp and use firefighting and extrication apparatus and equipment.
- Position requires the ability to stand, bend, stoop, reach and handle to perform firefighting activities, lifting and carrying of objects heavier than 50 pounds.
- Physical activities required to perform essential duties include hearing conversation and traffic, speaking in an understandable voice; see well enough to operate-motor driven equipment in traffic and off-road, to use firefighting equipment, and review and produce work products.

**Notice:**
All qualified applicants will receive consideration for employment without regard to ancestry, color, creed, gender variance, genetic characteristics, immigration status, marital status, mental disability, national origin, physical disability, race, religion, sex, sexual orientation, source of income, age, or pregnancy.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.