



ELIZABETH FIRE PROTECTION DISTRICT
155 W. KIOWA AVE.
ELIZABETH, CO 80107

POSITION DESCRIPTION

POSITION: FIRE CHIEF

STATUS: FULL-TIME; FLSA EXEMPT

EMPLOYMENT STATUS: AT-WILL

WORK HOURS: AS NECESSARY TO SATISFACTORILY PERFORM DUTIES AND RESPONSIBILITIES OF POSITION

DATE: August 2026

This position description is established by the Board of Directors ("Board") of the Elizabeth Fire Protection District ("District") to outline the basic requirements, duties and general responsibilities of the position of Fire Chief. This position is "at-will," which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

The headings in this Job Description are for reference only and shall not affect its interpretation.

Position Summary:

The Fire Chief is the District's Chief Executive Officer and Commander in Chief. The Fire Chief is responsible for implementing the rules, policies and procedures established by the District Board, and carrying out the duties imposed upon the Fire Chief by Federal, State or local laws, rules, regulations, codes, standards or ordinances, including but not limited to, the duties imposed by the Colorado Special District Act, C.R.S. §32-1-1002, applicable medical protocols, and the applicable Fire Code(s) and Nationally Recognized Standards (collectively, "Controlling Law"). The Fire Chief is responsible for all aspects of the day-to-day administration, operation and finances of the District, including, but not limited to maintaining the development, implementation, supervision, and evaluation of fire suppression, community risk reduction, emergency rescue, hazardous materials, ambulance and emergency medical services provided by the District directly or through a third-party provider.

Nothing in this Job Description shall be deemed an irrevocable delegation of any express or implied power or authority of the Board. The Board expressly reserves to itself all express and implied powers or authority vested in it by applicable law.

Primary Duties and Responsibilities:

In addition to duties imposed by the Board from time to time, and by Controlling Law, the primary powers, duties and general responsibilities of the Fire Chief shall include:

1. Serves as the Chief Executive Officer and Commander in Chief under the general supervision of the Board.
2. Supervises, directs and coordinates personnel, administration, finances and operations to achieve Board policies and objectives, directly or through subordinate personnel.
3. Plans District operations with respect to fire stations, equipment, apparatus, and personnel; supervises both short-range and long-range implementation of plans; studies the general trends and implications of changes in methods of building construction, industrial and manufacturing processes, firefighting equipment and apparatus, and directs District planning to meet these trends and changes. Responsible for the development, implementation and on-going evaluation of Emergency Services provided by the District, directly or through a third-party provider.
4. Develops such rules and procedures, and issue such orders and directives, as may from time to time be necessary to implement and enforce the rules, policies and procedures established by the Board, and imposed by State law. Such rules, procedures, orders and directives shall be consistent with Controlling Law, the District's Member Handbook, and all other rules, policies and procedures established by the District Board.
5. Directs the preparation and ensures the communication of special orders, instructions, notices, administrative memoranda, and other forms of communication to the District; directs the preparation of District manuals for use of members; participates in the preparation of specifications for new equipment, stations, and other facilities and equipment. Hires, effectively supervises and terminates personnel, at their discretion, and within the limitations of the budget approved by the Board.
6. Maintains the authority to allow or cancel vacation and leaves of absence to maintain adequate staffing for normal daily operations or extraordinary circumstances.
7. Requires and receives from each member a high-level of professional service to the District and enforces (or oversees enforcement of) compliance with all District rules, policies and procedures, and all orders and directives.
8. Supervises, directs and coordinates personnel and operations to achieve District objectives either directly or through subordinate command officers.
9. Maintains administrative responsibility to ensure the proper maintenance and security of District equipment, apparatus, facilities and other property.
10. Oversees and directs the department's Community Risk Reduction (CRR) programs to enhance public safety through proactive fire prevention, code enforcement, inspections, public education, and risk mitigation initiatives. Responsible for ensuring compliance with adopted fire, life safety, and building codes through the development, implementation, and administration of comprehensive inspection and enforcement programs.

