

Town of Lakeview

Fire Chief

Job Description

GENERAL DUTIES:

The Fire Chief manages the Town of Lakeview ("Town") Fire Department (the "Department") and all Department operations. The Fire Chief is responsible for delivering fire services to areas within Town's incorporated limits. The Fire Chief will develop and implement departmental goals and objectives and a variety of supervisory, administrative, skilled, and technical work in the planning, operation, repair, maintenance, and replacement of town equipment, ensuring technical competence and compliance with all current codes, criteria, and environmental regulations. The Fire Chief is responsible for management and administration of all departmental operations, including, without limitation, budget, administrative compliance, management, supervision, and performance of department volunteers. The Fire Chief must develop and implement short-and long-range plans, services, policies, procedures, projects, work plans, and reports. The Fire Chief will report to, and work under, the Town Manager.

ESSENTIAL FUNCTIONS:

The essential duties and responsibilities (functions) of the Fire Chief include, without limitation, the following:

- Provide visionary leadership to inspire, motivate, and guide department personnel in achieving high performance and professional excellence, fostering a culture of accountability, teamwork, and continuous improvement.
- Develop and mentor future department leaders by identifying training opportunities, promoting leadership development, and cultivating a succession plan to ensure long-term organizational resilience.
- Plan and develop departmental programs and facilities based on analysis of Town growth patterns, existing fire, and life risks.
- Interview and effectively recommend hiring, disciplinary, and termination actions of Department volunteers.
- Schedule and assign hours worked by Department employees and volunteers.
- Ensure provision of adequate training within the Department.
- Review plans and specifications of buildings for new construction/renovations to determine compliance with fire and life safety requirements and recommend changes as appropriate; schedule and conduct on-site inspections to ensure compliance with fire safety codes and related federal, state, and local laws and ordinances for safeguarding life and property from the hazards of fire and explosion arising from the storage, handling, and/or use of hazardous substances, materials, and devices and the use or occupancy of buildings or premises.
- Review land development plans for compliance issues related to water supply, location of fire hydrants, access roads, and develop, implement, conduct, and evaluate fire prevention programs, including fire inspections of businesses, public fire safety education, pre-fire planning, and recommending policy and procedures based on changing methods, materials, codes, standards, and recognized practices to ensure Department goals and objectives are met.
- Perform fire safety activities, pre-fire planning, pre-fire surveys, station tours, and public education.
- Assist in the training of new personnel in the techniques of driving and safe operation of firefighting apparatus and equipment.

- Conduct investigations to determine cause, origin, and circumstances of fire and unauthorized release of hazardous materials.
- Continually update knowledge of response routes, streets, fire protection systems, and addresses in first response areas and pre-planned assignments.
- Assist the town manager with the development and administration of Department's budget.
- Alert the town manager to Department concerns and unusual or emergency situations.
- Maintain operating and volunteer records and cost records regarding materials, labor, and equipment utilized on each fire. Maintain records regarding items in stock and equipment repair.
- Develop specifications for equipment purchases and prepare bids for submission.
- Prepare monthly and annual compliance reports as required by regulatory authorities.
- Maintain positive contact with community groups to represent Town. Develop community relations programs and policies. Respond to public concerns. Properly represent the Department to neighboring jurisdictions, governmental bodies, organizations, and news media.
- Prepare Department reports for the town manager and council.
- Assist the town manager as the town manager may request from time to time.
- Attend council and various other meetings, providing input and receiving direction or other information and prepare and present accurate reports for council action or information.
- Respond to and provide direction and control at all fires and other emergencies and perform fire suppression, hazardous material and natural disaster operations, and prevention activities.
- Perform cleaning, maintenance, and repair of all Department equipment and apparatus. Maintain fire apparatus in state of readiness.
- Prepare station reports and maintain records of personnel activities. Train volunteer firefighters as required and monitor their progress in accordance with DPPST training and Department goals and objectives. Maintain training records according to departmental standards.
- Drive fire apparatus to and from fire emergencies. Operate fire pumps and other mechanical equipment. Assist in laying and connecting fire hoses.
- Oversee Burn Permit Program and Weed Abatement Program.
- Complete daily, weekly and monthly inspections of all firefighting apparatus and equipment. Make mechanical repairs as needed. Keep accurate and up to date inventory of all equipment carried on fire apparatus. Maintain and make repairs of the fire station, including performing routine fire station housekeeping.

