



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

DIVISION CHIEF OF OPERATIONS AND TRAINING

GENERAL STATEMENT OF DUTIES:

Performs a variety of administrative, technical, supervisory, and managerial work related to managing all aspects of the Operations and Training Division. Ensures adherence to safe practices on the fire ground and other emergency incidents. Ensures division staffing is adequate to accomplish operational objectives. Perform firefighting, EMS life support procedures, and other emergency responses in accordance with all state protocols, district employee policies and district standard operating procedures/guidelines. Ensures a high level of support of the volunteer response system and volunteer members. Ensures that all operation personnel are adequately trained. Responsible for all training records and certificates for all district training. Maintains all operations equipment and vehicles. Responds to and may assume command or operate in a subordinate tactical assignment. The Division Chief shall remain a member in good standing according to department policies and shall conduct themselves in a way to set an example of what is desired as a member of the Estes Valley Fire Protection District.

SUPERVISION RECEIVED:

- This position works under the general guidance and direction of the Fire Chief.

SUPERVISION EXERCISED:

- This position exercises supervision of all subordinate officers and firefighters via the chain of command in the Operations and Training Division. The Division Chief shall conduct and/or oversee formal and informal job performance appraisals for all firefighters and fire officers as directed by their supervisor and provide documentation and feedback to the subordinate and communicate such to the chief(s). The Division Chief will handle grievances, disciplinary issues, and conduct of assigned personnel through the chain of command.

FLSA:

- This is an exempt employee position

WORK SCHEDULE:

- A typical administrative week is 08:00 to 17:00, Monday to Friday, with Department Training on Tuesday nights from 18:00 to 21:00. Time will be flexed to accommodate those required working hours.
- This position will perform the assignment of the on-call duty officer as a shared rotation with other qualified staff or members in accordance with district policies.
- During Fire Academy (Aug – Dec), Thursday nights and Saturday days will be required. Time will be flexed to accommodate those required working hours.
- This position has been deemed essential during man-made and natural emergencies.

Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services

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COMPENSATION:

- The salary range for this position is \$130,203 to \$146,545 in accordance with Policy 180

RESIDENCY:

- Must live within primary response area of the Estes Valley Fire Protection District

DESIRED EXPERIENCE, EDUCATION AND CERTIFICATIONS:

- 10 years of progressive fire service experience
- 5 years of supervisory experience
- NIMS 100/200/300/400/700/800
- CPR/AED
- Colorado DFPC Instructor II or equivalent
- Colorado DFPC Officer II or equivalent
- Valid Colorado Driver's license
- Associate's degree in Fire Science
- NWCG FF Type 2 Red Card
- Safety Officer
- Swiftwater I, II, Trainer
- Ice Rescue, Trainer
- EMT

JOB SKILLS AND CERTIFICATIONS TO BE OBTAINED WITHIN THREE MONTHS OF APPOINTMENT:

- EVFPD released engineer on all apparatus
- Familiarization with the district and special concerns or hazards within the district

ESSENTIAL FUNCTIONS OF THE JOB:

The following are essential functions for the job. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

Emergency Response

- Sharing the responsibility with other members, serves as on call duty officer in accordance with district policies.
- Ensure that operational equipment is appropriate for the EVFPD's operational needs
- Ensure all operational equipment is maintained.

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- Ensure all vehicles and apparatus are maintained.
- Creates, maintains and enforces operational and training SOGs & SOPs
- Works with Dispatch on operational needs
- Works with emergency response partners in accordance with interagency and mutual-aid agreements.
- Supervises all division personnel including discipline, coaching, and professional development.
- Serves as district Safety Officer.
- Serves in operational, planning, logistics, and administrative roles during large-scale emergency incidents.
- Manages operations and training grants.
- Ensure that incident reports are completed and reviewed.

Volunteer Recruitment, Retention and Support

- Ensures that division staffing is adequate to meet emergency response objectives.
- Manages volunteer recruitment and retention programs.
- Ensure onboarding and off boarding of volunteer members.
- Ensure all volunteer and operations members are provided with personal protective and related equipment.
- Tracks volunteer training, response and related data.
- Provides time or service, incident response attendance, and training hours of volunteer members for calculation of volunteer benefits.
- Manages volunteer benefit and incentives programs.

Training

- Manages training grounds including classroom, burn building, and various props.
- Ensure the delivery of weekly department training.
- Ensure the delivery of an annual Firefighter I academy.
- Ensure the delivery of advanced and officer training.
- Assists members to accomplish JPR's to maintain certifications
- Ensure adherence to safe practices on the training ground and during emergency operations
- Confirms that all district members meet and maintain minimum training standards for their positions and level of certifications
- Monitors all firefighter certifications and renewal dates with the Colorado DFPC
- Maintains training records for all district members.

Equipment and vehicle maintenance

- Ensure that all operations and training equipment is maintained in accordance with district policies.
- Ensure that all district vehicles and apparatus are maintained in accordance with district policies.

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Administrative

- Excellent communication skills
- Able to utilize basic office tools, i.e. computers, copier, fax, etc.
- Write incident reports and narratives
- Research, write, and present special reports.
- Use of industry specific software
- Positively represent the department to the public
- Ensures the documentation of training records and submittal to appropriate state and federal agencies
- Prepares and manages the division budgets
- Manages emergency response reporting system.

General

- Perform the duties and responsibilities of the Fire Chief in their absence
- Knowledge of and ability to work under the National Incident Command System (NIMS)
- Ability to assume high levels of responsibility within the department
- Performs all other duties as assigned

COMPETENCIES:

1. Ethical Conduct.
2. Stress Management/Composure.
3. Problem Solving/Analysis.
4. Communication Proficiency.
5. Strategic Thinking.
6. Teamwork Orientation.
7. Diversity and Inclusion.
8. Technical Capacity.

WORK ENVIRONMENT:

While performing the duties of this job, this employee regularly works within an office environment whose duties are primarily performed behind a desk. This position frequently operates a computer, reads and writes, and interacts with others in person, over the phone, and via other devices. They move about within the facility in which their office is located to access file cabinets, documents, office machinery, and other equipment. They also travel within the facility in which their office is located and to locations outside of the facility, to attend meetings, training, events, and other business activities.

While performing the duties of this job, the employee also regularly works in outside weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergencies and stressful situations. The employee is exposed to hearing alarms and hazards

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associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts, in high, precarious places and is occasionally exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. It is reasonably anticipated that the individual will be exposed to blood-borne pathogens and other infectious materials in the course of duties.

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 sit, talk, hear, stand, walk, climb, balance, stoop, kneel, crouch, crawl, smell, push, and pull, use hands and fingers to feel, handle, or operate objects, tools or controls, and reach with hands and arms. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 150 pounds.

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