



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

Fire Chief

GENERAL STATEMENT OF DUTIES:

The Fire Chief shall have the responsibility for the overall management of the Fire District. This includes but is not limited to: Administration, Community Risk Reduction, Training, Logistics and Facilities Support and Emergency Response Operations. They shall be answerable to the District Board of Directors. This position is required, when appropriate, to respond and take command at emergency scenes.

SUPERVISION RECEIVED:

- This position works under the general guidance and direction of the District Board of Directors.

SUPERVISION EXERCISED:

- The Fire Chief directly supervises the Division Chief of Community Risk Reduction, Division Chief of Operations & Training, and the Administrative staff.
- This position exercises supervision of all subordinate officers and firefighters via the chain of command. The Fire Chief shall conduct and/or oversee formal and informal job performance appraisals for all employees and volunteers and provide documentation and feedback to the subordinate. The Fire Chief will handle grievances, disciplinary issues, and conduct of assigned personnel through the chain of command.

FLSA:

- This is an exempt employee position.

WORK SCHEDULE:

- The Fire Chief works a 40-hour per week schedule, though the position may often require considerable additional work hours for incident response, on-call duty, meeting attendance, and performance of other duties. The Fire Chief is not expected to respond to every emergency call but is expected to respond to major emergency calls.
- This position has been deemed essential during man-made and natural emergencies.

RESIDENCY:

- The Fire Chief must live within the primary response area of the Estes Valley Fire Protection District.

MINIMUM REQUIRED JOB SKILLS AND CERTIFICATIONS:

Education and/or Experience

- Bachelor's degree in fire science, fire administration, and/or related field, or a combination of education and experience that sufficiently enables the candidate to perform all required functions of the fire chief position.
- Minimum of (10) years of progressive fire service experience.

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- Minimum of five (5) years' experience in a supervisory and/or management capacity in the fire service.
- Experience in Wildland fire suppression and risk reduction preferred.
- Experience of working in a combination department in a leadership position in an integrated fire/EMS department.
- Experience in or with Special Districts.
- Valid driver's license.
- Creating and implementing a budget.

Certifications

- CPR/AED
- NIMS 100, 200, 300, 400, 700, 800
- DFPC Fire Officer II or equivalent

Skills and Abilities

- Ability to use and understand Microsoft Office Professional Suite, QuickBooks, and other software utilized by the District. The Fire Chief will work closely with the District's accounting firm.
- Knowledge of public administration, accounting principles, budget planning and control, principles of management, performance evaluation, and public relations.
- Ability to develop cooperative relationships between the District and other local and national governmental and non-governmental partners.
- Ability to plan, gather, and organize materials to be used by the District Board of Directors, employees, and governmental and non-governmental partners.
- Ability to work well both independently and in a team environment.
- Ability to protect and maintain the confidentiality of material
- Ability to perform the duties of the Fire Chief in a hectic, busy, and sometimes stressful environment.
- Ability to be a working team member on scene when needed during emergency responses.
- Ability to read and interpret documents such as District policies and procedures, federal, state, or local statutes, codes, and regulations, teaching materials/handbooks, and manuals.
- Ability to communicate effectively with District Board of Directors, employees, volunteers, governmental and non-governmental partners, and members of the local community.

ESSENTIAL FUNCTIONS OF THE JOB:

The following are essential functions for the job. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required for this position. Duties, responsibilities, and activities may change at any time with or without notice.

Management

- Ability to develop and implement department policies, procedures, and standard operating guidelines in collaboration with the appropriate Division Chief.
- Prepare for Board approval a budget; implement and maintain the budget per fiscal policy.

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- Pursue alternative funding methods, such as grants, and ensure proper administration of such funding.
- Develop an organizational structure to support the Mission of the District.
- Develop short- and long-range capital improvement, equipment needs, and budgets.
- Review and recommend revisions to fire and life safety codes.
- Attend all regular District Board meetings and other meetings as appropriate.
- Investigate workers' compensation claims and accidents within the department.
- Ensure the department follows OSHA safety, health, NFPA, and other state standards and requirements.

Leadership

- Provide departmental leadership and direction by developing and implementing a departmental strategic plan, in collaboration with the District Board of Directors.
- Serve as the liaison to all the entities to which the District provides service, and attend meetings as directed and/or needed.
- Continually identify opportunities for improving services or efficiencies in operations and service delivery.
- Provide leadership to the District in all practices and procedures of the fire/EMS service.
- Attend and participate in professional groups; stay abreast of new legislation, as well as federal, state, and local statutes, codes, and regulations that may impact the District.

Supervision

- Ability to integrate into the incident command system during emergency situations, as necessary.
- Supervise department personnel within the chain of command.
- Develop, communicate, and enforce policies and guidelines governing the conduct of fire and EMS personnel, through the chain of command.

Administrative

- Provide reports to the District Board of Directors.
- Provide reports, when appropriate, to other agencies when needed.
- Act as a resource for the media and draft and issue press releases on behalf of the department.
- Oversee the maintenance of department records, such as: IGAs, MOUs, contracts, annual reports, etc.
- Prepare financial data for budgets and the annual reports as requested by the District Board of Directors.
- Work with other fire/EMS departments to develop and implement mutual aid.
- Coordinate with other regulatory agencies, including local, county, state, and federal officials, when necessary, on matters involving emergency services.
- Cooperate with the Board's annual 360 evaluation of the Fire Chief's performance,

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COMPETENCIES

1. Ethical Conduct.
2. Stress Management/Composure.
3. Problem Solving/Analysis.
4. Communication Proficiency.
5. Strategic Thinking.
6. Teamwork Orientation.
7. Diversity and Inclusion.
8. Technical Capacity.

WORK ENVIRONMENT

While performing the duties of this job, this employee regularly works within an office environment, primarily while seated at a desk. This employee must frequently operate a computer, read and write, and interact with others in person, over the phone, and via radios and other devices. They move about within the facility in which their office is located to access file cabinets, documents, office machinery, and other equipment. They also travel within the facility in which their office is located and to locations outside of the facility, to attend meetings, trainings, events, and other business activities.

While performing the duties of this job, the employee also regularly works in outside weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

The employee occasionally works near moving mechanical parts, in high, precarious places, and is occasionally exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. It is reasonably anticipated that the individual will be exposed to blood-borne pathogens and other infectious materials in the course of performing their duties.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, climb, balance, stoop, kneel, crouch, crawl, smell, push, and pull, use hands and fingers to feel, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 100 pounds.

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