# County Fire Chief

**Job Description**

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| Department: | Sheriff - Fire |
| Position: | Career Service |
| Grade: | 732 |
| Supervisory: | Supervisor |
| Reports to: | Chief Deputy - Enforcement |

**Summary**

Under general guidance and direction of a Chief Deputy – Enforcement, develops, directs, and oversees the Utah County Fire and Wildland suppression programs, both within and outside of Utah County.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise and perform fire suppression activities for emergency operations and wildland fires in the unincorporated portions of Utah County, including Federal, State, and private lands.
2. Determine effective use of County resources in response to out-of-county fires; dispatch resources as appropriate.
3. Supervise and oversee in-county and out-of-county fire crews; ensure assigned personnel are accountable for safety and productivity standards; organize and prepare personnel for fire suppression and projects; direct resources from other entities, as needed.
4. Make decisions regarding firefighting methods used in accordance with state and federal requirements.
5. Conduct performance appraisals and make recommendations regarding the hiring, training, and retention of staff; recruit and select seasonal fire personnel for Wildland Fire Suppression Programs.
6. Deploy and manage personnel and County resources; make recommendations for improvements in firefighting processes.
7. Assign, direct, supervise, and participate in firefighting, medical emergencies, and related life and property protection; ensure safe operation of fire equipment and apparatus.
8. Ensure Emergency and Wildland Fire personnel maintain accurate and current qualifications and training records in accordance with the National Wildland Coordination Group and National Standards.
9. Produce written documents, such as resource documentation, reporting forms, and other documents required by contracts and agency policy, as directed; track hours, as needed.
10. Facilitate recordkeeping in an incident management system.

For Office Use Only

Job Code: 4200
Job Title: County Fire Chief
FLSA: Exempt
Effective Date: 11/7/2026
Public Safety: Fire

Worker's Compensation: Fire
Background Level: Civilian
Safety Sensitive: Yes
DOT: No
ML: Bureau Director

11. Perform as Initial and/or Extended Attack Incident Commander in Utah County's unified command system for fire suppression activities and wildland fires.
12. Maintain fire scene safety in accordance with agency policy and jurisdictional guidelines.
13. Inspect and maintain fire suppression equipment assigned to Utah County by the Utah Division of Forestry, Fire, and State Lands.
14. Develop and implement fire management, fuels management, and fire hazard reduction plans.
15. Direct the development of training programs; provide training, education, and technical expertise in fire suppression activities and Wildland Fire qualifications for County fire personnel.
16. Track hours worked and related paperwork to ensure accurate compensation for fire suppression activities and wildland fire crews.
17. Research and write grant requests for fuel mitigation projects and other suppression needs.
18. Initiate action on wildland fires and risk incidents; request resources for fire suppression operations.
19. Resolve interagency conflicts that arise during multijurisdictional incidents.
20. Serve as Utah County liaison for fire suppression activities and all wildland fire-related matters.
21. Develop Urban Interface education programs for homeowners associations and private homeowners.
22. Serve as the State of Utah Wildland representative for Utah County.
23. Assist the Sheriff's Office – Emergency Services Division and perform related and other non-fire activities.

**Knowledge, Skills, and Abilities**

- Knowledge of fireground and emergency operations
- Knowledge of wildland fire operations and Urban Interface
- Knowledge of the Incident Command System
- Knowledge of wildland fire management, planning, and practices, including prescribed fire, fuel management, fire histories, and fire hazard analysis
- Knowledge of local fire contracts and agreements
- Knowledge of report writing and form procedures
- Knowledge of principles and techniques of supervision, leadership, and training
- Skilled in supervisory techniques
- Skilled in written and verbal communication
- Skilled in fire suppression activities
- Skilled in the operation and maintenance of firefighting equipment
- Ability to supervise, motivate, and lead others
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to effectively and efficiently evaluate emergency situations, determine the appropriate response, and implement the appropriate incident action plan
- Ability to remain calm and decisive in chaotic and confusing situations

**Supervisory Responsibility**
This position has direct supervisory responsibility and serves as a coach and mentor for other positions in the department.

**Work Environment**
Work is regularly performed for sustained periods outdoors in all weather conditions. While performing the duties of this job, the employee is exposed to unknown, dangerous, and/or life-threatening conditions. There is risk of bodily injury from heat, smoke, flames, and exhaustion, and from moving mechanical parts such as equipment, tools, or machinery. This role is exposed to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. This job regularly requires the use of protective clothing and devices, such as National Fire Protection Association (NFPA)-approved personal protective equipment. The noise level in the work environment is usually very loud. This role routinely uses standard office equipment such as laptops, desktops, smartphones, photocopiers, shredders, and filing cabinets. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

**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.

This job requires physical readiness and stamina to respond quickly in dangerous situations and to work in steep, slippery, or otherwise adverse environments. While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools, and controls, and reach with hands and arms. This job requires equipment to be carried up and down steep mountainous terrain. Specific vision abilities necessary for this job include close vision, the ability to adjust focus, and the ability to distinguish between shades of color and patterns. The employee must be able to meet the requirements of the Work Capacity Test (WCT) for Wildland Firefighters at the arduous level annually. The employee regularly drives a motor vehicle.

**Position Type/ Expected Hours of Work**
Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. The ability to work irregular shifts, which may include nights, weekends, and holidays, is a requirement.

**Travel**
This position may require significant travel within the state and to other states during the fire season. Otherwise, travel is primarily local during the business day, although out-of-area and overnight travel may be expected.

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**Required Education and Experience**

1. Associate's degree in Fire Science or a closely related field.
2. Six (6) years of work experience in professional wildland fire suppression, including four (4) years in a supervisory capacity.
3. Other combinations of education and experience that include six (6) years of wildland fire supervisory experience may also be considered.

**Preferred Education and Experience**

1. Preference may be given to applicants with advanced training in wildland fire suppression tactics.
2. Preference may be given to applicants with Type three (3) Incident Command certification under the National Incident Management System (NIMS) incident command system.

**Additional Eligibility Qualifications**

1. Applicants must possess certification as Single Resource under the National Wildfire Coordinating Group (NWCG) qualification system (red card).
2. Applicants must possess Type four (4) Incident Command certification under the NIMS incident command system.
3. Applicants must be able to meet the requirements of the Work Capacity Test (WCT) for Wildland Firefighters at the arduous level during the probationary period for new hires or during the trial period for promoted County employees. Incumbents are required to take and pass this test annually.
4. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
5. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status, or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions, and duties of the position.

Candidate / Employee _____ Date _____

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