

Position Opens July 1, 2009
EMPLOYMENT ANNOUNCEMENT
FIRE CHIEF
Elko County, Nevada

The Town of Jackpot, Nevada, just miles from Twin Falls, Idaho, population of approximately 1,200 has an immediate opening for a *FIRE CHIEF*. Applicants must be certified as IFSTSA Fire-Fighter 1, with certification in IFSTA Fire Officer Series in Administration, Fire Inspector Certified (NSFM), Fire Cause Determination Investigator Certified, and operational level HASMAT and ICS and EMT Intermediate Certification. This is a Department Head position. Applicants must have a minimum of 5 years experience in Fire Command Operation. Bilingual Spanish language skills are desirable. Salary: \$47K to \$55K based on experience. Application deadline: 5:00 p.m. Friday, July 17, 2009. Application and job description is on line @elkocountynv.net. Return applications to:

Elko County Human Services
571 Idaho Street (Mailing Address)
Elko, NV. 89801
(775) 738-4375
(775) 738-5984 (fax)

100% PERS Retirement.
Medical, Dental, Life, Vision, Deferred Compensation
Elko County is an EOE.

Jackpot

Jackpot is a true Nevada gambling town, born in the early 1950s when Idaho cracked down on illegal gaming. Jackpot, situated at the Nevada-Idaho border on US 93, began as a cabin full of slot machines just across the Nevada state line. Today, the community is home to several impressive casinos that regularly play host to the rush of visitors pouring in from Idaho. In fact, the town is one of the biggest employers of southern Idaho natives, and for their benefit, sets its clocks to Idaho time, one hour later than the rest of Nevada.

While gambling may be Jackpot's main attraction, more and more visitors are being lured by the outstanding and endless outdoor recreation. The **Jarbidge Wilderness Area** is situated in the mountains to the southwest of Jackpot and offers phenomenal hunting and fishing. The majority of Nevada's record deer come from this area, and bird hunters will enjoy the number of sage grouse, chukar and pheasant. The Little Salmon River and its many tributaries are excellent for regularly catching rainbow and brown trout up to four pounds. Outdoor enthusiasts stopping in Jackpot can stock up on supplies before venturing into the great outdoors. And for those interested in more civilized pursuits, Jackpot offers nice accommodations, great dining, a fun golf course and all the gambling they desire.



ELKO COUNTY HUMAN SERVICES

571 Idaho Street
Elko, Nevada 89801
(775) 738-4375
(775) 738-5984 fax

JOB DESCRIPTION: Fire Chief - Town of Jackpot

JOB CODE: 18501

Definition:

Acts as Fire Chief for the Unincorporated Town of Jackpot. Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Fire Department including fire prevention, suppression, investigation, inspection, emergency responses and public education; coordinate assigned activities with other County departments and outside agencies; and provides highly responsible and complex administrative support to the County Manager and Jackpot Town Board. This is an Appointed Department Head, salary exempt position.

Distinguishing Characteristics:

Exercises direct supervision over management, supervisory, professional, technical and administrative support staff and volunteers

Supervision Received and Exercised:

Receives general direction from the County Manager, as Town Manager, and the Board of County Commissioners. Responsible for direct supervision of volunteer and paid staff for the Fire Service.

Example of Duties:

Duties may include, but are not limited to the following:

- Assume full management responsibility for all Fire Department services and activities including fire prevention, suppression, investigation, inspection, emergency response and public education.
- Manage the development and implementation of Fire Department goals, objectives, policies, procedures, and priorities for each assigned service area; establish, within County policy, appropriate service and staffing levels; allocate resources accordingly.

- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes; maintain efficient and cost-effective emergency response teams.
- Represent the Fire Department to other County Departments, elected officials, and outside agencies; explain and interpret Fire Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.
- Ensure responsive, appropriate service delivery by conferring with civic, professional, service, fraternal, and other community groups.
- Select, train, motivate, and evaluate Fire Department personnel; provide or coordinate staff training; work with employees to correct deficiencies.
- Direct the maintenance of records of all incidents including losses to buildings and contents, and for the monthly, quarterly, and annual reports of incidents to the County and State.
- Plan, direct, and coordinate the Fire Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
- Manage and participate in the development and administration of the Fire Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.
- Coordinate Fire Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the County Manager and Town Board; prepare and present staff reports and other necessary correspondence.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Fire Department programs, policies, and procedures as appropriate.
- Ensure proper maintenance and availability of equipment, apparatus, buildings, and other facilities.
- Fire Command Operation Officer who acts as Command Officer; respond to major fire alarms with fire fighting duties; emergency and non-emergency calls; personally direct activities as necessary.

