



## Job Description

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<b>TITLE:</b> Fire Chief	<b>JOB CODE:</b> 1350
<b>DEPARTMENT:</b> Fire Department	<b>FLSA:</b> Exempt
<b>PREPARED:</b> November 2005	<b>FLSA CLASS:</b> Executive
<b>UPDATED:</b> April 12, 2022	<b>WORK LOCATION:</b> Aztec, NM
<b>REMOTE WORK ELIGIBLE:</b> YES	

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**Summary:** Under administrative direction of the County Manager, the Fire Chief plans, administers and directs the operations and staff of the fire department including the fire districts; provides management direction, training and support; ensures compliance with operating procedures and with applicable laws and regulations.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Develops, evaluates and implements department goals, policies and procedures; evaluates programs and work processes; ensures activities comply with applicable laws, policies and regulations.
- Manages operations and staff; prioritizes and assigns work and projects; hires, trains and evaluates staff; counsels, coaches and instructs employees; develops staff and conducts performance evaluations.
- Oversees the department budget; controls and approves the expenditure of funds.
- Prepares special and recurring reports, budgets, grants, proposals and contracts; recommends and implements changes to existing policies.
- Provides leadership, direction and coaching to local fire districts; assists in recruiting and selecting volunteers.
- Ensures that all programs are consistently applied and accomplished across districts.
- Serves as department spokesperson.
- Ensures consistent and effective administration of all department, County, State and Federal regulations.
- Directs department activities; administers programs; commits and directs department resources; acts as agent for the department.
- Responds to emergency calls as necessary.
- Conducts research and planning for the department; monitors industry trends and identifies potential changes; analyzes workload and recommends staffing assignments and adjustments; manages projects including grants and capital projects.
- Performs other related duties as assigned.

### Required Knowledge and Skills:

- Knowledge of the principles and practices of fire suppression and fire prevention.
- Knowledge of citizen volunteer fire and emergency medical services.
- Knowledge of all local, state and federal laws, ordinances, rules and regulations pertaining to fire protection, emergency medical services, public safety, fire protection, and arson investigations.
- Knowledge of management and personnel administration methods, techniques and policies.
- Knowledge of budgets, grant requirements and financial reporting.

## Job Description

### Fire Chief

- Knowledge of County policies and procedures.
- Skill in effectively managing, leading and delegating work and projects.
- Skill in identifying needs, developing programs and conducting training programs.
- Skill in evaluating the potential for arson.
- Skill in communicating tactfully and effectively with all levels of the general public, both orally and in writing.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Skill in planning and implementing policies and procedures.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the use of a personal computer and standard business software.

### Education and Experience:

- Bachelor's Degree in Public Administration, Business Administration or a related field and ten (10) years of experience in fire and emergency services; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Experience working with volunteer fire departments.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

### Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office and outdoors in varied weather conditions; requires physical exertion under vigorous and unusual conditions. May be subject to cuts, bruises, scrapes, burns, broken bones, insect and animal bites, germs, bacteria, viruses, environmental allergens, gases and fumes. May be subject to exposure to CRT's and VDT's. May be subject to life threatening situations.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

### Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.
- Specialized firefighting apparatus and tools.

### Approvals:

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____