



Oak Creek Fire Protection District

131 East Main Street

Oak Creek, CO 80467

Tel: 970-736-7549

OakCreekFire.org

FIRE CHIEF JOB ANNOUNCEMENT & JOB DESCRIPTION

The **Oak Creek Fire Protection District (“OCFPD”)** is seeking a proven, ethical, and dynamic chief executive officer to lead it into an exciting new chapter that sets a national standard in emergency medical services, community fire safety, education, mitigation, response, and recovery and wildland firefighting in one of the country’s most beautiful and compelling fire environments – and one of the most desirable communities in Colorado.

The headings in this Job Description are for reference only and shall not affect its interpretation.

SALARY RANGE: \$135,000 - \$145,000 annually. Possibility for assignment differential during incident response.

BENEFITS: OCFPD pays for 100% of medical, dental, vision, disability, and death insurance benefits for employees. This position qualifies for Colorado Fire & Police Pension Association retirement benefits: Employees contribute 12% and OCFPD matches 9%.

EFFECTIVE DATE: February 9, 2026

APPLICATION CLOSING DATE: Apply by March 2, 2026 (*First review; open until filled*).

TO APPLY: Submit a resume and letter briefly outlining your qualifications and interest to join@oakcreekfire.org.

FLSA STATUS: FLSA Exempt.

EMPLOYMENT STATUS: At-will, full-time.

REPORTS TO: OCFPD Board of Directors (the “**Board**”).

Protecting life, property, and the environment in a highly trained, professional manner.



ABOUT THE COMMUNITY

Nestled neatly in Colorado's rich and fertile Yampa Valley, OCFPD is based in rural Routt County on CO-131, seventeen miles south of the ranching and winter resort community of Steamboat Springs. OCFPD serves a population of just under 2,700 – a lively collection of Coloradans of all stripes, from local ranchers to part-time homeowners to working families who live, work, and play across the district and the Yampa Valley. With year-round activities and attractions – from skiing to boating to hunting to hiking and horseback riding – we also serve visitors from all over the world.

OCFPD covers approximately 278 square miles in both Routt and Rio Blanco counties, with two primary population and structure concentrations: The Town of Oak Creek and the neighborhoods of Stagecoach.

The Town of Oak Creek was incorporated in in 1907 as a major coal mining community. Today, its population is just shy of 1,000, many of whom commute to work in Steamboat Springs. The primary housing stock is single-family residential, with a vibrant and award-winning commercial district at its core featuring multiple bars, restaurants, shops and a town hall, a library, and a town-run ice rink, town-run mountain park for hiking and biking, and town-run meadow for cross-country skiing and snowshoeing.

The neighborhoods of Stagecoach are located along Routt County Road 16 stretching from Stagecoach State Park to Lynx Pass. This is a major growth corridor attracting new residents looking for vast views and mountain living.

In addition to Stagecoach State Park, a 780-acre reservoir with a full-service marina, OCFPD also borders the Sarvis Creek Wilderness and the Medicine Bow-Routt National Forest.

ABOUT OCFPD

We are a growing, all-hazard 911 organization. With an annual budget of approximately \$2.4 million and a team of up to 20, we are unique in that we are visible, life-saving first responders in close-knit communities close to home while also responding to wildland fires within an expansive, remote district – and providing mutual aid support to Routt County, the state of Colorado, and to national fire incidents.

Protecting life, property, and the environment in a highly trained, professional manner.



Our community uniquely values a meaningful life-work balance; it's why people choose to live here. Our firefighters are our most valuable resource and supporting employee growth and ambitions both personally and within the fire service is a top priority.

ABOUT THE POSITION

This is a unique opportunity to make your mark on a growing community in an increasingly important part of Colorado that presents unique management and firefighting opportunities. The right leader can build a legacy that will forever shape both this region and your future in the fire service, given our position at the forefront of wildland firefighting and wildland-urban-interface population growth.

Under the general direction of the Board, the Fire Chief serves as the Chief Executive Officer and Commander in Chief of OCFPD.

