

Village of Taos Ski Valley

Job Description

Job Title: Fire/EMS Chief

Job Code: 550

Division: Administration

Effective Date: 06/25

Department: Fire

Last Revised: 06/25

GENERAL PURPOSE

Performs **administrative and technical skilled duties** related to planning, organizing, directing, staffing, and coordinating fire prevention, suppression activities, emergency medical services and search and rescue. within the Village of Taos Ski Valley.

SUPERVISION RECEIVED

Works under the general supervision from the Village Manager, Director of Public Safety and the Board of Directors.

SUPERVISION EXERCISED

Provides general supervision to paid and volunteer department personnel including Assistant Fire Chief(s) II & I, Engineer, Fire Fighter(s) II, I, EMT's and Volunteers.

ESSENTIAL FUNCTIONS

Plans, directs and administers fire prevention, suppression and rescue programs of the village; develops village policy into action plans and strategies; develops, recommends and/or approves changes in fire ordinances and codes; directs fire code enforcement programs and practices; determines essential resources needed to achieve program objectives and allocates resources to various phases of department operations; examines building plans and specifications for compliance with fire codes and gives approval.

Prepares and administers department budget; approves ordering of equipment and supplies; verifies costs incurred by department; monitors expenditures to assure conformity to established fiscal constraints; prepares and writes reports on department activity; seeks and applies for alternative funding through grants and other financial programs targeting fire prevention and safety; administers funds and programs to conform to grant requirements.

Supervises and conducts departmental training related to fire prevention, suppression and investigation, equipment maintenance and hazardous materials handling; may serve as member of county EMS council and local emergency planning committee.

Exercises supervision over department personnel; establishes policies, rules and regulations as deemed necessary and expedient for the department; assigns and evaluates work; handles grievances, maintains departmental discipline and the conduct and general behavior of assigned personnel; disciplines personnel when necessary.

Assists with interviewing, screening and hiring of new department members; supervises and coordinates the training of new personnel; participates in the planning and implementation of fire drills; conducts department meetings; updates and informs personnel of new policy changes or procedures.

Participates in and/or delegates investigation of fires (24 hours a day); determines the magnitude and needs of fire and/or hazardous material incident to expedite suppression or containment and minimize property loss.

Responds to fires and performs as incident commander; directs department personnel in the performance of their duties; makes decisions concerning effective fire strategy, water source usage, overhaul, removal of property, and blockading streets or other entrances while a fire is in progress for the protection of life and property; performs firefighting activities including operating equipment, laying hose, and performing fire combat, containment and extinguishment tasks; may direct activities at the scene of major emergencies, as required.

Supervises and participates in the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances.

Develops and oversees station maintenance and general upkeep; assures upkeep and functional operation of all equipment and firefighting and EMS apparatus; assures department readiness to deliver efficient and effective response to fire and emergencies.

Conducts public meetings or issues public notices to inform citizens of fire hazards in the community and activities of the Fire department; enforces rules and regulations established for protection of life and property; may make presentations to civic groups; develops and maintains good public relations with the community.

Performs related duties as required.

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MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school, plus two (2) years of specialized training in fire science; First Responders Training
AND
- B. Eight (8) years progressively responsible fire fighting experience; Two (2) years of which must have been in a supervisory capacity.
OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Thorough knowledge of laws, ordinances, codes, and regulations affecting goals, objectives, and department operation; modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; maintenance requirements and practices of fire fighting equipment and apparatus; departmental rules, policies and regulations; village geography; first aid and resuscitation techniques and related emergency medical practices and procedures. **Considerable knowledge of** principles of supervision and management practices and procedures; budget development and preparation; common fire and chemical hazards and related safety precautions; public speaking and interpersonal communication skills; modern practices related to personnel training, management and motivation; fire fighting techniques and equipment; fire/arson investigation procedures.

Considerable skill in the art of diplomacy and cooperative problem solving. leadership and management; evaluation of tactical and operational requirements of conflagration situations. **Skill in the use of** fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, calculator, telephone.

Ability to plan, organize and direct the implementation of overall fire department programs and objectives; direct and supervise various levels of professional fire fighters; evaluate performance without partiality; communicate effectively, verbally and in writing; make quick and accurate decisions in emergency situations, develop effective working relationships with local elected officials, village merchants, subordinates, and the public.

3. Special Qualifications:

Must possess a valid New Mexico Commercial Driver's License endorsement or certification of Emergency Vehicle Accident Prevention Program (EVAP). Must be or within 1 year of hire a New Mexico State fire fighter certified, Level 1, NFPA 1001 standards. Must be Wildland Firefighter Certified, S-130, S-190, I-100. May be required to be SARA, Title III Certified (HAZMAT).

4. Work Environment:

Functions of the position generally performed in an controlled environment, but subject to all seasonal and weather extremes. Emergency response travel expected in normal course of performing duties. Many functions of the work pose a high degree of hazard uncertainty. Various levels of mental application are required, i.e.; memory for details, emotional stability, discriminating thinking, creative problem solving. Works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. Continuous use of motor skills.

The job description does not constitute an employment agreement between the Village and employee and is subject to change by the Village as the needs of the Village and requirements of the job change. Employee Signature: _____ Date: _____