

Fire Chief (PT)

July 2026

Salary: Per contract, \$35k to \$50k Part Time

Partial Benefits may include: health, Public Employees Retirement (PERS) Retirement, Police and Fire.

Applications can be obtained online. [Contact Us - Yamhill Fire Protection District](#)
Completed applications, Cover Letter and Resume can be mailed to PO Box 249, Yamhill, OR 97148

Closing Date: September 4, 2026

GENERAL DESCRIPTION

The Fire Chief is responsible for the overall management and operations of the Yamhill Fire Protection District (YFPD). The Fire Chief provides leadership and administrative/fiscal duties for all YFPD functions, operations, and supervision of all personnel including development of the annual budget and maintaining accountability of all funds. They will be responsible for ensuring the safety and wellbeing of the community they serve through the development and implementation of fire safety policies and procedures. In addition to managing the day-to-day operation of the department, they also play a critical role in emergency response and disaster management. Incumbents are responsible for serving as lead to Firefighters and EMS personnel and provide incident command duties, supervision, public safety, and safety of fire personnel. At the scene of an emergency, a Fire Chief is responsible for safe and effective operations. Employees occupying positions of this class are responsible for the direct command over firefighting personnel within the YFPD, for training, all personnel actions, and for the proper maintenance of apparatus, equipment, and the fire station.

Responsibilities include: recruitment and retention of firefighters, reviewing the general operation of the department to determine efficiency, providing direction on major projects or problem areas, maintaining equipment inventory and maintenance/lifecycle schedules, executes control of the budget; developing and implementing policies and procedures, providing policy guidance, developing recommendations for the protection of life and property in the community; administration of the merit system; develop annual training

calendar and maintain certification maintenance with Oregon Department of Public Safety Standards and Training (DPSST) for all fire personnel.

The Fire Chief is also responsible for reporting monthly updates to the YFPD Board of Directors, during scheduled YFPD Board Meetings. The Fire Chief directly reports to the YFPD Board of Directors. The Fire Chief will also be subject to semi-annual evaluations by the Board of Directors.

The Fire Chief will exercise strategic and visionary thinking that will have long-term organization-wide application and impact, including the development and implementation of critical programs, and supervision of multiple assigned functions, and significant resources. The Fire Chief will state in writing their top 5 objectives pending Board approval, for the Department and will be evaluated on the progress of these objectives. The Fire Chief must have a strong understanding of budgeting and financial management, as well as the ability to effectively communicate with both internal and external stakeholders.

DUTIES AND RESPONSIBILITIES

- Lead Firefighters and EMS Personnel.
- Respond to or ensure response to emergency incidents including: Fires, Emergency Medical Services (EMS) Assistance Requests, Rescues, Hazardous Material Mitigations, etc.
- Distribute work assignments.
- Provide guidance and training.
- Provide performance evaluations on all Officers.
- Provide a platform to evaluate after-action assessments.
- Collaborate with community partners, emergency management, local, State and Federal agencies.
- Establish and maintain productive working relationships with staff, Board members, community organizations, other agencies, and the general public.
- Respond courteously and tactfully to a demanding and diverse public in answering questions, explaining department policies, and handling complaints.
- Advise the Board of Directors on the Department's progress and articulate the needs of the department.
- Inform public groups on the plans, programs, and goals of the YFPD.
- Recruitment and retention of firefighters.
- Plan, direct, and control fire department activities such as recruitment of volunteer personnel; purchase of equipment; assignment of personnel.

- Develop plans designed to maintain YFPD's efficiency and responsiveness.
- Analyze fire service needs, as well as the availability of resources, existing programs, and other related factors in developing department programs to meet those needs.
- Maintain equipment inventory, maintenance, and lifecycle schedules
- Will be assigned as YFPD's Budget Officer and will plan, organize, coordinate, administer, and monitor the Fire Department budget.
- Provide and monthly budget report to include all expenditures, deposits, balances and account adjustments.
- Analyze and resolve operational, procedural, and personnel problems. Resolve complex problems involving diverse functional areas.
- Provide direction on major projects or problem areas.
- Coordinate YFPD's activities and training in accordance with Federal and State, guidelines.
- Maintain compliance with State and Federal Regulators.
- Work minimum of 20 hrs per week and no more than 30 hrs per week
- Other duties as assigned.

