

District Fire Chief

1200.1 DESCRIPTION

Job Title: District Fire Chief

Supervisor: Board of Trustees

Sworn Position

Version: August 2026

1200.2 GENERAL SUMMARY

Supervises District employees, volunteers, firefighters, and EMTs on the North Tooele Fire District (NTFD).

Responsible for overall outcomes of all fire ground/EMS operations and training.

Enforcement of District policies and SOP's.

Responds to emergency calls when appropriate.

Performs firefighting and basic life support procedures in accordance with all county and state protocols, administrative procedures, rules, and regulations.

Serves as the Emergency Manager for the North Tooele Fire District.

1200.3 MINIMUM QUALIFICATIONS

- (a) High school diploma or GED equivalent.
- (b) Bachelor of Science (B.S.) degree in any field of study, with a degree in Fire Science, Emergency Services, Public Administration, or a related field preferred; OR current enrollment in an accredited Bachelor of Science degree program, with the degree required to be completed within two (2) years of the date of hire; OR a minimum of twenty (20) years of fire service experience, including substantial experience in fire service leadership/education and supervisory roles.
- (c) State of Utah Firefighter II certification and maintain certification as a condition of rank.
- (d) Officer I certification, and maintain certification as a condition of rank.
- (e) State of Utah EMT licensure, and maintain license as a condition of rank.
- (f) NIMS 100, 200, 700, and 800 certification.

1200.4 PREFERENCES

- (a) B.S. Degree in Fire or Emergency Services.
- (b) NIMS 300, 400, or willingness to obtain at first available training

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1200.5 SPECIAL QUALIFICATIONS, ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- (a) Must be able to read and write the English language.
- (b) Must have the ability to follow verbal and written instructions and the ability to communicate effectively orally and in writing.
- (c) Must have the ability to work independently as well as contribute successfully within a team environment.
- (d) Must be able to maintain a professional and courteous working relationship with other employees, district members and other agencies.
- (e) Must be of good moral character and of temperate industrious habits.
- (f) The ability to perform prolonged, strenuous work under adverse emergency situations involving physical and mental stress.
- (g) The ability to think clearly and use independent judgment in routine and non-routine situations which may occur.
- (h) Must not have any felony convictions or disqualifying criminal history within the past 5 years. All candidates who are given an offer of employment will be required to submit a BCI criminal history background check.
- (i) Must also meet these requirements:
 - Must be at least 21 years of age
 - Must be a citizen of the United States of America at the time of application, or provide proof of an appropriate work permit.
 - Must possess a valid Utah Driver's License by time of application.
 - Must be a resident of North Tooele Fire District
 - Must be able to meet OSHA requirements for fit test of respiratory face-piece
- (j) This position has a one year probationary period

1200.6 ESSENTIAL FUNCTIONS

As defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other abilities. The list of tasks is illustrative only, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

- (a) Command fire and medical incidents
- (b) Provides overall management to all NTFD employees and volunteers
- (c) Coordinate mutual aid with other agencies
- (d) Coordinate press releases
- (e) Attend Tooele County Chief's Meetings
- (f) Supervise the safety and performance of District members

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- (g) Designate a qualified individual to attend pre-planning meetings with the Tooele County Engineering Office
- (h) Designate a qualified individual to perform inspections of commercial or residential buildings
- (i) Recommend equipment and apparatus purchases
- (j) Complete yearly job performance evaluations on full time employees, staff positions, and Assistant Chief
- (k) Attend monthly District board meetings
- (l) Attend scheduled training planning sessions with Captains and Chief Officers
- (m) Follow all District SOPs, by-laws, and rules and regulations
- (n) Maintain professionalism at all times
- (o) Other duties as required

1200.7 WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The employee works in emergency conditions that may involve extreme danger and exertion under hazardous conditions (flame, smoke, hazardous materials, cramped conditions, charged or oxygen deficient atmospheres, downed power lines, victims with severe injuries, exposure to bodily fluids, and death).

The employee must be able to work in multiple environments such as inclement weather; heat, cold, dampness, fumes, noise, dust, or chemicals, depending on the function being performed.

The employee occasionally works near moving mechanical parts and in high, precarious places, and is occasionally exposed to wet and or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration, heat and sub-zero temperatures.

The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

1200.8 PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to stand, walk, run, jump, use hands, and fingers, handle, or operate objects, tools or controls; and reach with hands and arms and use other emergency and firefighting equipment as required.

The employee is occasionally required to sit, climb, balance, stoop, push, kneel, crouch or crawl, work on unsteady footing, talk, hear, taste or smell.

The employee must possess good vision and hearing and be able to distinguish odors.

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The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move 175 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust and focus.

The employee is also required to wear personal protective equipment (PPE) including, but not limited to: self-contained breathing apparatus (SCBA), turnout clothing, brush fire clothing, medical PPE, etc. safely and without having effect on the employee's health.

Employee must fulfill all shifts that are signed up for. In the event that the employee cannot fulfill his/her shift, it is their responsibility to find sufficient coverage for the shift and notify the District Administrator and District Captain of the changes.

1200.9 REMUNERATION FOR DUTIES

Incumbent of this position will be considered a Full-time Exempt employee of the North Tooele Fire District and will be paid all applicable wages as required by the State of Utah and federal laws..

Incumbent will be paid per approved salary / benefits of the Board of Trustees.

1200.10 DISCLAIMER

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.