The Fire Chief is responsible for implementing the Board's written or oral rules, policies, practices or procedures orders, and directives, including those set forth in the Member Handbook (collectively, the "**Rules**"). The Fire Chief shall also carry out the duties imposed by federal, state, and local laws, rules, regulations, codes, standards or ordinances, including but not limited to the duties imposed by the Colorado Special District Act, C.R.S. §32-1-1002, applicable medical protocols, and the applicable Fire Code(s) and Nationally Recognized Standards (collectively, "**Controlling Law**").

The Fire Chief is responsible for all aspects of the day-to-day administration, operation, and finances of OCFPD, including but not limited to developing, implementing, supervising, maintaining, and evaluating the fire suppression, fire prevention and education, emergency rescue, hazardous materials, ambulance, and emergency medical services provided by OCFPD directly or through third-party providers (collectively, "**Emergency Services**").

The Fire Chief shall also serve as the public face of OCFPD and is expected to maintain and grow relationships with community members from across OCFPD, the region, and the state.

This position is "at-will," meaning the employee may terminate employment with OCFPD without prior notice at any time for any or no reason; similarly, OCFPD may terminate the employee at any time for any or no reason, subject to the requirements



of federal and state law. This position is classified as Exempt under state and federal law.

Nothing in this Job Description shall be deemed an irrevocable delegation of any express or implied power or authority of the Board. The Board expressly reserves to itself all express and implied powers or authority vested in it by applicable law.

The Fire Chief serves at the pleasure, and under the direction and guidance, of an elected Board.

PRIMARY POWERS, DUTIES, AND RESPONSIBILITIES:

In addition to duties imposed by the Board from time to time, and by Controlling Law, the following are an overview of the primary powers, duties, and responsibilities for this position and shall not be considered an exclusive list:

1. Serve as the Chief Executive Officer and Commander in Chief of OCFPD under the general supervision of the Board.
2. Responsible for all aspects of the day-to-day administration, operations, and finances of OCFPD, directly or through team members or outside consultants, and accounting for and documenting the same.
3. Develop, implement, and enforce OCFPD rules, procedures, orders, and directives that are consistent with and are necessary for implementing and enforcing Rules established by the Board and imposed by Controlling Law. The rules, procedures, orders, and directives shall be consistent with Controlling Law and all other Rules established by the Board.
4. Responsible for developing, implementing, and continually evaluating OCFPD's Emergency Services.
5. Developing and submitting to the Board a proposed budget each year and ensuring revenues and expenditures are within the Board-approved budget.
6. Hire, effectively supervise, and terminate personnel within the limitations of the Board-approved annual budget and applicable policies. Require and receive from each member strict compliance with OCFPD Rules and Controlling Law.



7. Develop and grow volunteer and auxiliary firefighting and emergency service divisions.
8. Supervise, direct, and coordinate personnel, administration, finances, and operations to achieve OCFPD objectives, directly or through team members.
9. Within the Board-approved budget and any Board-established limits, manage purchase, sale, upgrade, usage, maintenance, and security of OCFPD equipment, apparatus, facilities, and other real and personal property.
10. Regularly identify and seek out gifts, grants, donations, and other one-time and ongoing funding opportunities to enhance OCFPD effectiveness, capabilities, and professional development.
11. Command OCFPD fire grounds and emergency operations as necessary and appropriate. Perform the Firefighter and First Responder duties set forth in the Firefighter Job Description, as necessary to meet the OCFPD's operational needs.
12. Coordinate, where necessary or appropriate, intergovernmental agreements with other agencies and departments.
13. Attend all special and regular Board meetings and study/work sessions and advise the Board on matters before it. Prepare a detailed written report for the monthly Board meeting, and other reports as appropriate or at the Board's request.
14. Maintain posted office hours at headquarters.
15. Prepare and deliver an annual written report on OCFPD operations.
16. Develop and maintain positive, effective working relationships with OCFPD members, Board members, other governmental agencies, and the community.
17. Ensure invoices for wildland, hazmat, or other third-party services are properly and accurately billed in a timely manner.



