

DISTRICT MANAGER

Cedar Mountain Fire Protection District (CMFPD) is seeking qualified candidates to apply for the position of District Manager. General responsibilities include:

- Oversee and manage day-to-day operations for the District, including Snow Removal, Dust Mitigation and the business side of Fire & EMS operations.
- Supervise two administrative employees and their activities in supporting the Board, Fire Chief and District.
- Collaborate with and support the Board of Trustees and Fire Chief.
- Provide leadership to the District for long range and daily responsibilities.
- Perform all duties required by the District's Bylaws, Policies and Procedures.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the position and are not all-inclusive. Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without reasonable accommodation.

- Keep the Board of Trustees informed of District activities and progress through regular updates.
- Lead annual budgetary planning with the Board and District Clerk.
- Oversee Fire & EMS/District billing and monitor receivables.
- Approve District payroll, expenses and bills for payment.
- Work with District Staff on procurement, benefits, timekeeping and more.
- Work with Fire Staff on apparatus maintenance and repairs.
- Prepare reports for and attend the monthly meeting of the Board of Trustees.
- Manage Snow Contracts and serve as liaison to Snow Contractors
- Manage Dust Contracts and serve as liaison with Dust Contractors.
- Arrange for and supervise facilities repairs, maintenance, and construction.
- Develop recommendations to improve District operations.
- Attend trainings and participate in conferences and events as appropriate.
- Coordinate with and supervise District accountant and other external vendors.
- Oversee grant applications for the District.
- Utilize resources of UASD, UCIP, Kane County and other governmental entities.
- Demonstrate effective leadership skills and model integrity and respect.
- Travel throughout the District in performance of assigned duties.
- Perform other duties as needed or assigned.

This is a full-time, salaried-exempt, at-will position with the employee expected to work an average of forty (40) hours per week. This may include nights and weekends on occasion. This position is onsite in Duck Creek Village, UT; with approval from the Board, some duties may be performed remotely.

The District is an EEO employer.

QUALIFICATIONS

The ideal candidate may have a mix of education and experience including hands-on experience in a construction, farm, or non-office setting.

- Associate's degree or bachelor's degree from an accredited college or university desired
- High school diploma or equivalent required
- Strong written and verbal communication skills a must
- Computer literacy including email, word processing, spreadsheets, and standard office software, such as Google Workspace
- Experience may include project management, construction, planning or other areas
- Two (2) years work experience or more desired
- Previous management experience desired
- Ability to work independently and prioritize among competing tasks
- An equivalent combination of education and experience may be substituted.

SPECIAL REQUIREMENTS

Must possess a valid Utah driver's license.

Must live within a reasonable commuting distance to the District (generally about 50 miles) or be willing to relocate.

SALARY AND BENEFITS

Salary \$60,000-\$80,000 annual DOE

Benefits: Health, Vision, Dental, URS, Paid time off, paid holidays

CMFPD currently pays 100% of health benefit premium

TO APPLY

Please send a cover letter, resume, and a minimum of two professional references to admin@cmfpd.com

DEADLINE TO APPLY: October 16, 2023.

ABOUT CMFPD

Cedar Mountain Fire Protection District was established in 1995 to provide Fire and EMS services on Cedar Mountain in Southern Utah. Our District encompasses 94 square miles of forests and meadows at an elevation of 8000+ feet.. We also manage snow removal on subdivision roads in the District during Winter and deliver a dust mitigation product for subdivision roads in the Summer.