

Sherwood Forest Estates Fire District

Fire Chief

Job Summary

Under the general and direct supervision of the Board, the Fire Chief will administer, plan, direct and control all aspects of the fire district of the Sherwood Forest Estates Fire District (SFEFD), including administration, fire suppression and fire prevention activities. The Fire Chief will also administer applicable local, state and federal fire regulations. Administration duties are comprised of planning, directing and controlling all fire district activities including recruitment of personnel, purchase of equipment, expenditure control, preparation of budget estimates and assignment of personnel and equipment. The Fire Chief consults with the board on issues of policy and planning, but works independently in supervising technical operations.

Essential Functions

- The primary duty of the Fire Chief is to lead and manage the SFEFD.
- This position serves as the chief executive officer, chief personnel officer and the chief financial officer of the Fire District working under the direction and authority of the Fire Board.
- Leads, manages, controls and directs all activities and personnel of the Fire District.
- Oversees the annual budget and maintains and manages all Fire District assets.
- Develops, implements and maintains effective, coordinated and comprehensive programs for the prevention and suppression of the fire hazards, prevention of life and property and enforcement of the fire codes and ordinances.
- Establishes and maintains effective programs for the instruction and training of District personnel.
- Directs the assignment of personnel and delegates authority commensurate with the assignment; reviews and evaluates personnel and directs corrective action as necessary.
- Reviews and evaluates program and operational personnel performance and their effectiveness.
- Implements methods and procedures to correct deficiencies and improve efficiency.
- Develops and revises a long-term capital plan to keep pace with development.
- Ensures adequate records are kept of all required maintenance and training.
- Responsible for overall safety of personnel.
- Complies with rules, policies and procedures as set forth or approved by the Fire Board. (Note: The Fire Chief sets policies and procedures on all firefighting operations)
- Has working knowledge of Arizona State Statues, Rules and Regulations as they relate to the Fire District.

The essential functions listed are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar or relates to logical assignments of the position. The job

description is subject to change by the District as the needs of the District and requirements of the job change.

Minimum Qualifications

- Be a minimum of 18 years of age
- High School Diploma or GED equivalency
- Completion of the Officer Trainee Task List

Special Requirement

- Must have satisfactory results on background screening (Federal fingerprinting)
- Good driving record
- Complete AFDA administrative courses
- Complete Firefighting I and II structure classes

Knowledge, Skills and Abilities

- Ability to be an effective leader
- Establish and maintain effective, positive and courteous working relationships with elected officials, district personnel neighboring agencies, outside vendors and members of the general public
- Understand and perform duties as described in position duties
- Establish priorities, work independently and accomplish objectives
- Maintain the confidentiality of sensitive information