KNOWLEDGE AND SKILLS

- Knowledge of the theories, principles, and practices of effective public administration, with particular reference to Fire Department policies, personnel, and budget administration.
- Knowledge of modern management techniques, supervisory practices, and evaluation methods.
- Knowledge of the principles and practices of effective administration with particular attention to short- and long-term strategic planning.
- Knowledge of the activities, objectives, and ideals of fire services and operations.
- Knowledge of the facilities, equipment, and personnel needed to provide fire and medical services and operations.
- Knowledge of Federal, State, and local laws, rules, and regulations as they pertain to Fire Department activities.
- Ability to demonstrate a basic understanding of the principles and methods of governmental funding and budget monitoring.
- Knowledge of Federal and State grant writing and grant management.
- Ability to plan, organize, and direct a progressive public agency with several functional areas.

- Ability to organize and direct the activities of staff engaged in providing optimum fire services.
- Ability to effectively analyze and resolve operational, procedural, and personnel problems.
- Ability to develop formal agreements and contracts with other agencies and communities.
- Ability to make effective verbal and written presentations.
- Ability to establish and maintain effective working relationships with staff, elected officials, community organizations, other agencies.
- Ability to train, develop, and mentor all employees and administrative staff.
- Encourage teamwork and participation by all employees.
- Lead by example.
- Institutionalize and promote safety principles and safety awareness as a culture.
- Provide outstanding customer service to internal and external customers.
- Willingness to seek out all possible alternative revenue sources, including grants, etc.

CORE VALUES

- ✓ Provides excellent leadership through character and communication.
- ✓ Strong ability to collaborate with Fire Department Personnel and Community Officials.
- ✓ Motivates others with innovation, empowerment, and problem solving.
- ✓ Leads by example.
- ✓ High ethical standards.

MINIMUM REQUIRED QUALIFICATIONS

- EMT-Basic Certification
- NFPA Fire Officer I and II (II to be obtained within one year of hire)
- NFPA Instructor I
- NFPA Driver
- NFPA Apparatus Operator with pump
- Engine Boss
- High School diploma or G.E.D.
- Must be either a U.S. citizen or resident alien
- Possession of a valid motor vehicle operator's license and insurable by the District's insurance.

- Pass a Level III Background check to include credit check.
- Must have Ten years experience in the fire service, including five years of experience in a supervisory/administrative capacity.
- Any satisfactory equivalent combination of education, experience and training which insures the ability to perform the work.
- Possess NIMIS 100, 200, 300, 400, 700, and 800, certification. NIMS 100, 200, and 700.
- Experience with the State Fire Marshal's conflagration program or equivalent.

PREFERRED QUALIFICATIONS

Knowledge of the methods, equipment, and materials used in providing fire and medical services.

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- Company Inspector Certification
- Task Force/Strike Team Leader preferred
- NFPA Apparatus Operator Mobile Water Supply;
- Leadership Development courses through DPSST (Academy)
- Grant Writing / Grant Management.
- Instructor II preferred and should be obtained within one year of hire

Candidate(s) meeting the minimum requirements will complete the following:

Phase 1 – Application Review Phase.

Phase 2 – Minimum 3 Interview Panels.

Phase 3 – Preference Points – Participants will receive preference points. Preference points will be applied as listed below to their final score:

Volunteers with 3 or more years of service – 5 points

Veterans verified by DD Form 214 or VA Documentation provided by the applicant – 5 points

Disabled Veterans verified by DD Form 214 or VA Documentation provided by the applicant – 10 points

Phase 4 – Board of Directors interview and complete background checks/credit checks

Phase 5 – Conditional offer upon successful background checks.

GENERAL INFORMATION

The duties and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer, and requirements of the job change.

We are an Equal Opportunity Employer. All applications will be given equal consideration regardless of race, age, sex, physical or mental disability, sexual orientation, predisposing genetic information, veteran status, marital status, color, religion, national origin or any other class or characteristic protected by applicable law

Under Oregon law ORS 408.225-408-238, veterans who meet minimum qualifications for a position may be eligible for employment preference. You may be eligible for either 5 points as a Qualified Veteran (non-disabled) or 10 points as a Qualified Disabled Veteran, but not both.