



CRESTED BUTTE FIRE PROTECTION DISTRICT

300 COUNTY ROAD 317 / P.O. BOX 1009
CRESTED BUTTE, CO 81224
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WEBSITE: WWW.CBFPD.ORG

Job Description Fire & EMS Chief

Employment Status: Full-Time
Reports to: Board of Directors
Typical Schedule: 40 hours per week
FLSA Status: Exempt
Salary Schedule: Fire & EMS Chief

Position Summary

The Fire & EMS Chief (Chief) is the District's Chief Executive Officer, Ambulance Service Administrator, and statutory Fire Chief. The Chief is responsible to the District Board of Directors for effective and efficient operation of the District, and for advancing the Board's strategic direction through sound executive management. The Chief is accountable for all aspects of day-to-day administration, operations, and finances of the District, and performs the management functions of planning, organizing, leading, and controlling to assure capable and effective fire suppression, fire prevention, code enforcement, wildland fire, advanced life support emergency medical services, ambulance transport, rescue, hazardous materials response, and related all-hazards services to the residents, visitors, and communities of the District.

The District serves an approximately 220-square-mile service area at high elevation in the Upper Gunnison Valley inclusive of two municipal jurisdictions and unincorporated Gunnison County, with a resident population of approximately 5,000 that expands with seasonal visitors. The District operates with full-time, part-time, and volunteer personnel. The geographic nature of the District and the complexity of its service mix require particular attention to facilities, staffing, mutual aid, and the integration of career and reserve personnel.

Supervision Received

Works under the direct supervision and authority of the District Board of Directors.

Supervision Exercised

All District personnel, directly and through the leadership team.

Essential Job Functions

The following competency areas describe the observable behaviors and outcomes by which the Board evaluates the Chief's performance. They are distinct from the authority and delegation framework in the Employment Agreement and are not intended to be all-inclusive.

Executive Leadership and Organizational Development

- Creates and sustains a work environment in which career, part-time, and volunteer personnel are treated equitably and feel invested in the District's mission.
- Models the District's values in daily conduct and sets a consistent standard of professionalism, integrity, and accountability for all personnel.
- Develops subordinate leaders through deliberate coaching, structured professional development, and meaningful delegation, building depth in the organization over time.
- Demonstrates sound judgment in ambiguous or politically sensitive situations, balancing organizational interests with community expectations and legal obligations.
- Maintains current knowledge of fire service and EMS leadership practices through ongoing professional development and applies that knowledge to improve District programs.

All-Hazards Operations and Service Delivery

- Demonstrates working command-level competency across the District's full-service portfolio, including emergency medical services, fire suppression, wildland fire, technical rescue, and HazMat.
- Evaluates training program effectiveness and takes corrective action when personnel or system performance does not meet established standards.
- Applies data and after-action review to identify trends in response performance, patient outcomes, and safety, and drives measurable improvement.
- Maintains the District's community risk reduction program as an integrated function, not a collateral duty, with measurable outcomes tied to identified hazard profiles.
- Manages EMS operations in compliance with applicable state and federal regulations, medical director protocols, and billing and transport requirements.

Board Relations, Governance, and External Affairs

- Keeps the Board accurately and completely informed on matters within its purview, including emerging operational, financial, legal, and personnel issues, with sufficient lead time for meaningful deliberation.
- Presents issues to the Board with a clear staff recommendation and the analysis supporting it, while remaining responsive to Board direction.
- Represents the District credibly and professionally with elected officials, partner agencies, the media, and the public, advancing the District's interests without creating avoidable controversy.
- Builds and sustains productive relationships with the Town of Crested Butte, the Town of Mt. Crested Butte, Gunnison County, and other jurisdictional partners in ways that benefit District constituents.
- Manages workforce relations with professionalism and in good faith, minimizing conflict and sustaining a functional working relationship with employee representatives.

Financial Management and Administrative Performance

- Produces a budget that accurately reflects operational requirements, is grounded in multi-year planning assumptions, and is presented with analysis sufficient for informed Board adoption.
- Executes the adopted budget with fiscal discipline, alerts the Board to material variances promptly, and identifies corrective action before variances become problems.
- Completes and presents an annual self-performance assessment to the Board covering accomplishments against goals, areas for improvement, and proposed goals for the coming year.

