

# Town of Middletown, RI

## Position Description

**TITLE:** Fire Chief  
**DEPARTMENT:** Fire  
**REPORTS TO:** Town Administrator or designee  
**JOB GRADE:** Full-Time/Non-Classified/Management

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### **POSITION SUMMARY:**

The primary purpose of this position is the overall management and supervision of fire protection, fire prevention and emergency medical services for the Town of Middletown. To develop, coordinate and implement programs, policies, regulations and procedures and to serve as a technical advisor to management on all matters pertaining to fire protection, fire prevention and EMS services. Exercise full supervisory responsibilities for a firefighting and fire protection force. In arson cases, advise law enforcement officials and provide testimony in judicial proceedings. The Fire Chief is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control; and to perform related work as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *The 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 class, or it addresses business needs and changing practices:*

The incumbent performs duties as fire chief in the town of Middletown, Rhode Island. Duties will encompass the following: chief, counselor, instructor, liaison and supervisor:

### **FIRE CHIEF RESPONSIBILITIES**

- Manages the day-to-day operations of the fire protection branch. Plans, coordinates and makes informed decisions concerning overall fire protection needs, equipment demands, HAZMAT capabilities, EMS needs and training requirements, in accordance with current regulatory requirements. Advises the Town Administrator of schedule deadlines and plan of action milestones in regards to the needs of compliance for mission accomplishment of the fire protection branch.
- Provides written and verbal evaluations and recommendations to the Town Administrator on a regular basis in order to correct discrepancies or outstanding deficiencies in the organization with the emphasis being on constant improvement. Proposes long and short term plans to accomplish compliance with higher authority directives within the constraints of available resources while maintaining mission goals and objectives. The incumbent reviews all aspects of work performed within the organization and sets standards for proper performance of supervisory and subordinate personnel.
- Incumbent is the manager of the HAZMAT response performance of firefighting personnel and communicates and coordinates with the appropriate command and tenant personnel assessing the needs and requirements for mitigating, containing and safety dealing with all HAZMAT instances in the Town of Middletown.
- Informs Town Administrator of operational deficiencies on a continuous basis, offering solutions and long and short term plans to accomplish compliance with higher authority directives within the constraints of available resources while maintaining mission goals and objectives.
- Prepares and manages the department budget and controls expenditures; prepares specifications for apparatus, equipment, tools, clothing and other items to be purchased; prepares and submits reports to the Town Administrator regarding the department's activities and prepares a variety of other reports as appropriate.

- Serves as the Town's Emergency Management Director with major responsibilities during natural and other disasters.
- Oversees building(s) and vehicle maintenance; plans and implements vehicle upgrade schedule.
- Performs other related duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES**

- The incumbent is the senior fire officer for department activities in the Town of Middletown and assumes command in the event of an emergency operation as required. Serves the town and various tenant activities as the on-scene coordinator in the event of a disaster. The incumbent supervises the day to day operations of the fire protection branch to ensure adequate fire, rescue and EMS protection is available at all times, utilizing fire personnel in accordance to written policy. Advises Town Administrator and subordinate personnel of changes in procedures, directives, or policies as the need arises.
- 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 state and local laws, and town and departmental ordinances.
- Ensures the management of goals and objectives, particularly in the areas of safety and emergency procedures which are an integral part of the operation. Advises the Town Administrator of day to day changes in policies, operations or planning that impact fire protection capabilities.
- Responsible for the supervision and performance of all people within the operating units under his/her direction and control. Periodically evaluates personnel and determines disciplinary action as required.
- Develops and implements programs for training, fire prevention, and testing and maintenance of firefighting equipment.
- Performs other related duties as assigned

#### **LIAISON RESPONSIBILITIES**

- Incumbent represents the Middletown Fire Department in dealing with the various organizations concerned with the improvement of fire protection in the local area. The fire chief ensures that local mutual aid agreements are in place (Newport, Navy, Portsmouth, Jamestown, and Tiverton) and that the working relationship between the local fire departments are current, professional and understood.
- Acts as representative of the fire department before Council meetings, citizen groups, and other law enforcement organizations; represents the fire department at community, civil, and social events.
- Attends professional meetings and conferences for purposes of public relations, regional discussions, and information gathering and exchange;
- Performs other related duties as assigned

**II NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:** *The following generally describes the knowledge and ability required to enter the position and/or be learned within a short period of time in order to successfully perform the assigned duties:*

- In depth knowledge of the theory and science of firefighting, fire protections, fire prevention, HAZMAT response, EMS and rescue, and fire suppression to include: structural firefighting, EMS operations and emergency operations involving hazardous and toxic materials. Theory and practice of project management techniques as applied to the fire protections training career field.

