



## **Fire Chief**

Evergreen Fire Rescue is currently looking for a Fire Chief to provide coordination, leadership and direction to all divisions of Evergreen Fire Rescue!

### **Who we are**

The Evergreen Fire Protection District (d.b.a. Evergreen Fire/Rescue) is located in Evergreen, Colorado (elevation approximately 7,200 feet) and is 126-square miles of mountainous terrain with some areas exceeding 10,000 feet in elevation. As a quasi-municipal corporation and political subdivision of the State of Colorado organized under the Colorado Special District Act, Evergreen Fire Protection District provides fire protection and emergency medical response services to the District's inhabitants and visitors in a Wildland-Urban interface environment.

### **Our Philosophy and Goals**

Evergreen Fire/Rescue (EFR) combines the efficiency of dispatch, emergency medical and fire response services under one organized entity. EFR, through its paid staff and volunteer firefighters, aims to provide first rate, professional and courteous service to the residents and visitors of the District. EFR is committed to fostering the advancement of its volunteers and paid staff consistent with this overall commitment to service.

Evergreen Fire Rescue is classified as a Special District with a Board of Directors. It includes paid Emergency Medical Service, Communications, Maintenance and Administration personnel, Volunteer Firefighters, a Communications Center, a Maintenance Center, eight (8) Fire Stations (2 with EMS quarters), and an Administration Building. EFR also has a total of 53 rolling units with an annual budget of approximately \$4.5 million.

Evergreen Fire/Rescue's mission is protecting life, property, and the environment through prevention, preparedness, education, and emergency response. Our vision is to achieve our highest potential by 1) recognizing change in our community and responding accordingly, 2) cultivate a safe and effective environment for the public and our members, 3) create a positive work environment through effective internal communication, relationships and leadership, 4) striving to be role models in our community and profession, 5) promoting responsible stewardship of the resources provided by our community and 6) utilizing technology and methods to enhance our service delivery. Evergreen Fire/Rescue has a commitment to the following values: Respect and Integrity, Effective Communication, Responsibility and Accountability, Team Work, Encouragement, Commitment, and Pride.

## **District Goals and Position Profile**

The district's goals are to find a Fire Chief who represents the Evergreen Fire Protection District in the community and advocates education and action in fire prevention and suppression, by upholding the District's Mission, Vision and Values and serving as a one-incumbent position under the Board of Directors.

This regular, full time position will direct and oversee the activities of all operational divisions of Evergreen Fire Rescue. This position will also participate and work with the Division Managers/Supervisors to direct, plan, develop, implement, support and review all aspects of each division.

## **Requirements for the Ideal Candidate**

Qualified candidates are *preferred* to have the following:

- Bachelor's degree in a related field, plus a record of continuing education and professional development (we will consider equivalent combinations of education and experience).
- Ten (10) years of progressively responsible, full-time experience in fire service with three (3) years of management level experience.
- Minimum of Fire Fighter I within one (1) year of employment
- Experience with a volunteer system
- Administrative management experience in the public sector
- Wildland experience
- PIO knowledge
- Knowledge of Emergency Medical Systems and Communications a plus!

This position requires candidate to have or obtain a Colorado driver's license, EMT Basic or higher and all certifications must be Colorado or State or transferable.

The candidate must also have knowledge of people and personnel management, municipal management, leadership techniques and methodologies and rules, regulations and statutes of Colorado State pertaining to fire prevention, fire fighting, communications and emergency medical services.

The successful candidate will be required to authorize and successfully pass a thorough background investigation and a physical examination (including drug screen) and live or be willing to relocate to within twenty (20) miles and/or thirty (30) minutes of the district

## **District Staffing**

9- full time Dispatchers

4- part time Dispatchers

12- full time Paramedics

5- part time Paramedics

1- full time EMS Coordinator

1- full time Fire Marshal

2- full time Fire Inspectors/Community Educators

1- full time Fleet Manager

5- District Board Members

1- full time Fleet Mechanic

1- full time Administrative Assistant

1- full time Office Manager/Ambulance Biller

1- part time Finance Director

1- part time HR Manager

1- full time Facilities Superintendent

84- Volunteer Firefighters

## **Compensation and Benefits**

The starting salary range for this position is \$80,000-\$95,000, depending on the experience and qualifications of the chosen candidate.

This position is afforded the use of a District vehicle provided by Evergreen Fire Rescue, participation in Fire and Police Pension Association (FPPA) Statewide Defined Benefit and the Death and Disability Plans, as well as district-funded short-term disability, long-term disability 401(a) and life insurance. This position will also have the opportunity to participate in Evergreen's medical, dental and vision insurance options, as well as the Flex Spending Account (FSA).

