Effingham Fire Department
Job Description

Fire Chief

Job Summary

The Fire Chief performs highly responsible supervisory and administrative work in planning, organizing, budgeting, staffing and directing of the fire and emergency medical services. This requires the coordination of fire suppression, fire prevention and emergency medical services in order to provide fire-rescue services to the Town of Effingham.

Supervision Received

The Fire Chief works with considerable operational independence under the direction of the Board of Selectmen, following policies, goals, and objectives set by the Board of Selectmen.

Supervision Exercised

The Fire Chief supervises, either directly or through subordinates, all members of the fire and medical service and provides administrative direction to assure the delivery of effective fire suppression, fire prevention and emergency medical programs for the Town. Has responsibility for the hiring, dismissal and the discipline of members subject to the approval of the Board of Selectmen.

General Duties and Responsibilities

This list details typical tasks and requirements of this position, but is not intended to be all inclusive.

1. Responds to emergency calls, becoming the Incident Commander. Evaluates the situation, makes technical decisions for controlling the emergency, determines and executes specific firefighting plans according to the nature of the fire, weather conditions, type of building , etc..

2. Establishes department policies, procedures, and regulations to assure the maximum readiness to respond to the needs of the Town.

3. Consults with the Board of Selectmen on major policy issues and priorities and meets with various Town and Department personnel to explain and carry out objectives.

4. Assigns area of responsibility to subordinate officers and delegates to them the assignment of duties to individual firefighters and EMTs. Assures that the personnel receive optimum training in modern firefighting and emergency medical techniques and equipment operations.

5. Evaluates problems in assignments, discipline, morale, training or any other concern or matters regarding departmental policy.

6. Serves as an Emergency Medical Technician when the situation deems it necessary, and be at least Firefighter 1 certified.

7. Attends meetings and conferences for the purpose of obtaining and exchanging information and ideas for the benefit of the department and the Town.

8. Manages departmental personnel in accordance with the policies of the Town and the rules and regulations of the department.

9. Assures that the department equipment, apparatus and facilities are in working order, and takes action necessary to correct any deficiencies.

10. Performs any other duties assigned by the Board of Selectmen.