



## POSITION DESCRIPTION

<b>Date:</b> 06/28/2024	<b>Prepared By:</b> Fire & EMS Chief and HR Officer		
<b>Position Title:</b> Division Chief of Training, Safety & Special Operations		<b>Department:</b> Operations	
<b>Exempt:</b> <input checked="" type="checkbox"/> <b>Non-Exempt:</b> <input type="checkbox"/>		<b>Salary Range:</b> \$6,250-\$6,666.67 (semi-monthly)	
<b>Reports to (please list title, not person):</b> Fire & EMS Chief			

<b>Financial Responsibility (profit/revenue contribution, budget \$):</b> \$1.3 million			<b>Number of Outlets:</b>
<b>Frequent Internal Contacts:</b>	1. Red, With & Blue (RWB) Fire & EMS Chief	2. Summit Fire Authority (SFA)/High Country Training Center (HCTC) staff.	3. Summit Fire & EMS (SFE) and RWB staff
<b>Frequent External Contacts:</b>	1. County Emergency Services (ES) partners	2. General public	3. Public groups
	4. Vendors		
<b>Number of Employees under Supervision and Titles:</b> Direct supervision – Training and Safety Captains (3), EMS Training Captain, Office Manager Indirect supervision – adjunct instructors			
<b>Other:</b>			
<p><b>Job Summary:</b> As a member of RWB leadership team, the Division Chief of Training, Safety, and Special Operations (Division Chief) drives the mission with the staff and stakeholders.</p> <p>The Division Chief exudes training, safety and special operations for our people. Leads the division from today into the future. As a division head, manages staff, programs and budgets. Realizes the strength in relationships to achieve goals.</p> <p>As the head of the HCTC, motivates direct reports and champions a team approach.</p> <p>The Division Chief skillfully designs and executes process and programming.</p> <p>The Division Chief cultivates partnerships in the community and region to bring forth the premier resources to our people.</p> <p>The Division Chief balances programming, staffing, budgeting and other demands for a sustainable outcome.</p> <p>The Division Chief is the direct supervisor of all HCTC staff; provides leadership and supervision to assigned Special Operations Teams and contractors.</p>			

**Job Responsibilities (when possible, list in order of importance within each category):**

**NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Other duties may be assigned.**

**LEADERSHIP:**

- a. Instill and demand a culture of safety.
- b. Develop, motivate, mentor, and invest in the next generation of leaders.
- c. Demonstrate continuous effort to improve operations, identify efficiencies, and streamline work processes that align with the strategic plan.
- d. Lead by example.
- e. Engage, inspire, involve, support, delegate, and empower others to accomplish various projects and programs.
- f. Exercise strategic and visionary thinking that will have a long-term organization-wide application and impact.
- g. Have a strong, transparent, and inclusive leadership style that fosters a culture of respect and consistent accountability.
- h. Cultivate a team that propels the division of training, safety, and special operations to excellence in the fire service community.
- i. Prioritize time and tasks to meet and achieve professional and organizational goals.
- j. Provides measures for succession planning to continue the legacy of training, safety, and special operations.
- k. Complete training necessary; retain, and maintain all certifications as required to possess or improve skills and perform effectively as a chief officer.

**COMMUNICATION:**

- a. Promote the District's mission, vision, and values.
- b. Participate in the exchange of information between all staff.
- c. Communicate appropriately with the District's partners and the general public.
- d. Demonstrate effective communication pathways utilizing a variety of devices and tools.
- e. Serve as an ambassador and liaison for the District.
- f. Communicate with other leadership staff and District personnel for organizational success.

**RESPONSE:**

- a. Provide for and ensure safety
- b. Serve as the Designated Emergency Response Authority (DERA) for Summit County including but not limited to planning hazardous materials response, maintaining equipment, facilitating incident clean up, and recuperating costs.
- c. Support the execution of an all-hazards response.
- d. Respond to major incidents and support the Incident Command System.
- e. Operate District vehicles safely and efficiently.

**PREVENTION:**

- a. Support Operational and Community Risk Reduction initiatives.
- b. Promote an all-hazards approach specific to the District's high elevation, wildland-urban interface, and tourism environment, utilizing Whole Community principles.

**PREPAREDNESS:**

- a. Prepare annual budget along with capital expenditure plan for Summit Fire Authority.
- b. Solicits resources for delivering training, including grants and community opportunities.
- c. Provides oversight to learning management systems (LMS) and certificate maintenance.
- d. Support the accreditation, audit, ISO rating, and other endeavors that evaluate the organization's performance.

***NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Other duties may be assigned.***

- e. Ensure that fixed facilities are maintained effectively and consistent with District policy.
- f. Create and encourage an atmosphere of training and continued education.
- g. Prepare personnel for all-hazards response,
- h. Prepare personnel for special operations response including, but not limited to: hazardous materials, rope, confined space, trench, collapse, swift water rescue, and ice rescue.
- i. Assure HCTC meets the training needs of all department personnel from Summit Fire & EMS Fire Protection District (SFE), Red, White & Blue Fire Protection District (RWB), and other entities.
- j. Champion the caliber of educational programs creating excellence and ensuring that personnel have access and skills to do their essential job functions.
- k. Maintain health and fitness to successfully perform the essential job functions and successfully pass any required annual physical and/or medical evaluations.
- l. Stay abreast of emerging threats, technologies, industry trends, and legislation in fire service as they pertain to community risk reduction and service delivery.

**List specific knowledge, skills and abilities needed for position (specify whether required or preferred):**

Area	Comments	Required	Preferred
Education:	Associate's degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Computer Operations:	Demonstrated skills in Microsoft Office and other automated systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Computer Operations:	Working knowledge of Microsoft 365	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Licenses or Accreditations:	CPR/AED within 6 months of hire	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Licenses or Accreditations:	Valid Colorado Driver's License with an acceptable driving record at time of hire	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Licenses or Accreditations:	Emergency Vehicle Operator (EVO or similar) within 12 months of hire	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Licenses or Accreditations:	Incident Safety Officer – Fire Department Safety Officers Association	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Licenses or Accreditations:	CO State/IFSAC/ProBoard Hazardous Materials Operations Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Licenses or Accreditations:	Wildland Red Card (arduous) with S 130/190 annual refresher	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Licenses or Accreditations:	Emergency Medical Technician – Basic or Paramedic – State of Colorado and/or National Registry	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Licenses or Accreditations:	Intravenous (IV) certification within 12 months of hire	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Licenses or Accreditations:	NIMS I-400, IS 800	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Licenses or Accreditations:	S215 Wildland Urban Interface	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Licenses or Accreditations:	CO State/IFSAC/ProBoard State Fire Instructor I	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Previous Supervisory Exercised:	Demonstrated supervisory experience of 3+ direct reports for a minimum of 2 years	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Previous Supervisory Exercised:	Demonstrated administrative supervisory level for a minimum of 2 years	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Other duties may be assigned.**

Previous Supervisory Exercised:	Proven experience in developing, implementing, and maintaining fiscal budgets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Language Ability:	Communicate fluently in English both written and verbally.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	18 or more years of age	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Successfully pass a background check, polygraph exam, medical/physical, and drug screening	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Prepare and present information for delivery in public settings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Make sound decisions. Make timely, fact-based decisions; handle uncertainties, clarify ambiguities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Embrace changes in the organization; willingness to try new ideas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Positively contribute to the success of a team.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Lead by positive example.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Anticipate and fulfill needs, seeks opportunities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Follow detailed procedures and ensures accuracy in documentation and data with an attention to detail.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Exemplary customer service skills that find common ground and preserve relationships.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Handle and maintain confidential information in a trustworthy, professional manner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Proven skills in project or program management skills, to envision, design, sustain, and ameliorate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Encourage employees to be accountable for their work and take ownership in what they do.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Demonstrate leadership and courage by making or supporting decisions that reflect the organizational mission and goals even when the decision may be unpopular to some.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Experience and success in grant programs, grant writing, and grant administration with both local and federal programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Possess knowledge of the National Incident Management System (NIMS), National Response Framework (NRF), and National Fire Protection Association (NFPA) Standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Ability to develop ideas and concepts from scratch to a working program, includes being creative, advocating for necessary change, and guiding people through change	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Education:	Bachelor's or higher degree	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Previous Supervisory Exercised:	Proven experience in multi-program management for a minimum of 2 years	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Previous Supervisory Exercised:	Experience at the rank of battalion chief or higher for a minimum of 3 years	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Licenses or Accreditations:	National Fire Academy Managing Officer or EFO	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Other duties may be assigned.**

Licenses or Accreditations:	National Fire Academy Special Operations Program Management and Leadership course	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Licenses or Accreditations:	CPSE CFO	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Licenses or Accreditations:	Expanded NWCG qualifications and experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Licenses or Accreditations:	CO State/IFSAC/ProBoard Fire Officer II or III	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Licenses or Accreditations:	CO State/IFSAC/ProBoard Fire Instructor II	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other:	Knowledge of building construction, facilities maintenance and repair	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other:	Demonstrated emotional intelligence capabilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other:	Demonstrated leadership competencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other:	Proven experience in the training cycle, including design, delivery, and evaluation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other:	Proven experience in special operations disciplines	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Physical Demands

**LIFTING:** Does the job require weight to be lifted or force to be exerted? If so, how much and how often?

Weight	NONE	UP TO 1/3	1/3 to 2/3	2/3 OR MORE
Up to 10 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 50 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 100 Pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 Pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**OTHER PHYSICAL ACTIVITIES REQUIRED:** How much on the job time is spent performing the following?

Activities	NONE	UP TO 1/3	1/3 to 2/3	2/3 OR MORE
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Using hands to finger, hands to feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NOTE:** This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Other duties may be assigned.

**OTHER PHYSICAL ACTIVITIES REQUIREMENTS OR PHYSICAL DEMANDS:**

Indoor/Outdoor:	Requires both indoors and outdoors. Indoor includes working in an office environment and the interior of buildings. Outdoor work may include visits to incident scenes or training sites.
Hazardous Materials or Noise:	May result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dusts. May expose the employee to hazardous materials associated with incident scenes. May result in exposure to high noise levels such as fire alarms, construction equipment, and elevated noise situations associated with training and response. Loud noises such as sirens and radio communications may be encountered. May expose the employee to communicable diseases in a healthcare provider environment.
Holidays/Weekends/Evenings:	May include occasional extended hours, holidays, and weekends to meet the District's business and emergency situations.
Equipment Used in Job:	General office equipment: Computer, multi-line phone system, copier, fax machine, scanner, printer, calculator, shredder, etc. Cleaning equipment: vacuum, broom, mop, etc. General EMS equipment: oxygen tanks, monitors, suction units, etc. Vehicles, including a take-home response vehicle.
Other:	Equipment may include safety vests, hard hats, eye and hearing protection, hand tools, climbing equipment such as a ladder, office equipment and may require the use of Personal Protection Equipment (PPE).
Other:	Involves frequent periods of high physical, mental, and/or emotional stress.
Other:	Work Schedule: 40 hrs./week. A flexible schedule with remote work options will be taken into consideration. This is a non-rotational position with other RWB chief officer positions.
Other:	Work may be performed under dangerous, hazardous and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, broken glass or other materials, electrical currents, high places and confined spaces. Work may also be performed in inclement weather conditions.

**VISION:** Select the specific vision requirements for this job:

Close Vision: <input checked="" type="checkbox"/>	Distance Vision: <input checked="" type="checkbox"/>	Color Vision: <input checked="" type="checkbox"/>
Peripheral Vision: <input checked="" type="checkbox"/>	Depth Perception: <input checked="" type="checkbox"/>	Ability to adjust focus: <input checked="" type="checkbox"/>

<b>HR Initials:</b>	<b>Amended Date:</b>
---------------------	----------------------

**ACKNOWLEDGEMENT:**

I, \_\_\_\_\_, acknowledge receipt of this job description.  
Employee's printed name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Other duties may be assigned.**

Neither the Red, White and Blue Fire Protection District's (RWBFPD) policies nor this job description should be construed by any employee as an express or implied contract guaranteeing the rights of any employee permanently. The RWBFPD reserves the right, without notice to employees, to unilaterally modify, add to, suspend, interpret or cancel any of the provisions of this job description and its published or unpublished RWBFPD policies and procedures if it is in the best interests of the RWBFPD and its workforce as a whole. **Accordingly, unless the employee has an executed written contract with the RWBFPD, employment with the RWBFPD is terminable at will of either the employee or the RWBFPD, at any time, without notice, cause or any specific disciplinary procedures. RWBFPD is an Equal Employment Opportunity Employer.** The District provides equal employment opportunities to all applicants and employees without regard to race, color, religion, creed, national origin, ancestry, gender, marital status, military status, age, disability, sexual preference orientation, transgender status, genetic information, or membership or other status in any other group protected by applicable law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, transfer, promotion, demotion, termination, lay-off, leaves of absence, compensation, and training.

**NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Other duties may be assigned.**