JOB DESCRIPTION – Fire Chief

Job Title: Fire Chief
Department: Jerome Fire Department
Reports To: Town Manager and Town Council
FLSA Status: Non-Exempt, Full-time
Salary Range: $72,000-98,0000
Prepared Date: April 2026
Hours: 40+ hours per week

DEFINITION: The Fire Chief serves as the executive and administrative head of the Town of Jerome Fire Department and is responsible for the overall leadership, strategic direction, and operational effectiveness of a combination fire department consisting of career and volunteer personnel. This position performs a variety of technical, administrative and supervisory work in planning and ensuring the delivery of fire suppression, emergency medical services, rescue, fire prevention, and community risk reduction services in accordance with applicable federal, state, and local policies, laws, and best practices. The Fire Chief may also hold the positions of Emergency Management Director, Fire Marshall, and/or Fire Inspector. This position is appointed by the Jerome Town Council, and reports to the Town Manager. The incumbent functions as a key member of the Town's executive leadership team. The Chief will make decisions on issues relating to policy and planning and works independently in supervising the overall technical operations of the department.

This is a **full-time, paid staff, position** and is classed as an FLSA exempt executive.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to, the following tasks, knowledge, skills and other abilities and 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:

Leadership and Administration Responsibilities

- Provides strategic leadership and vision consistent with Town of Jerome policies and expectations.
- Develops, implements and enforces departmental policies, SOPs and SOGs in alignment with Town administrative policies.
- Advises the Town Manager and Town Council on fire service, EMS, emergency management and public safety matters.
- Ensures compliance with all applicable Arizona statutes governing municipal fire departments.
- Participates in preparation of, and administers the departmental budget, in compliance with Town fiscal policies.
- Identifies, applies for and manages grant opportunities (e.g. AFG, SAFER, Fire House Subs).

Operations and Emergency Response

- Serves as Incident Commander (IC) on significant or complex incidents.
- Ensures compliance with NIMS and ICS protocols
- Oversees response readiness, staffing and deployment for structural, medical, rescue and wildland incidents.
- Coordinates mutual and automatic aid, including integration with transporting EMS agencies.
- Ensures effective patient care and transfer of care to transport EMS providers.
- Conducts post-incident analysis and implements operational improvements.
- Coordinates with regional, county, state and federal agencies, where and when applicable.
- Supports the Town's emergency management functions, including preparedness, mitigation and response coordination.

Personnel Management (Career and Volunteer)

- Directs recruitment, hiring, retention and discipline of departmental personnel.

- Exercises hiring authority in accordance with Town policies and makes recommendations when necessary for suspension and termination disciplinary actions to the Town Manager.
- Establishes performance standards and conducts evaluations.
- Ensures effective integration and supervision of volunteer personnel.
- Promotes workforce development, training and succession planning.
- Ensures compliance with federal and state employment laws including FLSA, OSHA, ADA and EEOC.
- Oversees injury prevention, exposure control and workers' compensation coordination.

Training and Professional Standards

- Ensures training programs meet or exceed applicable NFPA standards (NFPA 1001, 1021, 1500) and Arizona requirements.
- Organizes and plans required training(s).
- Maintains certification and qualification records for all personnel.
- Oversees wildland fire training consistent with NWCG standards as applicable.
- Promotes officer development and leadership training.
- Ensures compliance with NFPA 1500 and occupational safety standards.

Fire Prevention and Community Risk Reduction

- Oversees fire inspections, code enforcement, and plan review functions as applicable within Town authority, and state law.
- Directs public education and community risk reduction initiatives.
- Coordinates fire investigations in compliance with applicable standards.
- Serves as Public Information Officer or designates PIO functions.
- Represents the department in public meetings, media interactions and community events.
- Participates in intergovernmental and mutual aid organizations.
- Builds partnerships with residents, businesses and regional partners.
- Establishes and enforces department-wide safety and risk management programs.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

- Knowledge of applicable local, county, state and Federal statutes, rules, regulations, ordinances, codes, Town of Jerome policies and procedures, departmental policies and procedures and other governing documents, such as NFPA and NWCG.
- Knowledge of modern firefighting, EMS and wildland fire suppression techniques.
- Comprehensive knowledge of modern fire service administration and combination department operations.
- Understanding of FLSA as applied to fire service staffing models.
- Knowledge of non-transport EMS systems and patient care transfer protocols.
- Ability to make sound decisions under stress and in emergency situations.
- Ability to operate vehicles; including skill in operating fire apparatus and other emergency vehicles,
- Familiarity with wildland-urban interface operations.
- Ability to lead a combination workforce effectively in a small municipal environment.
- Strong financial and budget management skills.
- Must be safety oriented, and knowledgeable in fuel abatement and other fire mitigation efforts.
- Strong situational awareness; Must be able to act professionally, within the fire department and while out on mutual aid assignments with other agencies.

MINIMUM QUALIFICATIONS:

- Associate's degree in fire science, public administration or related field, plus supplemental continuing education coursework.
- Minimum 10 years of progressively responsible fire service and/or emergency medical service experience, including at least 5 years of command-level experience
- Legally authorized to work in the U.S.

