



Cow Creek Government Office

Fire Chief

Job Code: 1250
Department: Administration
Location: Roseburg
Minimum Salary: \$117,211.02

Date Written/Revised: 11/08/23

POSITION PURPOSE:

The Fire Chief plans, organizes, staffs, directs and coordinates the operation and activities of the Cow Creek Fire Management in preventing and extinguishing fires and in the protection of life and property. This is a highly responsible administrative position and exercises full supervision over all departmental employees, functions and activities to ensure that wildfire protection is of the highest priority related to Tribal safety and resiliency.

ESSENTIAL FUNCTIONS:

- Manages department personnel; responsible for applying sound supervisory and personnel principles and techniques.
- Manages department resources including budget, materials and equipment for maximum efficiency and service.
- Assists the Core Team in formulating policies and procedures for departmental organization and operation.
- Ensures that employees are adequately trained.
- Maintains communications and coordination with Tribal Leadership, Tribal Board of Directors, applicable commissions, other agencies, co-workers and the public.
- Acts as a member of the Core Team.
- Ensures investigation and works with law enforcement for prompt prosecution of arson cases.
- Oversee fire prevention and mitigation activities.
- Recommends staffing levels and locations for new and existing facilities.
- May prepare reports as required.

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university with major coursework in a field related to the job, plus four (4) years of wildfire policy and/or protection-related experience;
OR,
Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job training.
- FEMA IS-100, IS-200, IS-700
- Current concepts of wildfire protection and preparedness, particularly those related to the wildfire impacts to public safety, Tribal properties, and private development.
- Knowledge of governmental processes and relationships impacting and affected by wildfire mitigation program activities.
- Knowledge of Tribal, Federal, State, and Local laws and ordinances.
- Knowledge of Tribal practices, policies, and procedures.
- Project management and internal control concepts and practices.
- Ability to plan, advocate for, design, implement, manage, and maintain a comprehensive wildfire mitigation and response organization.
- Ability to plan, assign, supervise and coordinate the work of departmental and technical teams.
- Ability to define issues, analyze problems, evaluate alternatives, and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Ability to organize, set priorities and exercise sound independent judgment within areas of responsibility.
- Ability to exercise sound, expert, independent judgment within general policy guidelines.
- Ability to operate a computer and standard business software.
- Ability to present information clearly, logically, and persuasively; communicate effectively both orally and in writing.
- Ability to exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations. Establish and maintain effective relationships with management, consultants, suppliers, members of other governmental agencies, employees, the public and others encountered in the course of work.