

**FOR INFORMATION PURPOSES ONLY
NO NEW APPLICATIONS ARE BEING TAKEN AT THIS TIME**

Job Posting Information

Company Name: Foothills Fire Protection District (FFPD)

Web Address: www.foothillsfire.org

Company Mailing Address: 28812 Rainbow Hills Road
Evergreen, CO 80439

Primary Phone Number: (303) 526-0707

Type of Opportunity: **Full Time, Salaried, Exempt Fire Chief**

- Hours Per Week: 40 hrs. per week, schedule to be determined

- Salary: Market salary negotiable based on experience, plus FFPA and benefits.



Foothills Fire Protection District, a Colorado Fire Protection District under C.R.S. Title 32, seeks a full time, salaried, exempt Fire Chief for the Foothills Fire and Rescue and to serve administrative functions for the District.

Applicants should submit a letter of interest and resume to

- a. the Chief Interview Committee at tj-ffpd@carneylaw.net, or
- b. by fax to (720) 294-0480, or
- c. by mail to "Interview Committee, Foothills Fire 28812 Rainbow Hill Road, Evergreen CO 80439"

Deadline for submission- Monday, November 30, 2009 at 5:00 pm Mountain Standard Time.
(Questions should be directed to the above e-mail).

The Position is generally described as follows:

Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency response services to prevent or minimize the loss of life and property by fire and emergency conditions within the Foothills Fire Protection District.

Is hired by and works under the general guidance and direction of the Board of Directors of the District, with day to day responsibility over the District's activities and command of the Department.

Supervises the paid responders and volunteer Assistant and Deputy Fire Chiefs directly, and other department staff through these subordinate volunteer officers. (Final staffing and organization of the Volunteer Department will be determined by the initial Chief with approval of the Board.)

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, coordinates, supervises and evaluates Department operations.

Implements existing Standard Operating Guidelines of the Department, and establishes or revises (with final Board approval) such policies and procedures for the Department in order to implement directives from the District Board.

Responds to alarms and may direct activities at the scene of major emergencies as a responder.

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

Directs the operation of departmental in-service training activities.

Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.

Prepares and submits monthly reports to the Board and attends Monthly Board meetings, regarding the Departments' activities and prepares a variety of other reports as appropriate including the annual report of activities.

Plans departmental operation with respect to equipment, apparatus, and personnel; supervises the implementation of such plans subject to Board budgeting and oversight.

Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.

Administrative oversight and management regarding grants, budget development, statutory district requirements and Board support.

PERIPHERAL DUTIES

Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Departments' activities.

Attends conferences and meetings to keep abreast of current trends in the field; represents the City Fire/EMS Departments in a variety of local, county, state and other meetings.

Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.

Serves as a member of various employee, volunteer, membership and officer committees.

DESIRED QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent with specialized training in fire department administration.
- (B) Prior work experience of a progressively responsible nature in fire fighting and prevention, including supervisory duties which must have been equivalent to Fire Lieutenant or higher.
- (C) Experience and/or training in developing, preparing or overseeing grant applications, submission and follow-through is a major positive.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification; Considerable knowledge of applicable laws, ordinances, departmental
- (B) Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and Ability to meet the special requirements listed below.

Other Requirements:

- (A) Must be twenty-one (21) years of age or older at time of hire;
- (B) Must possess, or be able to obtain by time of hire, a valid State Driver's License with either Commercial Driver's License endorsement or certification of Emergency Vehicle Accident Prevention Program (EVAP) without record of suspension or revocation in any state;
- (C) No felony convictions or disqualifying criminal histories within the past seven years;
- (D) Ability to read and write the English language, and
- (E) Ability to meet Departmental physical standards with appropriate state and/or national certifications for a paid responder.

THE DEPARTMENT

Foothills Fire and Rescue is a primarily volunteer department with 40 plus active volunteers and 3 paid staff (which upon hiring will include the Chief candidate) and with District Administrative responsibilities. The District is located in the foothills west of Golden, Colorado, and provides response to approximately 7 miles of I-70, and 25 square miles of varied valley and mountain terrain including residential, business and open land areas. The Department provides wild-land, structure, rescue, extrication, high-angle and related fire and rescue services.

The successful candidate will have the ability to confirm or restructure the command of the Department, and it is anticipated that the primary support officers will be volunteers.

THE DISTRICT

Foothills Fire Protection District is a Title 32 Fire District organized to provide the financial support for the Department. The primary source of revenue is property taxes, and the current tax revenue is approximately \$815,000 per year. This is supplemented with response charges and grants received.

The successful candidate will have the ability to organize and define the administrative support provided to the elected Board of Directors.

SELECTION GUIDELINES

Market salary negotiable based on experience, plus FFPA and benefits.

NOTE: Appointees will be subject to completion of a standard probationary period of a minimum of 6 months, but extendable to up to 1 year (1 budget presentation cycle) at the discretion of the Board.