



County Fire Chief

Job Description

Department: Fire
Position: Career Service
Grade: 514
Supervisory: Yes
Reports to: Utah County Sherriff

Summary

This role develops, directs, and oversees the Utah County Fire and Wildland suppression programs, both within and outside of Utah County.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Respond to, supervise, and performs fire suppression activities for emergency operations and wildland fires in the unincorporated portions of Utah County including Federal, State, and private lands.
2. Determine effective use of County resources in response to out-of-county fires and dispatch resources as appropriate.
3. Supervise and oversee both in-county fire crews and 20-person out-of-county wildland fire crews.
4. Supervise fire personnel and hold them accountable for standards set for safety and productivity. Organize and prepare fire personnel for fire suppression and projects. Direct resources from other entities as needed.
5. Make decisions with regard to firefighting methods used in accordance with state and federal requirements.
6. Conduct performance appraisals, and make recommendations regarding the hiring, training, and retention of staff.
7. Deploy and manage personnel and county resources. Make recommendations for improvements in firefighting processes.
8. Assign, direct, participate and supervise firefighting, medical emergencies, and related life and property protection. Ensure safe operation of fire equipment and apparatus.
9. Ensure fire personnel maintain accurate and current qualifications and training records in accordance with the National Wildland Coordination Group.
10. Produce written documents, such as track hours, resource documentation, reporting forms, and other documents required by contracts and agency policy, as delegated.
11. Facilitate recordkeeping in an incident management system.
12. Perform as Initial and/or Extended Attack Incident Commander in Utah County's unified command system for fire suppression activities and wildland fires.

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Job Title: County Fire Chief
FLSA: Non-Exempt
Effective Date: 9/01/2018
Public Safety: No

Worker's Compensation: Fire
Background Level: Civilian
Safety Sensitive: Yes
DOT: No

13. Direct other local fire resources as needed.
14. Maintain fire scene safety in accordance with agency policy and jurisdictional guidelines.
15. Inspect and maintain fire suppression equipment assigned to Utah County by Utah Division of Forestry, Fire, and State Lands.
16. Develop and implement fire management, fuels management and fire hazard reduction plans.
17. Direct the development of training programs, provide training, education and technical expertise in fire suppression activities and Wildland Fire qualifications for all County fire personnel.
18. Ensure that all Emergency and Wildland Fire personnel maintain accurate and current qualifications and training records in accordance with National Wildland Coordinating Group and National Standards.
19. Track hours worked and related paperwork to ensure accurate compensation for fire suppression activities and wildland fire crews.
20. Research and write grant requests for fuel mitigation projects and other suppression needs.
21. Initiate action on wildland fires, all risk incidents, and request resources for fire suppression operations.
22. Resolve inter-agency conflicts that arise during multi-jurisdictional incidents.
23. Serve as Utah County liaison for fire suppression activities and all wildland fire related matters.
24. Develop Urban Interface education programs for homeowners' associations and private home owners.
25. Recruit and select seasonal fire personnel for Wildland Fire Suppression Programs.
26. Serve as the State of Utah Wildland representative for Utah County.
27. Assist the Sheriff's Office, Emergency Services Division and perform related and other non-fire activities.

Knowledge, Skills, and Abilities

Knowledge of fire ground and emergency operations

Knowledge of wildland fire operations and Urban Interface

Knowledge of Incident Command System

Knowledge of Wildland fire management, planning and practices including prescribed fire, fuel management, fire histories, and fire hazard analysis

Knowledge of local fire contracts and agreements

Knowledge of report writing and form procedures

Knowledge of principles and techniques of supervision, leadership, and training

Ability to operate and maintain various types of fire-fighting equipment

Ability to supervise, motivate, and lead others

Ability to maintain cooperative relationships with those contacted in the course of work activities

Ability to effectively and efficiently evaluate emergency situations, determine the appropriate response, and implement the appropriate incident action plan

Ability to remain calm and decisive in chaotic and confusing situations

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Supervisory Responsibility

This position has five direct reports and oversees the department.

Work Environment

Work is regularly performed for sustained periods outdoors in all weather conditions. While performing the duties of this job, the employee is exposed to unknown, dangerous and/or life-threatening conditions. There is risk of bodily injury from heat, smoke, flames, and exhaustion, and from moving mechanical parts such as equipment, tools, or machinery. This role is exposed to conditions such as fumes, noxious odors, dusts, mists, gasses, and poor ventilation. This job requires the use of protective clothing and devices, such as masks, goggles, and gloves. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. This position regularly operates a motor vehicle.

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.

This job requires physical readiness and stamina to respond quickly in dangerous situations and to work in steep, slippery, or otherwise adverse environments. While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This job requires equipment to be carried up and down steep mountainous terrain. Specific vision abilities by this job include close vision and ability to adjust focus. The employee must be able to meet the requirements of the Work Capacity Test (WCT) for Wildland Firefighters at the arduous level annually.

Position Type/ Expected Hours of Work.

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Evening and weekend work may be required as job duties demand.

Travel

This position requires significant travel within the state and to other states during the fire season.

Required Education and Experience

1. Associate degree in Fire Science or a closely related field.
2. Four (4) years' work experience in professional wildland fire suppression with two (2) of these years in a supervisory capacity.
3. Other combinations of education and experience that include two years of wildland fire supervisory experience may also be considered.

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Preferred Education and Experience

- 1. Advanced training in wildland fire suppression tactics.
- 2. Type 4 Incident Command certification under the NIIMS incident command system.

Additional Eligibility Qualifications

- 1. Applicants must possess a valid driver’s license and obtain a valid State of Utah Driver’s License within 60 days of employment.
- 2. Applicants must possess certification as Engine Captain under the National Wildfire Coordinating Group’s qualification system (red card).
- 3. Applicants must possess Type 5 Incident Command certification under the NIIMS incident command system and obtain Type 4 within two years in position.
- 4. Applicants must be able to meet the requirements of the Work Capacity Test (WCT) for Wildland Firefighters at the arduous level during the probationary period for new hires or during the trial period for promoted County employees. Such probationary or trial period during which certification must be obtained may not exceed twelve months. Incumbents are required to take and pass this test annually.
- 5. Selected applicants are subject to, and must pass, a complete background check

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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