18. Attend meetings of other public, private, or governmental emergency services providers as necessary to effectively perform the duties of the position and advance OCFPD's interests. Such meetings, or other conferences and trainings, may require travel and overnight lodging.
19. Continuously evaluate and advise the Board on the present and future Emergency Services needs of the property and citizens within OCFPD's jurisdiction, citizens passing through OCFPD, OCFPD's contractual emergency services obligations to other agencies, and developing or updating strategic plans to meet present and future needs.
20. Serve as on-call duty officer on a rotating basis, except when on vacation or other Board-approved leave. The Fire Chief will be provided an OCFPD take-home vehicle, the Fire Chief shall: a) at all times ensure the vehicle is clearly marked as a fire vehicle through painted insignia or words; b) use the OCFPD vehicle to commute to and from OCFPD's fire stations to perform their duties; c) be responsible for cleanliness and routine maintenance of the OCFPD - issued vehicle and d) not use the OCFPD vehicle for personal purposes (other than commuting) outside of the OCFPD's jurisdiction.
21. Inspect, or cause to be inspected, all commercial facilities, structures, and premises within OCFPD's jurisdiction at least once each calendar year to ensure compliance with the applicable fire code, nationally recognized standards, and Controlling Law. Ensure timely correction of violations.
22. Handle multiple responsibilities simultaneously, prioritize responsibilities appropriately, and perform responsibilities in a thorough and timely manner.
23. Appropriately handle complaints from the public or other agencies. Answer questions by citizens, property owners, contractors, and others about OCFPD's rules, policies, and procedures in a timely, cordial, and productive manner.
24. May perform duties of other team members, as necessary and appropriate.
25. Protect and promote a professional image of OCFPD at all times.



26. Always maintain positive and constructive written and oral communication skills.
27. Perform other duties assigned by the Board within the reasonable scope of the position.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Demonstrate a comprehensive knowledge of Controlling Law and the Board's Rules, including the OCFPD Member Handbook.
2. Demonstrate a proficiency in the skills, methods, and knowledge required for the position, and a commitment to keep abreast of current developments in Emergency Services.
3. Demonstrate mature, professional, courteous, and appropriate conduct at all times and in all places, especially when interacting with the public, the media, and team members. Maintain composure and a professional attitude under stressful conditions.
4. Demonstrate ability to create a work environment in which volunteers and employees demonstrate mutual respect and are open and at ease with each other. Encourage individual initiative. Utilize training, direction, delegation, and accountability to improve team skills. Assist team members in resolving conflicts.
5. Demonstrate ability to recognize and accept constructive feedback and work as needed to achieve results and/or meet targets within established time frames.
6. Demonstrate sound personnel management skills, including, but not limited to, encouraging feedback and suggestions, initiating regular discussions with team members, effectively evaluating team members on a periodic basis, reinforcing good performance, and taking appropriate and timely action with marginal or failing performers. Ability to clearly articulate results expected from team members.
7. Demonstrate effective listening and speaking skills. Produce clearly organized



and easily comprehended written communications. Maintain an open line of communication with Board leadership and team members.

8. Proficient in setting challenging goals for team members, delegating effectively without micro-managing, and stimulating others to contribute new ideas.
9. Demonstrate ability to manage performance or quality control standards. Ability to ensure results, set control parameters in terms of time and budgets, and take corrective action when required.
10. Demonstrate to adapt to necessary changes in operations, including a willingness to try new ideas. Demonstrate ability to make sound and timely fact-based decisions in extremely stressful and life-threatening situations. Demonstrate ability to handle uncertainty and clarify ambiguities quickly and effectively. Demonstrate ability to identify unusual aspects of a problem and find unique solutions and evaluate results for effectiveness.
11. Demonstrate ability to develop and implement plans based upon a thorough analysis of relevant facts; ensure costs and benefits are justified; set clear, precise, and measurable goals.
12. Demonstrate ability to operate effectively near lowest possible costs; stay within budget; can be relied on to meet target dates with appropriate concern for expense management.
13. Demonstrate ability to effectively work with other agencies in a cooperative and constructive manner, while promoting improved coordination and professional relationships.