11. Commands fire ground and emergency operations of the District, as the Fire Chief deems necessary and appropriate. When present, the Fire Chief should command fire ground and emergency operations of the District using NIMS and ICS Principals.
12. Prepares special reports upon any matters, which, in the Fire Chief's judgment, are required, or as required by the District Board.
13. Maintains suitable office hours at the District's Headquarters for the proper transaction of all official business.
14. Operates the District in an efficient, effective and economical manner as established by the Board.
15. Develops and maintains positive, effective working relationships with District members, other emergency services agencies, other governmental agencies and the community.
16. Directs and oversees the development of a proposed budget for timely submission to the Board each year and ensures that District revenues and expenditures are within the amounts established by the budgets approved by the Board.
17. Effectively handles multiple responsibilities simultaneously, prioritizes responsibilities appropriately, and performs responsibilities in a thorough and timely manner.
18. Makes sound decisions in extremely stressful and life-threatening situations. Willing to make timely, fact-based decisions; ability to handle uncertainty and clarify ambiguities timely and effectively. Ability to see unusual aspects of a problem and find unique solutions; evaluate results for effectiveness.
19. Utilizes talents and capabilities of staff and members to achieve efficient and capable operations while developing them for future opportunities within the District.
20. Develops plans based upon a thorough analysis of relevant facts, and relevant costs and benefits, and sets clear, precise, measurable goals.
21. Responsible for all aspects of the organization, administration and documenting of, and accounting for, the District's finances.
22. Shall generally be available at all times either in person, via cell phone or electronic communication to address any emergencies.
23. Maintains a non-call status for the district to ensure constant command staff availability utilizing qualified staff members. If provided a District take-home vehicle, the Fire Chief:
a) shall at all times ensure the vehicle is clearly marked as a fire vehicle through painted insignia or words; b) shall use the District vehicle to commute to and from the District's fire stations to perform his/her duties; and c) shall not use the District vehicle for personal purposes (other than commuting) outside the District's jurisdiction.
24. Consistently promotes a professional image of the District at all times.
25. Performs such other duties as may be assigned by the Board and as required by the laws of the State of Colorado.

26. Satisfactorily completes the required level of physical agility testing on an annual basis.

Immediate Supervisor:

The Fire Chief works at the pleasure, and under the direction and guidance, of the Board.

Supervisory Authority:

The Fire Chief is responsible for the supervision of all District volunteers, reserves, and employees, directly and through subordinate supervisors.

Minimum Qualification and Certification Requirements:

1. Possess a Bachelor's degree recognized from an accredited institution in fire science, management or other field related to the fire service, or any equivalent combination of education and/or experience that provides the required knowledge and abilities for the position.
2. A minimum of ten years of experience with a progressive fire department in functional areas, including fire prevention, fire suppression, training, hazardous materials, emergency medical operations, and fire administration.
3. Possess and maintain a valid State C.P.R. and First Aid certification.
4. Possess and maintain a valid State of Colorado Haz-Mat Operations certification.
5. Possess and maintain a valid State of Colorado Fire Officer I certification.
6. Attend a minimum of 40 hours Management Training or other training directed by the Board, each calendar year.
7. Successful completion of NIMS/ICS certifications including ICS300,400, IS700,800.
8. Possess and maintain a valid State of Colorado driver's license with a satisfactory driving record and be insurable by the District's carrier.
9. Meet physical fitness requirements, established by the District for this position, specifically must be able to successfully complete the NWCG Light Walk Test.
10. Within 90 days from the date of hire, must be able to consistently respond from his/her place of residence to any District boundary line within fifteen (15) minutes.
11. Comprehensive knowledge of the District's rules, policies and procedures, including but not limited to the rules, policies and procedures contained in the District's Member Handbook, and SOGs, and Controlling Law., and demonstrative an ability to effectively and uniformly enforce them.
12. Ability to use a personal computer, including word processing software, database software.
13. Proficient in the use of District's communications systems.
14. Demonstrate high-quality leadership skills at all times.
15. Strong personnel management skills, including but not limited to, encouraging feedback and suggestions, and initiating regular discussions with subordinates.

Working Environment/Physical Requirements:

This position requires work in a variety of locations and conditions, including living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.

1. A portion of this position will involve sedentary, administrative work in an office environment; however, in emergency situations, the Fire Chief may be required to

supervise fire ground activities at an emergency incident and/or perform Firefighter duties.

2. Strenuous physical activity under extreme adverse conditions will be required periodically.
3. This position requires training in and use of safety equipment necessary for the working environment, including without limitation, self-contained breathing apparatus (SCBA) and other personal protective equipment (PPE).
4. This position requires standing, running, walking, sitting, kneeling, twisting, stooping, bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping digging, spraying, reaching over head, reaching away from body, and repetitive motion.
5. Will be required to work in all weather conditions and in extreme temperatures below twenty degrees (20 degrees) Fahrenheit and in excess of one hundred degrees (100 degrees) Fahrenheit.
6. Work may be performed under dangerous, hazardous and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
7. Work may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dusts, which may require use of personal protection equipment.
8. Work may result in exposure to infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, COVID, etc.
9. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
10. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
11. This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.
12. This position will involve periods of high physical, mental and/or emotional stress.

ACKNOWLEDGEMENT:

I acknowledge receipt of this job description.

Signature

Date

(Print Full Name)

President, Board of Directors

Date