- Knowledge of applicable laws, codes and ordinances.
- Knowledge of safety practices and equipment.
- Ability to operating vehicles and apparatus safely and in conformance with department procedures and traffic laws
- Ability to plan, assign, direct and review the work of subordinates; to direct large scale operations of firefighters and equipment under emergency conditions
- Ability to provide technical advice in all matters concerning fire protection and prevention.
- Must be able to adapt to contact changing technological aspects of the fire protection field and maintain a high degree of awareness of state of the art in the
- Must possess a thorough knowledge and experience in labor-management relations.
- Must be able to interface with union officials and be able to respond and interpret issues that arise with town administrator in order to correctly carry out personnel matters that need management attention.
- Ability to establish and maintain cooperative relationships with fellow employees and the public.
- Ability to conduct inspections and investigations.
- Ability to prepare and manage budgets.
- Excellent organizational and communication skills

### III MINIMUM REQUIREMENTS

- Bachelor's degree from accredited institution in fire science, business, public administration, or related field, supplemented by completion of Rhode Island Firefighters Academy courses is required. Master's degree in fire science, business, public administration or related field is preferred. Finalist will be required to submit official college transcripts.
- Ten years of firefighting experience with at least ten years in the fields of firefighting and fire prevention
- Must possess and maintain a Valid Rhode Island driver's license as a condition of employment.
- Rhode Island Emergency Medical Technician Basic license required; Rhode Island Emergency Medical Technician Cardiac license preferred.
- Cardiopulmonary Resuscitation certification required.
- Excellent computer skills including the database management and financial programs.
- Must be able to maintain highly confidential information, such as personnel records, criminal investigations and records, and personal information about residents, among others.
- Must successfully pass an annual physical examination as a condition of employment.
- Must successfully pass a background check.

**IV PHYSICAL DEMANDS:** *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.*

- **Environment:** Work is performed primarily in a public safety environment (offices, vehicles, and outdoor settings) with travel to different sites; work is performed under variable weather conditions, including extreme temperatures; incumbent is exposed to hearing alarms and hazards associated with fighting fires, rescue, hazardous materials, and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils; the noise level in the work environment is usually quiet in office setting, and loud during emergencies and at incident locations. Some work is performed in emergency and stressful situations. The Fire Chief is

on call at all times to respond to all fires and other emergencies. Incumbent will also be required to travel outside Town boundaries to attend meetings.

- **Physical:** Duties are administrative in nature. However, a significant portion of duties will be performed under stress or extremes of smoke, heat, fire, and toxic materials, and other physical demands of the job. While performing the duties of this job, the employee is frequently required to sit, talk, hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. In this capacity, incumbent must wear full protective and safety clothing, weighing at least 50 pounds and carrying equipment that ranges 20-40 additional pounds. Tasks related to this position often involve extensive crawling, climbing of stairs/ladders or other obstacles while advancing water filled hose lines, rescue-dragging or carrying victims ranging from infants to adults weighing over 200 pounds. Employee is required to operate fire equipment and related apparatus requiring repetitive hand movement and fine coordination including use of a computer/laptop/tablet; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate and exchange information. The work also has a high level of intellectual demand, requiring the ability to communicate complex issues and situations clearly, effectively, and efficiently, especially during emergency situations and before the news media and large audiences. Other physical requirements apply as specified in the National Fire Protection Association Standards 1582. At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate. Further, the incumbent must successfully pass and maintain a yearly firefighter's physical examination, in accordance with the National Fire Protection Association Standards, as a condition of employment.
- **Vision:** Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- **Hearing:** Hear in the normal audio range with or without corrections.

**GUIDELINES:**

The guidelines are the department regulations, directives and procedures as well as information and guidance from nationally recognized fire service organizations, such as the National Fire Protection Association, the International Fire Service Training Association, Rhode Island EMS protocols, and local, state, and national fire codes, among others. The incumbent uses judgment to select, interpret, and apply the most appropriate guide to any given situation.

**EQUIPMENT USED:** *Equipment used includes but is not limited to the following:*

- Assigned motor vehicle.
- Computer and standard office equipment such as telephone, copier, facsimile machine
- Fire and medical emergency apparatus
- Fire safety equipment
- Water and ice rescue equipment
- Power and hand hydraulic tools, such as "jaws of life", chain saws, air-lift bags, among others.
- Rope Rescue equipment
- Other related equipment

***The Town of Middletown is an Equal Opportunity Employer***