

Southern Inyo Fire Protection District
Fire Chief Job Description

Part time, 20 hours per week, \$1 per year, no benefits

This position reports to the Board of Directors and is subject to modification.

DUTIES

- Report to the District governing board at its regular monthly meeting and work with board members and committees as needed.
- Supervise fire/EMS personnel
- Assign duties to volunteer responders and evaluate performance
- Ensure proper training and verify crew certification is up to date
- Delegate duties as necessary
- Recruit new volunteers
- Conduct after action review
- Maintain NFIRS reports
- Maintain standard operating procedures or general operating guidelines
- Oversee annual tax assessment for the District
- Perform fire inspections within the District
- Maintain inventory systems for equipment and gear
- Oversee fleet maintenance and ensure readiness
- Set and maintain regular work schedule with some flexible hours
- Respond to 911 calls as per schedule as lead officer without call out pay during working hours, with pay outside of working hours
- Act as liaison to other agencies as needed to maintain operational readiness of the District.
- Identify and pursue necessary capital improvement projects, including grant opportunities, construction and maintenance.
- Oversee the District's expansion of operations into Charleston View in a timely manner.
- Monitor new construction within the District, especially large scale projects in Charleston View.
- Oversee completion of annual tax assessment roll update each year.
- Participate in fundraising efforts and District budgeting.
- Maintain District area water map/tanks.
- Water kiosk - Stay informed about its operation.
- Other duties as assigned.