

FIRE CHIEF

JOB SUMMARY

Performs highly responsible, supervisory and administrative work in planning, organizing, coordinating and directing all activities of the Fire and Rescue Department, including fire suppression, emergency medical service (EMS), hazardous materials response, fire prevention, fire investigation, code enforcement, and public education. This position includes command and/or support at major emergency incidents and is designed as a 24-hour on call position and every effort will be made to be available to return to the community as needed. Also serves as Emergency Management Director for the Town responsible for emergency planning and coordination of response to community disasters. Coordinates the activities of the Local Emergency Planning Committee.

SUPERVISION RECEIVED

Works under the broad supervision of the Town Manager, who establishes town policy. Establishes departmental operating policy and works independently in supervising all technical operations of the department and in accomplishing desired work results. Work is reviewed through submission of reports and through policy discussions with the Town Manager.

SUPERVISION EXERCISED

Supervises directly, or through subordinates, all employees of the Fire Department, including call firefighters, EMS volunteers and attendants, as well as, building and health division personnel, and provides administrative direction to assure maintenance of an effective fire prevention, fire suppression, hazardous materials response, Emergency Medical Services, and building and health inspection programs for the town.

EXAMPLES OF DUTIES

Any one position may not include all of the duties listed, nor do the listed examples include all of the duties, which may be found in positions of this class.

1. Directs, coordinates and keeps apprised of all department procedures, practices and functions; establishes and maintains formal channels of communications through which information must flow and specific authority is delegated; takes necessary steps to improve fire operations. Reviews department activities to determine problem areas, trends, and the need for special action.
2. Conducts staff meetings, reviews schedules and personnel plans, participates in contract negotiations, carries out provisions of the labor contract and any applicable merit plan, and maintains discipline within the department.
3. In consultation with Human Resources, deals with problems in discipline, scheduling, morale, training or any other personnel problem affecting a member of the department.

4. Responsible for creation of the departmental 5-year strategic plan
5. Plans operations; assigns personnel and equipment to houses as service requires; evaluates need for and recommends purchase of new apparatus and equipment.
6. Responds to alarms and directs activities at the scene of fires and other related emergencies.
7. Supervises and reviews fire prevention work; receives and disposes of complaints regarding conditions which constitute fire hazards.
8. Supervises the activities of a departmental in-service training program for both permanent and call firefighters and EMS Attendants and EMS volunteers.
9. Supervises the maintenance and repair of firefighting equipment; prepares specifications for new equipment.
10. Develops departmental budget and presents budget request to the Town Manager and Town Council. Administers departmental budget in accordance with established town policy.
11. Prepares periodic or special reports, give talks on fire prevention and safety.
12. Confers with state fire officials on various matters; develops and maintains mutual aid pacts with other fire departments.
13. Recommends fire, building and health codes and ordinances to be adopted by the Town.
14. Oversees all department building(s) and vehicle maintenance; plans and implements vehicle upgrade and building maintenance schedules.
15. Develops emergency plans to ensure the Town is prepared to respond to major weather related, chemical, terrorist or catastrophic events occurring in or near the Town.
16. Plans and coordinates major drills to ensure all Town departments are prepared to respond to a major emergency.
17. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Extensive knowledge of the principles and practices of modern fire department administration, extensive knowledge of the principles, practices, procedures, equipment and apparatus used in modern firefighting and in the protection of life and property from fire.

Ability to plan, install and carry out programs of departmental operations and activities, including employee training and development as well as EMS, fire prevention, and investigation activities; ability to provide technical advice in all matters concerning EMS, fire protection and prevention. Ability to plan, organize and direct the work of a large number of subordinates performing varied operations connected with fire activities; ability to develop proper training and instructional

procedures; ability to maintain effective working relationships with other Town officials, state and federal authorities, civic leaders, union officials, and the public. Ability to prepare and present effectively, oral and written material and ideas relating to the activities of the department.