- Valid Arizona Driver's License or ability to obtain one
- Arizona Firefighter I and II, Fire Inspector I, Fire Instructor I (or equivalent recognized by the State of Arizona)
- Current Arizona EMT/EMT-B, AEMT or Paramedic Certification
- Wildland Firefighter certification (NWCG) minimum ENGB and ICT5 (Incident Commander Type 5), or ability to obtain within specified timeframe of employment
- Additional NWCG qualifications such as RXB2 (Burn Boss Type 2) helpful but not required.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in fire science, public administration, or related field
- Experience in a combo (career/volunteer) department preferred
- Experience in fuels mitigation, wildfire prevention, and public education
- Additional EMS, fire, TRT or wildland certifications

NON-PHYSICAL DEMANDS:

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour per week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Non-Physical Demands	Frequency Code
Time Pressures	C
Emergency Situations	F
Frequent Change of Tasks	C
Irregular Work Schedule / Overtime	C
Performing Multiple Tasks Simultaneously	F
Working closely with others as part of a team	C
Tedious or Exacting Work	F
Noisy / Distracting Environment	F

PHYSICAL DEMANDS:

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour per week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

This is the description of the way this job is currently performed; it does not address the potential for accommodations.

Physical Demands	Frequency Code	Description
Standing	F	Command presence at incidents, inspections, site visits, observing operations and personnel
Sitting	C	Administrative work, report writing, meetings, planning, driving town vehicles
Walking	F	Incident scenes, stations, inspections, uneven terrain, community events
Lifting	F	Light to moderate lifting of equipment, files and supplies; may assist with equipment or patient movement in exigent circumstances.
Carrying	F	Carrying equipment, documents or light gear; limited operational carry during incidents as needed.
Pushing / Pulling	C	Moving equipment, opening/closing apparatus compartments, office furniture or tools as needed.
Reaching	C	Accessing equipment, files, controls and operating devices.
Handling	C	Use of tools, equipment, radios, and administrative materials.
Fine Dexterity	C	Computer use, report writing, radio and phone communications, data entry
Kneeling	F	Scene assessments, inspections, or limited operational support.
Crouching	F	Inspections, limited operational tasks, accessing equipment.

Crawling	O	Rare; limited to emergency conditions requiring command-level presence in hazard zones.
Bending	C	Routine movement, inspections, equipment handling
Twisting	C	Entering/exiting vehicles, equipment use, field activity
Climbing	C	Stairs, ladders (limited), uneven terrain, apparatus access
Balancing	F	Uneven ground or terrain, slopes, incident scenes
Vision	C	Driving, situational awareness, hazard recognition, supervision of operations
Hearing	C	Radios, alarms, verbal command/communication in high-noise environments
Talking	C	Command communication, coordination, public interaction, interagency communication
Foot Controls	C	Driving town vehicles, occasional apparatus operation

MEDICAL STANDARDS:

- Must meet and maintain all applicable medical, physical, and immunization requirements established by the Town of Jerome, consistent with OSHA regulations, NFPA standards and CDC guidance for firefighters and emergency medical responders.
- Must be capable of wearing required personal protective equipment (PPE), including SCBA.
- Participation in periodic medical evaluations and fitness-for-duty assessments as required by Town policy.
- Vision and hearing must be adequate to support safe driving, situational awareness and effective communication.

WORKING CONDITIONS:

- Work is performed in office, fire station and field environments in all weather conditions.
- Regular response to emergency incidents, including structure fires, medical calls, rescues, and wildland/WUI incidents.
- Exposure to extreme temperatures, smoke, toxic atmospheres, loud noise and other hazardous conditions.
- May operate in and around active emergency scenes with inherent risks.
- Subject to call-back, after-hours incidents, meetings, and extended operational periods during emergencies or disasters.
- Travel required for mutual aid, regional coordination, training, conferences and wildland assignments.

EXPECTED BEHAVIOR AND PROFESSIONAL STANDARDS:

The Town of Jerome is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religious, sex, national origin, age, disability, or any other status protected by law. The employee is expected to embrace, support, and promote the Town's values, beliefs and culture which include but are not limited to the following:

- Demonstrates integrity, ethical decision-making, and professionalism at all times.
- Provides high-quality customer service to internal and external stakeholders.
- Actively participates in Town-wide initiatives, meetings and organizational efforts.
- Leads by example in conduct, accountability and performance.
- Fosters teamwork, inclusivity, and a positive workplace culture across career and volunteer personnel.
- Prohibits and actively mitigates gossip, unprofessional behavior and workplace negativity.
- Maintains strict confidentiality, including compliance with HIPAA and patient privacy requirements.
- Prioritizes clear, consistent, and transparent communication within the department and with Town leadership.

- Encourages constructive feedback and open dialogue.
- Demonstrates accountability by meeting deadlines and responding to requests in a timely manner.
- Promotes a continuous learning environment and professional development.
- Maintains punctuality and preparedness for all meetings, trainings and official functions.
- Serves as a positive representative and advocate for the Town and the Fire Department.
- Exercises sound judgement, including acknowledging and correcting errors when they occur.
- Ensures that planning and decision-making are followed by timely and effective implementation.
- Applies practical judgement and problem-solving in operational and administrative contexts.
- Demonstrates forward-thinking leadership by anticipating challenges and developing solutions.
- Mentors personnel and supports morale, engagement, and retention.
- Supports organizational change and continuous improvement initiatives.
- Upholds and promotes the Town's mission, vision and values.
- Establishes and maintains effective working relationships with employees, elected officials, contractors, and partner agencies.
- Builds upon a long-standing, cooperative relationship between the police and fire departments by encouraging inclusive, cross-disciplinary and interagency training opportunities.
- Interprets and applies Town policies and procedures consistently and appropriately.
- Promotes a culture of safety, ensuring safe work practices and addressing unsafe conditions or behaviors promptly.
- Demonstrates fiscal responsibility and stewardship of public resources.