- Manages capital planning, procurement, and major projects with appropriate controls, competitive processes, and timely reporting to the Board.
- Maintains the District's policy and procedure library in a current, organized, and legally compliant state, and ensures personnel are trained on applicable policies.

Minimum Qualifications

Education and Experience

- Bachelor's degree in Fire Service Administration, Emergency Services Administration, Public Administration, Business Administration, Emergency Management, or related field from an accredited institution.
- At least ten years of progressively responsible experience in the fire and/or EMS service, with at least five years as a chief officer or in a comparable executive leadership role.

Required Licenses and Certifications

(Current or able to obtain within 1 year of hire)

- Valid Colorado driver's license and safe driving record, or ability to obtain within 90 days of hire.
- Current Colorado Emergency Medical Technician (EMT) certification, or higher level of EMS licensure.
- Colorado Fire Officer II certification.
- ICS 400 and NIMS 700 certifications.
- CPR certification.

Residency

- Must be able to respond from residence to District Headquarters within 30 minutes at all times of day, or establish such residency within 180 days of hire.

Preferred Qualifications

- Master's degree in Fire Science, Public Administration, Business Administration, Emergency Management, or a closely related field.
- National Fire Academy Executive Fire Officer (EFO) designation, Center for Public Safety Excellence Chief Fire or EMS Officer (CFO/CEMSO) designation, or Colorado Executive Fire Administrator (CEFA) or equivalent fire officer credential.
- Current or former certification as a paramedic with ALS transport, critical care and/or interfacility transport experience.
- Demonstrated familiarity with Colorado Special District law (Title 32, C.R.S.) and special district governance.
- Experience managing EMS billing, transport operations, and compliance with state and federal EMS regulations.
- Residency within or proximate to the District boundaries.

Necessary Knowledge, Skills, and Abilities

- Comprehensive knowledge of fire suppression, emergency medical services, and all-hazards emergency operations at the command level.
- Working knowledge of applicable federal, state, and local laws governing fire protection districts, EMS, and employment, including Colorado Special District law.

- Proficiency in public sector budget development, financial analysis, and long-term fiscal planning.
- Strong personnel management skills, including performance evaluation, labor relations, and progressive discipline.
- Ability to communicate effectively, verbally and in writing, with diverse audiences including elected officials, staff, the media, and the public.
- Demonstrated ability to manage multiple priorities under time pressure and in high-stress environments.
- Organizational, planning, and project management skills.
- Proficiency in records management systems, Microsoft Office, and public safety technology platforms.
- Ability to make sound, timely decisions under conditions of stress, uncertainty, and incomplete information.
- Consistent and constructive leadership skills that build credibility with career, part-time, and volunteer personnel.

Special Requirements

- Must successfully complete applicable pre-offer and post-offer processes, which may include: oral board, written or verbal assessment, reference checks, criminal background check, driving record check, pre-employment physical examination and drug screen, and psychological evaluation.
- Must maintain all required certifications and licenses on a continuing basis.
- Must participate in the District's fitness for duty program as required by applicable policy.

Physical Demands

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Physical demands include standing, walking, running, kneeling, stooping, lifting, pushing, pulling, crawling, climbing, and sustained administrative work at a computer. The position requires the ability to lift and carry objects up to 100 pounds occasionally and 25 pounds frequently. Good near and distance vision, peripheral vision, depth perception, and color vision are required.

Work Environment

This position requires the ability to work evenings, weekends, and holidays as needed. A portion of this position involves administrative work in an office environment; however, the Chief may be required to respond to and supervise emergency incident operations under adverse conditions. Conditions may include weakened structures, slippery or uneven surfaces, proximity to moving equipment, burning structures, electrical hazards, high places, confined spaces, hazardous materials, smoke, gases, extreme temperatures, and exposure to blood-borne pathogens or infectious disease. Personal protective equipment will be required in these settings.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Crested Butte Fire Protection District maintains a drug-, alcohol-, and tobacco-free environment.