MINIMUM QUALIFICATIONS REQUIRED

Graduation from a four year college or university with major course work in fire science or a closely related field, Masters preferred; and progressively responsible experience in fire suppression and prevention and EMS work, including supervisory and administrative experience equivalent to ten years of experience in a comparable fire and rescue department, at least five of which as a command officer in a comparable or larger department; experience as a command officer in a full-time fire and rescue department with a unionized workforce.; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

COGNITIVE AND SENSORY REQUIREMENTS:

- Talking: Necessary for communicating with others.
- Hearing: Necessary for taking instructions and receiving information.
- Sight: Necessary for doing job effectively and correctly.

DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

Consecutive Hours

Sit 1 2 3 4 5 6 7 8
Stand 1 2 3 4 5 6 7 8
Walk 1 2 3 4 5 6 7 8

Total Hours

Sit 1 2 3 4 5 6 7 8
Stand 1 2 3 4 5 6 7 8
Walk 1 2 3 4 5 6 7 8

ENVIRONMENT:

Inside: 85% Outside: 15%
Exposed to all weather conditions and temperatures including high and low heat, high and low humidity, rain, snow, ice, fog, dangerous storms, blizzards, flooding, hazardous materials spill, motor vehicle accidents, injured people, and uneven surfaces. Dangerous conditions could include fire, smoke, heat, radioactive material, toxic chemicals, steam, explosion, building collapse, blood borne pathogens, violent people, terrorist acts, structure fires as well as wild land fires.

EQUIPMENT USED:

Computer, telephone, copy and FAX machine, calculator, department vehicle, SCBA, radios, pagers, audiovisual, personal protective equipment, research material, air compressor, emergency generator, washing machine, clothes dryer, physical fitness equipment.

LICENSURE/CERTIFICATION REQUIREMENTS:

Valid Driver's License, Must currently possess and maintain Nationally Registered Emergency Medical Technician (higher level certification preferred), Must possess or can obtain NH or Pro Board Firefighter I/II, Fire Officer I/II Certification and ICS/NIMS Training through level 300/400. Hazardous Materials Technician preferred.

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS:

Demonstrated experience and skill within the following critical areas; budgeting, crafting collaborative interagency relationships, labor management relations in a union environment, pacing change, fireground management, incident command and emergency management. Demonstrated oral and written communications skills. Demonstrated computer competency, including Microsoft Outlook, Word, Access, Powerpoint, and Excel. Demonstrated ability to write and administer grants.

SPECIFIC VOCATIONAL PREPARATION REQUIREMENT(S):

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.
- 3. 30-90 days.
- 4. 91-180 days.
- 5. 181 days to 1 year.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years.
- 9. Over 10 years.

HAND MANIPULATION

Grasping: Frequently required
Handling: Frequently required
Torquing: Occasionally required
Fingering: Frequently required

PHYSICAL ACTIVITY REQUIREMENTS

Ability to direct emergency operations in all weather and hazardous conditions; ability to walk on uneven ground, in partially destroyed structures, climb ladders, and lift patients when assisting ambulance crews, ability to stand during long periods of time; ability to wear personal protective equipment; ability to drive department vehicles.

Primary Physical Requirements:

LIFT:
up to 10 lbs.: Frequently required
11 to 25 lbs.: Occasionally required

26 to 50 lbs.: Occasionally required
over 50 lbs.: Occasionally required

CARRY :

up to 10 lbs.: Frequently required
11 to 25 lbs.: Occasionally required
26 to 50 lbs.: Occasionally required
over 50 lbs.: Occasionally required

REACH

above shoulder height: Occasionally required
at shoulder height: Frequently required
below shoulder height: Occasionally required

PUSH/PULL: Occasionally required

Other Physical Considerations:

Twisting: Occasionally required
Bending: Occasionally required
Crawling: Occasionally required
Squatting: Occasionally required
Kneeling: Occasionally required
Crouching: Occasionally required
Climbing: Occasionally required
Balancing: Occasionally required

WORK SURFACE(S)

Standard office with desk and chair. Carpet and tile floors. Uneven surfaces in and around emergency scenes, partially destroyed buildings, wet and slippery surfaces, debris covered roadways, fields, wooded areas, multiple levels surfaces and stairs, patient compartment of ambulances and on or near rivers, ponds and streams.