



Grand Fire Protection District No. 1
60500 US Highway 40, PO Box 338, Granby, CO 80446
Phone: 970.887.3380



Job Announcement/Description **Assistant Chief (Operations and Training)**

Position Title:	Assistant Chief – Operations and Training
Status:	Exempt, full-time salaried
Hours:	Generally, 40 hours/week, additional hours as needed to complete work
Compensation:	\$85,000- \$120,000 annually depending on qualifications
Benefits	Vacation, PTO, Health/ Vision/ Dental Insurance, FPPA Pension and 457 match

General Description of Work

The Assistant Chief is a career position with the department. This position is a member of the senior command staff of the department and reports to and is under the direct supervision of the Fire Chief/ District Administrator. This position assists the Fire Chief in overseeing and managing all aspects of the District, including the day-to-day operations of the department, responding to emergency and non-emergency calls for assistance; assuming command of incidents; managing emergency incident operations effectively; working closely with the volunteer, resident and career staff to promote good relations and effective operations of the department. Managing facility, apparatus and equipment maintenance is a responsibility of this position. Additionally, this Assistant Chief position may assist in presenting department training programs that are current and meet the needs of the department and community and meet State, Federal, and other nationally recognized criteria and requirements. The Assistant Chief will represent the department as a member of applicable associations and groups related to assigned duties and responsibilities.

This job description generally describes the principal functions of this job, the level of knowledge and skill required, and the scope of responsibilities, but is not an all-inclusive list of work requirements.

Qualifications and Skills

- Associate of Science or Bachelor of Science degree in a fire related field preferred
- High School Diploma or GED is required with additional secondary education and a minimum of seven years of progressively responsible fire management related experience
- Colorado Division of Fire Safety and/or IFSAC Firefighter II Certification
- Colorado Division of Fire Safety and/or IFSAC Fire Instructor I Certification
- Colorado Division of Fire Safety and/or IFSAC Fire Officer I Certification preferred
- NIMS ICS 100, 200, 300, 400, 700, 800
- NWCG Task Force Leader preferred
- Experience managing apparatus replacement, fleet maintenance, training programs, and volunteer personnel.
- Possess and maintain a valid Colorado Driver's License with an acceptable motor vehicle driving record
- Computer literate with experience in Microsoft Office Suite and Emergency Reporting Software preferred

- Must have working knowledge of modern firefighting, fire prevention, operations and maintenance of fire apparatus and equipment
- Ability to demonstrate learning the basic geography, infrastructure and hazards located within the boundaries of the District
- Knowledge of building, electrical, mechanical, NFPA Standards and ICC Fire Code preferred
- Demonstrated ability to act effectively in emergency and stressful situations
- Demonstrated ability to follow verbal and written instructions in English
- Communicate effectively orally and in writing
- Demonstrated public speaking ability
- Demonstrated ability to establish effective working relationships with volunteer, resident and career department members, other agencies and the public

Job Duties and Responsibilities

1. Training and Professional Development

- Oversee all department training programs.
- Supervise the Training Officer and assist in developing annual training plans.
- Ensure compliance with state, federal, OSHA, and NFPA training requirements.
- Coordinate recruit academies, officer development programs, driver/operator training, and continuing education.
- Maintain training records and certification compliance.
- Identify training needs and implement programs to address operational deficiencies.
- Promote leadership development and succession planning throughout the organization.
- Develop firefighters and officers to ensure both theirs and the Districts Success

2. Apparatus and Equipment Management

- Develop and oversee apparatus and equipment maintenance programs.
- Ensure all apparatus, vehicles, tools, PPE, communications equipment, and specialty equipment remain in operational readiness.
- Coordinate annual testing, inspections, certification, and preventive maintenance programs.
- Maintain apparatus and equipment replacement schedules and long-range capital plans.
- Assist in specification development and procurement of apparatus, equipment, and technology.
- Monitor equipment inventories and recommend purchasing priorities.
- Coordinate fleet management activities with vendors, mechanics, and department personnel.

3. Personnel Supervision

- Assist in supervising career, volunteer, resident, and part-time personnel.
- Conduct employee coaching, mentoring, and performance evaluations.
- Participate in hiring, promotional, disciplinary, and retention processes.
- Foster positive morale and strong working relationships throughout the organization.
- Assist in volunteer recruitment and retention efforts.

4. Firefighter and Rescue Operations

- Function as the Incident Commander as needed
- Supervise multiple fire companies at emergency scenes, coordinate suppression, and support activities
- Perform and/or oversee fire suppression activities, including structure, wildland fire and rescue, as necessary to preserve the health and safety of the public in fire and non-fire situations
- Perform and/or oversee the coordination of mutual or automatic aid responses with other fire service or emergency service organizations locally and regionally
- Assist in preparing and maintaining incident records using the records management system

5. District Management

- Assist the Fire Chief in the duties of Managing the District
- Serve as Acting Fire Chief in the absence of the Fire Chief
- Coordinate with and Support the Administrative Director in areas that interconnect with the operations of the District
- Assist the Fire Chief and Administrative Director in responding to the needs of the Board of Directors.
- Participate in the Duty Officer Rotation
- Provide Leadership, supervision, mentoring and evaluation of company officers and firefighters
- Ensure Operational Readiness of personnel, apparatus, equipment, and facilities
- Support the implementation of department strategic goals, policies, procedures, and standards.
- Promote a culture of safety, accountability, teamwork, and professional development.
- Coordinate with the Administrative Director regarding budgeting, purchasing, personnel matters, and administrative support functions.
- Perform special projects and other duties as assigned by the Fire Chief.
- Assist in developing operational goals and objectives.
- Participate in strategic planning initiatives.
- Assist with preparation of operational budgets and capital improvement recommendations.
- Evaluate staffing models, deployment strategies, and service delivery effectiveness.
- Participate in station planning, facility improvements, and operational expansion projects.
- Assist in developing policies, procedures, and operational standards.

Knowledge, Skills, and Abilities:

- Extensive knowledge of modern fire suppression, rescue, EMS support, and wildland firefighting operations.
- Knowledge of incident command systems and emergency management principles.
- Knowledge of fire apparatus, equipment specifications, maintenance practices, and replacement planning.
- Strong leadership, communication, and organizational skills.
- Ability to supervise personnel and build effective teams.
- Ability to prepare reports, policies, training plans, and operational analyses.
- Ability to manage multiple priorities in a dynamic environment.
- Ability to establish and maintain effective working relationships with employees, volunteers, elected officials, partner agencies, and the public.

Work Conditions

The Assistant Fire Chief performs both administrative and emergency response functions. Work is performed in office, station, training ground, and emergency scene environments. The position requires participation in emergency response activities, exposure to hazardous conditions, extreme weather, physically demanding activities, and stressful emergency situations.

The Assistant Fire Chief must maintain the physical capability to perform command and operational functions associated with emergency incidents and department activities.

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