

## **FIRE CHIEF**

### **Position Purpose:**

Responsible for overseeing the administration and all functions related to Fire and EMS services provided by the Town of Ayer. Responsible for supervision, evaluation, discipline and responsible for hiring or discharging of all subordinate staff of the department. Represents the department at various meetings including Board meetings; local, county, and state committees; community groups and others. Assures the highest levels of training and safety within the Department and is responsible for all applicable standards and codes. Performs all other related duties as required.

### **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 policy direction of the Board of Selectmen, 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; including full-time and call employees.

### **Job Environment:**

Work is performed primarily in offices, vehicles, and outdoor settings; 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. Some work is performed in emergency and stressful situations. 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 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, and all standard firefighting and rescue equipment and tools.

Has frequent contacts with town, state, and federal officials, other fire departments, the media, insurance companies, and other town departments, requiring excellent customer service and communication skills.

Has access to an extensive amount of highly confidential information such as personnel records, criminal investigations and records, litigation, personal information about citizens, and homeland security information.

Errors can be costly in terms of decreased or less efficient protection to persons and property, confusion and delay, and result in direct financial and legal repercussions to the Town and individuals.

**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.)*

Plans, develops and oversees administrative direction of the Department to ensure safe and efficient operations in carrying out of services. Establishes standards for performance and safety; ensures that an adequate number of qualified personnel are available, trained and properly supervised to fulfill overall responsibilities of the Department.

Oversees and administers Department activities and functions including recruiting full-time, part-time and paid-on-call firefighters and EMS responders to ensure the availability of appropriate trained and qualified staff. Provide staff with the appropriate equipment, supervision, and support to serve the Town at the highest possible level.

Prepares and administers the Department annual budget; monitors budget to ensure adherence to budgetary control and oversees personnel administration function within Department

The Fire Chief administers all Fire Department programs including fire prevention, fire suppression, hazardous materials operations, rescue operations, emergency preparedness and management, communications, staff training, and equipment maintenance. Directs the firefighting and emergency operations at all major Town fires and emergency incidents.

Serves as the Emergency Management Director and manages the daily operations of Emergency Management.

Assists in writing grants for training, personnel, equipment and vehicles through various grant sources including but not limited to the Federal Department of Homeland Security, State of Massachusetts, and other state and private agencies.

Formulates and reviews policies to ensure that the needs of the community are met.

Manages the equipment repairs to include apparatus, radios and hand tools; responsible for the purchasing of apparatus.

Conducts investigations on the causes of fires in conjunction with local and state law enforcement officers in cases of fire-related criminal activity, such as arson; administers the enforcement of all codes, bylaws, and laws relating to fire prevention and suppression.

Acts as representative of the Fire Department before Board of Selectmen, MEMA, FEMA, and citizen groups; represents the fire department at community, civil, and social events.

Attends professional meetings and conferences for purposes of emergency management planning/homeland security issues, regional discussions, and information gathering and exchange.

Participates in mutual aid with other area municipalities.

Oversees the maintenance of all Department records and statistics.

Oversees the Town's emergency medical services; the Chief ensures adherence to the contract and coordinates emergency medical services with the private provider.

Keeps abreast of developments in the field and technology of firefighting equipment, procedures and emergency preparedness.

Plans for and reviews specifications for new or replacement equipment.

Plans and prepares short and long term Capital Needs Plan for the Fire and EMS department.

Responds to alarms, administers initial emergency response and or service when necessary and directs activities at the scene of emergencies as required.

Responsible for the inspection of buildings and other properties for the fire hazards and enforces local fire prevention ordinances as well as the State Fire code.

Controls the expenditures of departmental appropriation

Plans departmental operations with respect to equipment, apparatus, and personnel and further supervises the implementation of such plans in accordance with established policies.

Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Department's activities.

Performs similar or related work as required.

**Recommended Minimum Qualifications:**

Education, Training and Experience:

High School Diploma, Bachelor's Degree preferred; supplemented by completion of Massachusetts Firefighters Academy courses; ten (10) years of experience in Fire and Emergency Medical Service work and five (5) years in a supervisory capacity; or any equivalent combination of education and experience.

Special Requirements:

EMT-B Certification Preferred

Massachusetts CDL-2 driver's license Preferred

Should be Fire Officer III, Fire Officer IV (Board)

Credentialed Fire Chief

Completion of Fire Officer Training

All other required licenses

Knowledge, Ability and Skill:

*Knowledge:* Thorough knowledge of modern firefighting principles, equipment and techniques; thorough knowledge of the Town, fire and emergency risks and other potential emergency exposures; knowledge of various fire department maps. Working knowledge of Massachusetts state laws and regulations pertaining to Fire services. Comprehensive knowledge of the State fire laws, Town bylaws, building codes, and hazardous materials. Knowledge of Federal and State laws related to homeland security. Knowledge of computer systems and communications equipment applicable to fire departments. Good knowledge of the principles and practices of planning, budgeting, administration, supervision, and coordination of a fire department.

*Ability:* Ability to quickly and prudently exercise command authority in life-threatening situations, taking into account a wide variety of factors and concerns. Ability to train, supervise and lead subordinate personnel. Ability to remain calm, concentrate and perform all responsibilities in a competent manner at all times. Ability to communicate effectively and efficiently verbally and in writing at all times. Ability to delegate responsibility and work well with subordinates. Ability to plan, prepare, and manage a budget and capital expenditure program.

*Skill:* Skill in the operation of fire and EMS tools and equipment. Financial management skills. Skill in operating above mentioned equipment.

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.*

Performance of work may involve standing, walking and sitting for long periods of time. Physical ability required to operate ladder trucks, pumpers, and other emergency vehicles. Ability to use hoses, forcible entry tools, and other equipment. Physical agility is required to

access all areas at the scene of the fire. Work involves pushing, climbing, stooping, kneeling, crawling, reaching with hands and arms. May be required to lift/carry equipment or persons weighing more than 100 pounds. May be required to wear protective equipment which weighs up to 50 pounds while climbing a ladder. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

*(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.)*