SKILLS:

- Extensive knowledge of modern fire suppression and prevention methods, and hazardous materials incident mitigation.
- Considerable knowledge of the administration of fire department programs and projects.
- Considerable knowledge of fire prevention activities; the operation and maintenance firefighting equipment and apparatus.
- Considerable knowledge of the principles and application of personal supervision practices.
- Considerable knowledge of the operations of on-call volunteer firefighter programs.
- Reasonable knowledge of computer operation and the associated use of word processing, presentation, and spread sheet programs.
- Strong management skills and ability to effectively command a fire scene; communicate effectively both verbally and writing; plan organize and direct the work of others to meet overall objectives and

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goals.

- Ability to establish and maintain effective working relationships with Town officials, Department employees and volunteers, the community, and government partners and entities.
- Ability to analyze Department's effectiveness and correlate its development with changing conditions in Town and contract-protected areas.
- Ability to effectively direct the operations of personal and equipment in emergency situations; safely operate fire and emergency equipment and vehicles.
- Ability to maintain records and to prepare concise reports.

SPECIAL REQUIREMENTS:

- Must obtain and maintain appropriate DPSST certification.
- Possession of valid driver's license. Must pass a background check.
- Must attend annual trainings to maintain certifications.

EDUCATION AND EXPERIENCE:

- High school diploma or GED equivalent; possess a degree in fire science, fire services administration, or eight years' experience in fire/emergency services.
- Three years of which must have been equivalent to a Lieutenant or higher. Knowledge and general understanding of federal, state, and local laws, regulations, and ordinances governing public works.
- Knowledge and general understanding of federal, state, and local laws, regulations, and ordinances governing fire related matters.

WORKING CONDITIONS:

- Routinely works near moving mechanical parts and processes, at height and in precarious places and conditions
- Exposure to heavy equipment, noise, and/or inclement weather, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock and vibration.
- Noise level is usually quiet in office settings and loud in emergency situations.
- Work is performed in office, vehicle, and outdoor settings in all weather conditions, including temperature extremes during day and night.
- Work is often performed in emergency and stressful conditions. Work may also be performed in dangerous, hazardous conditions.
- Individual is routinely exposed to hearing alarms and hazards associated with fire suppression, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.
- Routinely moves equipment and other items weighing up to 50 pounds and occasionally lift or move up to 100 pounds. Occasionally ascends/descends stairs, ladders, and ramps. Work also consists of moving throughout buildings and various sites.
- Remains in stationary positions (e.g., seated position) for extended periods of time. Remains in standing positions for extended periods of time. Sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and squatting in the performance of daily activities. Grasping, repetitive hand movement, fine coordination in writing reports and conducting financial and statistical analysis using a computer keyboard.
- Expressing or exchanging ideas by means of spoken words to impart oral information to the council, staff, and/or public. Communicate (orally and in written form) detailed instructions to others

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accurately, loudly, and/or quickly.

- Work involves perceiving the nature of sounds by ear. Work also involves having clarity of vision at various distances.
- Travel to various locations inside and outside Town's incorporated limits.
- Regular evening and weekend work is required to attend meetings and meet deadlines; regular and consistent attendance is required. Will be on-call during weekends. Work may be performed on weekends and/or while on-call.
- Works as an integral part of a firefighting unit, utilizing procedures and techniques as prescribed by the department.
- Performs fire suppression including advance and operating hose line up to 120 psi, carries and climbs ladders (up to 35 feet), lays hose, performs rescue work, salvage, ventilation.
- Performs extrication; preparation of patients for movement, carrying and loading, and other related duties as assigned.

Position is subject to passing background investigation check. This job description does not constitute an employment agreement between Lakeview and Employee.

The Town of Lakeview will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the Town's operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request accommodation as soon as it becomes apparent that reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact the Town Manager. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, providing that an accommodation(s) does not create an undue hardship for the employer, remove an essential job function, and/or create a direct safety threat to the individual, or others

EMPLOYMENT:

This is a salaried exempt position under state and federal laws. The position requires part-time work with the ability to work irregular hours, including nights and weekends, as necessary. The position is an at-will employment. This is a supervisory/managerial position not subject to any union bargaining units.

This job description does not constitute an employment agreement between Lakeview and Employee and is subject to change as the needs of Lakeview and the requirements of the job change. If determined necessary or appropriate, the council may modify, supplement, revise, change, and/or delete all or any part(s) of this job description.