

SAN JUAN COUNTY FIRE DEPARTMENT

District Chief Job Description

**Policy Number: SJCFD 102-02
Issue Date: October 2008
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Primary Purpose

Oversees and directs the daily operation of the Fire District.

Nature of Duties

Shall have overall charge of District personnel and equipment at all incidents and district activities. Shall assure that the district functions as an effective and efficient fire protection organization. Shall preside over all district meetings, unless otherwise specified in these regulations. Shall be an ex-officio member of all district boards and committees. Shall request the expenditure of district funds. May act as incident commander on emergency incidents. Shall assure that proper records for the district are maintained. Shall assign other duties to members as needed. Shall perform other similar duties as assigned.

Supervision Received

This position reports directly to the County Fire Chief.

Supervision Exercised

Supervises Assistant Chiefs, Administrative Staff and Field Personnel as needed.

Minimum Qualifications

The District Fire Chief shall have completed or obtained:

- Four basic core requirements
- Valid New Mexico driver's license (class A, B, or E)
- FF1 per NFPA 1001 qualifications
- Pump Operations and Water Supply
- NIMS IS 700
- Vehicle Extrication
- Incident Safety Officer (ISO)
- Fire Instructor 1
- Haz-Mat Operations
- Fire Officer 1

Reviewed and approved
October 22, 2008
Fire Chief's Association Meeting

The minimum qualifications will be reviewed and approved by the San Juan County Fire Department Training Coordinator.

Shall have served in the Fire Service a minimum of four (4) years and shall have served the San Juan County Fire Department a minimum of two (2) years. Shall have served a minimum of one (1) year immediately preceding the election as an elected officer in the Fire District.

Shall have a minimum of twenty-four (24) hours continuing education (CE) fire training each year immediately preceding their election and not more than four (4) hours EMS training may be credited to this requirement.