Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Fire and Rescue Chief

JOB CODE	JOB FAMILY	PROFILE
JCM803	**Public Safety**	**Fire and Rescue Chief**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$145,787.00 - $218,692.00**	**September 29, 2026**

The Fire and Rescue Chief is responsible for providing strategic leadership, operational oversight, and administrative management of fire suppression, emergency medical services, hazardous materials response, and fire plan review. This position ensures department efficiency and adherence to local, state, and federal regulations.

Job Description

DUTIES AND RESPONSIBILITIES

- Supervises, plans, coordinates, and evaluates the effectiveness and efficiency of the Bernalillo County Fire Department (BCFD) and Emergency Management Service (EMS) operations of the department; formulates programs and/or policies to alleviate deficiencies.
- Plans, directs, and reviews activities of personnel performing fire inspection, fire prevention, fire suppression and emergency medical services, including the timely conduct of employee performance reviews in accordance with county policies and applicable labor agreements.
- Reviews and evaluates state and federal laws/requirements regularly while ensuring departmental compliance and implementation of changes in step with any revisions or updates.
- Participates in local, regional, state, national conferences, and seminars on fire administration, prevention, emergency medical, and emergency communications to maintain a continuing level of professional and technical competence.

- Develops, plans, and implements the department's budget and establish goals and objectives, responsible for expenditure of the departmental appropriations and monitoring of financial goals and objectives.
- Ensures activities of the department are performed in accordance with applicable laws, regulations, policies and procedures.
- Assumes management responsibility of all departmental services and activities including training, fire prevention, fire inspection, fire suppression and emergency medical services.
- Coordinates BCFD and EMS programs, services, and administrative matters with County management, including attending meetings with administrative staff and keeping County management informed of key needs, issues and support requirements.
- Evaluates the need for and recommends the purchase of new equipment and supplies including the use of new and innovative technology.
- Oversees the selection, training, and evaluation programs of all Fire Personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; executes disciple and/or termination procedures; handles grievances as needed.
- Responds to alarms and directs activities at the scene of major emergencies, as needed.
- Responsible for the inspection of buildings and other properties, reviews of building plans as appropriate and the enforcement of local fire prevention ordinances.
- Coordinates mutual aid agreements and response plans with neighboring city, county, and tribal governments.
- Ensures the development, communication, training, and implementation of the department's Emergency Operations Plan (EOP). Communicates the department's EOP to all department staff.
- Trains all levels of department personnel on the EOP. Ensures full participation of all employees and that roles have been established and delegated to lower management. Directs and executes the emergency management procedures for the department ensuring the safety of all residents and employees.
- Incumbent in this classification may handle sensitive and/or confidential records, plans, documents or decisions that require maintaining confidentiality of sensitive information.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor’s Degree in Fire Science, Business Administration, Public Administration or related field.
- Ten (10) years of experience in a career fire/rescue services department of equal or greater size to Bernalillo County Fire and Rescue.
- Four (4) years in a managerial role, with three (3) or more of those years in an upper level (Chief Officer) management in a fire department.
- Must have and maintain valid certifications as State of New Mexico Emergency Medical Technician Basic (EMT-B) or above and hold an International Fire Service Accreditation Congress (IFSAC) Firefighter II

Certification.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

PREFERENCES

- Master's Degree or higher in a related field from an accredited education institution as defined by the U.S. Department of Education.
- Professionally credentialed as a Chief Fire Officer with the Center for Public Safety Excellence.
- IFSAC Fire Officer IV certified.
- National Fire Academy Executive Fire Officer certification.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Valid certifications as a State of New Mexico Emergency Medical Technician Basic (EMT-B) or above and an International Fire Service Accreditation Congress (IFSAC) Firefighter II Certification must be obtained in the first nine (9) months following hire.

WORKING CONDITIONS

- Most essential duties are performed indoors.
- Work takes place in a temperature-controlled environment.
- Duties are performed on an even surface, typically carpeted or tiled, and generally dry.
- Duties may occasionally be performed outdoors, where the employee may be exposed to weather conditions, uneven surfaces, or construction environments.

EQUIPMENT, TOOLS, AND MATERIALS

- Utilizes the following tools and equipment: telephone, computer, radio, copy machine, facsimile machine, County vehicle, all rescue and firefighting equipment.
- Uses all safety aids related to rescue and firefighting during emergency situations.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various paperwork, and a wide variety of basic office supplies.

Additional Description

This job profile is classified as **safety-sensitive**. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization's Drug and Alcohol Testing Policy.

Duties that require a **Commercial Driver's License (CDL), firearm(s) use**, or are otherwise regulated under the **Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act**, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.