



## **FIRE CHIEF**

**Department:** Fire Department

**Reports to:** General Manager, Tribal Council

### **Definition/Purpose:**

Under general supervision, this position is responsible for developing, implementing, and administering fire protection and emergency medical services for the Fort McDowell Yavapai Nation.

### **Essential Functions:**

Essential functions may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

### **Tasks:**

- Manages the operation of the FMYN Fire Department including: developing and implementing comprehensive programs for the protection/preservation of life and property;
- Establishing and administering policies, procedures, rules, and regulations for the operation of the Fire Department;
- Preparing and administering the department's budget.
- Hires, oversees training, assigns, evaluates, and discharges subordinate personnel;
- Prepares and monitors budgets, controls inventories, prepares statistical and operational reports.
- Responsible for the annual testing of all fire hoses, pumpers, ladder truck, fire hydrants, ambulance, and other equipment;
- Supervises fire inspection, prevention, and fire/EMS training activities.
- Reviews operations to determine impact and effectiveness, provides recommendations for expansion and/or improvements in services.
- Prepares periodic reports for the Community administration regarding the department's operation and activities, advising them of equipment, manpower, and training needs, and summarizing the department's accomplishments.

### **Knowledge/Skills:**

- Knowledge of modern fire department management/administration principles, techniques and practices;
- Knowledge of the principles of office management, administration and supervision;
- Knowledge of budget development, presentation and monitoring;
- Knowledge of the principles, practices, methods and techniques of fire prevention, fire suppression and emergency medical services work;
- Knowledge of local, state and Federal fire codes;
- Knowledge of modern fire department functions and equipment, facilities and personnel requirements for fire protection and emergency medical services programs;
- Skill in planning, organizing, directing and managing comprehensive fire protection and emergency medical services programs;
- Skill in understanding and interpreting complex local, state and Federal laws, regulations, resolutions, policies and practices;
- Skill in developing, presenting and monitoring a comprehensive budget;

- Skill in utilizing a computer and in software capable of word processing, data base and spreadsheets;
- Skill in establishing and maintaining effective and cooperative working relationships with other departments of the Fort McDowell Yavapai nation, local, state and Federal agencies, contractors, interested parties and the public.

**Minimum Qualifications/Education:**

- Bachelor's degree in Fire Science, Administration, Management, or related field.
- Arizona certification as Firefighter I and II
- National Fire Protection Association (NFPA 1021) certification or equivalent experience.
- Fire Officer Professional qualifications Fire Officer IV or equivalent experience.
- Fire Instructor II.
- Eight (8) years experience in fire prevention, fire suppression and emergency service work.
- Three (3) years supervisor/managerial experience
- Current AZ drivers license
- Must pass appropriate medical/physical exams, including a pre-employment drug screen.

**PAYRATE:** \$89,124.80 to \$106,949.76 Per Annum (DOE)

**POSITION STATUS:** Full-time, Regular

**OPEN DATE:** June 8, 2010

**CLOSE DATE:** Open Until Filled

**SUBMIT APPLICATION TO:**

Fort McDowell Yavapai Nation  
Human Resources Department  
ATTN: Recruiter  
P O Box 17779  
Fountain Hills, AZ 85269  
Phone: 480-789-7219  
Fax: 480-816-0419  
Email: [recruiter@ftmcdowell.org](mailto:recruiter@ftmcdowell.org)

**INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND COMPLETE A BACKGROUND CHECK WHICH MAY INCLUDE FINGERPRINTING.**