- Meet with community groups and the general public to resolve concerns.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings and conferences; stay abreast of new trends and innovations in the field of fire science; responsible for emergency action pre-planning.
- Respond to and resolve difficult and sensitive inquiries and complaints.
- Fire Command Operations Officer who acts as Command Officer at incidents, with duties including but not limited to fighting fires.
- Acts as Fire Inspector for the Town of Jackpot.
- Respond as necessary, to EMT Emergency Ambulance Calls.
- Recruit and supervise 15 to 20 volunteer and paid personnel.
- Facility disciplinary action, up to and including termination, for all volunteer personnel. Make recommendations for disciplinary action, up to and including termination, for other subordinates.
- Review plans for public buildings and recommend fire protection standards for the Town of Jackpot.
- Conduct pre-fire inspection and evaluations for both commercial and residential structures.
- Conducts post-fire investigation and report any suspicious findings to the State Fire Marshall.
- Issues burning permits and fire code violation warnings.
- Comply with all Elko County Policies and department procedures.
- Other duties as required.

Knowledge of:

- Operations, services, and activities of comprehensive fire prevention, suppression, investigation, and inspection programs.
- Organization and management practices as applied to the analysis and evaluation of fire safety programs, policies, and operational needs.
- Modern and complex principles and practices of program development and administration.

- Advanced modern fire prevention, fire suppression, and rescue principles, practices, techniques and procedures, including the operation and maintenance requirements of the various types of fire apparatus equipment, tools, and devices.
- Mechanical, chemical and related characteristics of a wide variety of hazardous materials and objects.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Knowledge of Nevada State Law, National Fire Protection Association Codes, Uniform Building, Fire, Mechanical and National Electrical Codes.
- Jurisdiction and responsibilities of the Ambulance Service.
- Recent developments and sources of information in fire administration.
- Fire protection procedures and techniques.
- Advanced principles and practices of budget preparation and administration.
- Incident command theory.
- Procedures, methods, and techniques of emergency medical services including first aid and CPR.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of data collection and report preparation.
- Local geography, including the location of water mains, hydrants, major fire hazards of the County and City streets.
- Safe driving principles and practices.

Skill to:

- Operate modern office equipment including computer equipment and software.
- Operate a motor vehicle safely.

Ability to:

- Provide administrative and professional leadership and direction for the Fire Department.

- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient fire prevention, suppression, investigation, and inspection services.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Identify and respond to community, County Manager, and Town Board issues, concerns and needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Plan, direct, and review fire suppression, fire and life safety code compliance, emergency response, and hazardous materials emergencies operations and activities.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to fire safety programs and functions.
- Make technical and emergency decisions quickly and calmly under emergency conditions.
- Prepare and administer budgets; allocate limited resources in a cost effective manner.
- Conduct thorough investigations including researching, collection, compiling, and analyzing information and data.
- Establish record keeping systems and procedures.
- Prepare clear and concise administrative and financial reports.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Ability to be on-call.

- Ability to work weekends and holidays as necessary.

Minimum Qualifications:

- Five years of increasingly responsible fire suppression and prevention experience including Fire Command Operation, management and administration.
- Two years of department management and supervision.
- High School diploma or GED equivalent.
- Ability to pass a physical agility examination, as a condition of employment.
- Ability to pass an annual physical examination.
- Knowledge of Nevada State Law, National Fire Protection Association Codes, Uniform Building, Fire, Mechanical and National Electrical Codes.
- Fire protection procedures and techniques.
- Ability to work weekends and holidays as necessary.
- Meet all requirements as prescribed by Nevada Revised Statutes.

Experience and Education:

- Minimum of five years experience in Fire Command Operation, management and administration.
- Two years of departmental management and administration.
- High School diploma or GED equivalent.

License and Certificates:

- IFSTA (International Fire Service Training Association) Fire Fighting I. certification.
- Administrative and supervisory educational certification, such as IFSTA, "Fire Officers Series".
- Fire Inspector Certified, current Firefighting Investigation and Hazardous Material Certification.

- Fire Cause Determination Investigator Certification.
- Intermediate Nevada Certified Emergency Medical Technician Certification.
- Operations Level, OSHA HASMAT and ICS (Incident Command System) certification.
- Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both indoor and outdoor settings. Outdoor work is required in fire fighting situations, as well as the maintenance of equipment. Hand-eye coordination is necessary to operate vehicles and various pieces of tools and equipment.

While performing the duties of this job, the employee is required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is required to stand or walk.

The employee must frequently lift and / or move in excess of 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee often works in inclement weather conditions. The employee is occasionally exposed to wet and / or humid conditions, airborne particles, smoke as well as fumes produced directly or indirectly from fire suppression or accident conditions.

The noise level in the work environment is moderately excessive to loud in the field.

FLSA – EXEMPT.