

Position Purpose:

Provides supervisory and administrative work in planning, organizing, budgeting, staffing, managing, and directing all administrative and technical aspects of the Town Fire Department. Performs all other related work as required.

Essential Functions:

(The essential functions, or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Organizes, directs, prioritizes, administers, and coordinates the fire and emergency response services for the town. Ensures effective and efficient provision of emergency and non-emergency services.
- Establishes standards for performance and safety, ensures an adequate number of staff are available, trained and properly supervised to fulfill responsibilities.
- Directs daily management and administration of the Fire Department, including the administration of personnel matters, dealing with labor/management concerns, post-incident evaluation and analysis and preparation and execution of the budget.
- Exercises command of firefighters and firefighting resources and operations at major or special fire and emergency incidents. Observes the performances of personnel at emergency scenes.
- Engages in short and long-term planning, including annual update of the capital improvement plan. Prepares reports, grant applications and other documents.
- Monitors annual training plan for departmental personnel incorporating initial training needs, special training needs, re-certification requirements, and required emergency medical training.
- Provides vision, guidance and supervises career and call firefighters.
- Provides direction for cost containment/efficiencies.
- Supervises and coordinates the preparation and presentation of an annual budget.
- Approves and/or reviews purchases, payroll, and accounts payable.
- Attends professional meetings and conferences for purposes of emergency management planning/homeland security issues, regional discussions, and information gathering and exchange.
- Maintains awareness of developments in the field and technology of firefighting equipment, procedures, and emergency preparedness.
- Responsible for ensuring all capital equipment and facilities are functional and maintained properly.
- Negotiates, maintains, and implements all approved contracts with other jurisdictions or entities.
- Responsible for personnel administration to include hiring, firing, and disciplining.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

Bachelor's Degree in Public Administration or Fire Science, Master's Degree, desirable; plus, ten years' experience with a fire department providing fire and EMS services, with a minimum

of five years' experience at a supervisory or command rank; or an equivalent combination of education and experience. Fire Chief accreditation by the Commonwealth of Massachusetts highly desirable. Valid Massachusetts Motor Vehicle Operator's License, Firefighter I & II; Fire Officer I & II, Fire Instructor I, EMT, MFA and CFO. ICS 100 and 200. Ability to complete ICS 300 and 400 within one year of appointment.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of modern firefighting principles, equipment, and techniques; thorough knowledge of the principles and practices of emergency medical services and hazardous materials. Knowledge of technical rescue, Emergency Management and Incident Command/Management Principles and Practices. Comprehensive knowledge of State fire laws, town bylaws, building codes and fire inspection practices and procedures; knowledge of municipal financial and budgetary procedures.

Ability: Ability to plan, assign, direct and review the work of subordinates and direct operations of firefighters and equipment under emergency conditions; ability to establish and maintain effective and harmonious relationships and subordinates, the general public, and municipal officials; ability to manage and control emergency situations; ability to communicate clearly and concisely in writing and orally and speak publicly on behalf of the town in crisis situations; ability to develop and maintain budgets and financial controls.

Skill: Operates fire and EMS tools and equipment. Proficient Computer Skills: MS Office, National Fire Incident Reporting Software, Financial Management, organization skills and written and oral communication skills.

Physical Requirements:

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

Minimal physical effort is required to perform administrative duties. The employee is frequently required to stand, walk, sit, speak, and hear and use hands to operate equipment. Moderate to strenuous physical effort is required when responding to emergencies. May occasionally lift/drag/carry/move objects that weigh more than 100 pounds. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs highly responsible duties requiring independent judgment and initiative in planning, organizing, and directing the work of the fire department and in the enforcement of federal, state, and local laws, and town and departmental bylaws.

Supervision Received: Works under the administrative direction of the Town Administrator and in accordance with the applicable provisions of the Massachusetts General Laws.

Supervision Given: Responsible for the supervision and performance of all people within the operating units under his/her direction and control.

Job Environment:

- Work is performed primarily in offices, some work is performed at emergency scenes and is performed under variable weather conditions, including temperature extremes; incumbent is exposed to alarms and hazards associated with fighting fires, rescue, hazardous materials, and rendering emergency assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils. The Fire Chief is on call at all times to respond to major fires and other emergencies.
- Regularly operates motor vehicle; when in the office, operates computer, iPad, and standard office equipment such as telephone, copier, and facsimile machine; when at a fire or emergency, may be required to operate some or all of the following equipment: light trucks, various power tools, and hand tools, fire and emergency apparatus, radio, standard firefighting and rescue equipment and tools.
- Has frequent contact with town, state, and federal officials, other fire departments, town departments, vendors, and the business community. Contacts are by phone, in person, in writing and by email and involve an information exchange dialogue.
- Has access to confidential information such as HR records, criminal investigations and records, litigation, personal information about citizens, and homeland security.
- Errors can be costly in terms of decreased or less efficient protection to persons and property, personal injury, injury to others, delay or loss of services, and result in direct financial and legal repercussions to the Town and individuals.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer