

# *Log Hill Mesa Fire Protection District*

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434 Ponderosa Drive, Ridgway, CO. 81432 (970) 626-4095

## Assistant Fire Chief

### Position Description

#### Description:

The Assistant Fire Chief is the second in command of the Fire Department and is responsible for directing the operations, training, and response in the Chief's absence or assisting the Chief. This position primarily supervises Maintenance Operations but is responsible for performing a mix of administrative, professional, and technical duties in support of all fire department functions. Work is performed under the general direction of the Fire Chief.

#### Duties:

- Respond to fire, rescue and other all hazards incidents as outlined by the District's established response guidelines. Make decisions as to the best method of handling emergency and non-emergency incidents and provide Incident Command for those incidents requiring this level of command. Assist the Fire Chief if present.
- Directly participate in and oversee training and emergency response activities as needed
- Assist to develop and execute long-range plans for the department
- Manage day-to-day operations of the department, ensuring maintenance of fleet, physical plant, and training are complete to ensure operational readiness
- Provide input to annual budgets and execute routine purchasing and oversee large expenditures
- Supervises company officers, training officer, and firefighters to ensure safe and successful operations and delivery of both routine and emergency functions of the department
- Perform public communications and stakeholder engagement activities to further objectives
- Set an example for professional conduct and administration for firefighters

#### Key Performance Indicators:

- Firefighter recruiting and retention rates
- Personnel per call, Injuries, Accidents
- Budget actual/planned expenditures ratio

#### Compensation:

\$1,000 to \$1,200 per month starting range depending on experience. Salary at 40 hours of work estimated per month. Raises contingent on experience, performance, and will be evaluated on an annual basis.

FLSA-Exempt Position.

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## Requirements

### Key Skills:

- Command
- Leadership
- Communications
- Public Relations
- Management

### Mandatory Minimum Qualifications:

- Colorado DFPC Firefighter I (Structure) and HAZMAT Operations\*
- NWCG Wildland Firefighter Type 2
- Three years' experience in fire and emergency services, preferably one as an officer
- Clean background investigation
- Clean motor vehicle record
- Arduous physical fitness per NWCG Standards

\*Out of state certifications are permissible upon completion of Colorado reciprocity certification process within six months of hire. See: Renewal, Reinstatement & Reciprocity | Fire Prevention and Control

### Desired Qualifications:

- Colorado DPFC Firefighter 2
- Colorado DPFC Fire Instructor 1
- NWCG Firefighter 1
- Colorado EMT-Basic
- Experience as a senior fire officer or chief
- Experience with NFIRS, Microsoft Office 365, and social media.
- Experience in rural or urban-interface or exurban fire departments or other government in a similar area and population.

### How to Apply

Interested candidates should submit a resume and an LHVFD Application via email to [info@loghillfire.org](mailto:info@loghillfire.org). Application period will remain open until filled.

Applicants should expect follow-up communications within a week. Qualified applicants should expect a panel interview with board members and firefighters.