## **Application Process**

Qualified individuals should send their resume, cover letter and salary history to the HR Manager in order to be considered for the position:

### **Human Resources at Evergreen Fire Rescue**

Eva Whitehead, HR Manager  
1802 Bergen Parkway, Evergreen, CO, 80439  
[ewhitehead@evergreenfirerescue.com](mailto:ewhitehead@evergreenfirerescue.com) email  
303.674.8701 fax

**The application deadline is January 20, 2012**

**An EO/ADA Employer**



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## Evergreen Fire Protection District

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### Fire Chief Job Description

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**Job Title:** Fire Chief

**Reports to:** Evergreen Fire Protection District Board

**Department:** Administration

**FLSA Status:** Exempt

**Supervisory Responsibility:**

Supervises all Evergreen Fire Protection Divisions and activities

**Position Summary:**

This position provides coordination, leadership and direction to all fire operations, fire prevention, emergency medical services, communications, fleet maintenance and administrative divisions of the Evergreen Fire Protection District, under the guidance of the Board of Directors. This position is responsible for the performance and effectiveness of all divisions.

**Essential Functions:**

- Directs and oversees the activities of all operational divisions of Evergreen Fire/Rescue reporting to the Evergreen Fire Protection District Board of Directors.
- Participates and works with the Division Managers/Supervisors to direct, develop, plan, implement, support and review:
  - Departmental short and long-term goals and strategic plans to achieve organizational goals.
  - Administrative functions, including: policy development, planning, personnel administration, training, equipment purchasing, and the allocation of resources.
  - The evaluation and recommendation for construction of facilities and the purchase of apparatus and equipment.
  - Develop annual budgets in conjunction with each Division Manager and monitors expenditures of each division to ensure compliance with budgeting guidelines.
  - Establish operational standards for the department.
  - Develop recommendations for the protection of life and property within the District.



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## Evergreen Fire Protection District

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### Fire Chief Job Description

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- Assigns appropriate staff to relevant educational events and functional groups and represents the department at appropriate meetings and functions
- Directs the planning of major emergency response operations and oversees their implementation to ensure effective and efficient departmental activities
- Demonstrates continuous effort to improve operations and works cooperatively and jointly with all divisions to improve and promote quality internal and external customer service.
- Actively participates in EVFD and EMS training to ensure understanding and consistency in operations and skill sets.
- Leads, manages and promotes services by facilitating positive work relationships, motivating organization members and maintaining a positive work environment.
- Promotes effective interagency coordination and cooperation of emergency services.
- Fosters and maintains effective relationships with community and public service agencies by responding to citizen concerns and determines appropriate resolution to maintain positive community customer relations for the department.
- Demonstrates excellent verbal and written communication skills.

#### Additional Functions:

- Will need to serve as the Public Information Officer (PIO) when needed
- Other duties as assigned

#### Minimum Education and Experience:

- Bachelor's degree in a related field preferred, plus a record of continuing education and professional development
- Minimum of ten (10) years of progressively responsible, full-time experience in fire service with a minimum of three (3) years of management level experience preferred
- Minimum Fire Fighter I certification
- Experience with a volunteer fire system
- Administration management experience in the public sector
- Wildland fire experience
- PIO knowledge



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## Evergreen Fire Protection District

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### Fire Chief Job Description

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- Knowledge of Emergency Medical Systems and Communications preferred
- EMT Basic or higher required
- Must have a valid Colorado Driver's License
- Must live within twenty (20) miles or thirty (30) minutes of the district
- All certifications must be Colorado State or transferable

#### Additional Requirements:

- Performs other functions as may be required by the position or at the direction of the Board of Directors.
- Must consent to and successfully complete a background check and physical examination by a District approved physician, including a drug screen.

#### Job Specifications:

##### **Must have knowledge of-**

- The principles, practices, methods, and equipment employed in modern fire fighting and emergency medical services.
- Fire hazards and fire prevention techniques.
- The use of fire records and their application to fire prevention and fire protection administration.
- The rules, regulations and statutes of the department and State of Colorado and ordinances pertaining to fire prevention and the delivery of emergency medical services.
- Proven leadership techniques and methodologies designed to build trust and confidence.

##### **Must have the ability to-**

- Positively motivate all members of Evergreen Fire/Rescue by empowering, mentoring, and supporting the professional growth of others.
- Effectively communicate with customers, clients, or the public in face-to-face one-on-one settings, in group meetings, by telephone or electronic media.
- Observe, monitor, or compare data to make decisions that benefit the organization.



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## Evergreen Fire Protection District

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### Fire Chief Job Description

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- Establish relationships and work cooperatively with District officials, employees, volunteers, and the public.
- Review or check the work products of others for conformance to standards and compliance.
- Work safely without presenting a direct threat to self or others.

#### Working Conditions:

- Physical Demands- This position might require the physical effort of lifting up to 80lbs.

#### Approval Signatures:

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Manager Name: \_\_\_\_\_

Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_