MINIMUM QUALIFICATIONS

1. Possess a) a bachelor's degree recognized from an accredited institution in fire science, management, or other field related to the fire service, or b) an Executive Fire Chief Certification from the National Fire Academy, or c) any equivalent combination of education and/or experience that provides the required knowledge and abilities for the position.



2. A minimum of ten (10) years' progressive experience with a fire department in functional areas, including fire prevention, fire suppression, training, hazardous materials, emergency medical operations, and fire administration, and a minimum of five (5) years of command experience.
3. IFSAC or Pro Board accredited FFII/Hazmat Ops at time of application.
4. Possess and maintain a valid State of Colorado Fire Officer I certification (within 1 year of hire).
5. NREMT Basic or higher on date of hire, Colorado EMT Basic or higher within 1 month of hire.
6. NWCG Incident Commander T5 on date of hire, NWCG Incident Commander T4 within 1 year of hire.
7. Attend annual management training or other training directed by the Board, each calendar year.
8. Possess NIMS 300 & 400 certifications (within 1 year of hire).
9. Possess and maintain a valid State of Colorado driver's license with an insurable driving record.
10. Possess a comprehensive knowledge of applicable law and board and OCFPD policy, including but not limited to the Member Handbook, within six months of hire.
11. Proficient in the use of OCFPD's communications systems and use of a personal computer, including word processing and database software.
12. Ability to read, write, speak, and understand the English language at a level adequate to perform the job.



WORKING ENVIRONMENT & PHYSICAL REQUIREMENTS

This position requires work in a variety of locations and conditions, including living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical, and medical equipment or supplies, and emergency scenes of every type.

1. A portion of this position will involve sedentary, administrative work in an office environment; however, in emergency situations, the Fire Chief will be required to supervise fireground activities at an emergency incident and/or perform firefighter duties.
2. Meet the same daily physical fitness requirements established for firefighters, and possess the ability to pass an annual NWCG Arduous Physical Test.
3. This position requires standing, running, walking, sitting, kneeling, stooping, bending, lifting, squatting, pushing, pulling, crawling, ascending and descending ladders and stairs, jumping, sliding, climbing, pinching, gripping, digging, spraying, reaching overhead, reaching away from the body, and repetitive motion.
4. Possess the ability to perform duties while wearing breathing apparatus and other cumbersome equipment.
5. Possess the ability to perform arduous physical tasks, such as laying hose, acting as nozzle person, positioning ladders, and other firefighting activities.
6. Possess the ability to perform job tasks under conditions of potential serious harm (smoke, heat, toxic fumes, hazardous materials, heights, and similar situations) and all types of weather conditions and in extreme temperatures.
7. Work may be performed under hazardous and adverse conditions, including but not limited to, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
8. Work may result in exposure to contaminated environments, including but not limited to hazardous materials, smoke, gases, chemicals, fumes, odors, mists, and dusts that can affect the respiratory system or skin requiring the wearing of furnished PPE.



9. Work may result in exposure to individuals or blood carrying infectious diseases or illnesses, including Hepatitis A, B or C, HIV, tuberculosis, and smallpox, requiring the wearing of furnished PPE.
10. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
11. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception, and color vision.
12. This position will involve periods of high physical, mental and/or emotional stress.

SELECTION PROCESS

All candidates will be scored initially on their minimum qualification, desired qualifications, additional qualifications and skills. Some candidates will advance to a scored interview. Candidates will be ranked according to their scores. OCFPD will use this ranking to help in the hiring process but may choose any candidate in its sole discretion.

Please note that except for letters of reference and medical, psychological, and sociological data concerning them, all records submitted by or on behalf of an applicant who becomes a finalist shall be available for public inspection or copying, as required by C.R.S. § 24-72-204(3)(XI).

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

OCFPD provides equal employment opportunities to all employees and applicants and prohibits discrimination or harassment of any kind on the basis of race, color, religion or religious affiliation, sex (including pregnancy, gender, and gender identity or expression), sexual and other reproductive health decisions, national origin, political affiliation, sexual orientation, marital or partnership status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor, or any other status protected under applicable federal, state, or local law.