

## **FIRE CHIEF**

### **DEFINITION**

Position provides department level management and administration of the Fire Department, including the activities of fire suppression and prevention, rescue and emergency medical services, fire alarms, fire warden, hazardous materials, emergency management, budgetary and capital management, building, vehicle and facility operation and maintenance, personnel administration and training.

Responsibilities include assessing department services to determine effectiveness; coordinating services with other departments and outside contractors; human resource administration and supervision, budgetary and capital management.

### **ESSENTIAL FUNCTIONS**

The essential functions or duties listed below are intended only as illustrations of the various type 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, organizes, directs and coordinates the activities of the department; confers with town officials in determining plans and policies to be observed in the conduct of department operations.
- Responsible for the administration of the department under the provisions of state and local laws, rules, regulations, and code, including the extinguishing of all fires and protecting life and property in event of fire.
- Manages department and administers all programs, making rules and regulations for the efficient and effective operation of the department.
- Plans, organizes and ensures that all department activities are accomplished. Evaluates department operations, appoints officers and fire fighters, administers discipline, including suspension and discharge, approves all personnel actions, determines staffing requirements, oversees training programs, and evaluates the performance of all members of the force.
- Manages the operations of the Town's emergency services and ambulance operations; assigns personnel and equipment, ensures apparatus and equipment are maintained in a sound operating condition, makes recommendations for apparatus and equipment replacement, and prepares technical specifications for apparatus and equipment.
- Responds to fire alarms and may direct activities at a fire or may delegate to other officers; supervises and directs investigations into causes of fire; meets with representatives of insurance companies; prepares and issues reports on fire damage.
- Prepare departmental budget. Develops and oversees record-keeping of department, including accounts payable and budget control; plans and submits annual and supplementary budget requests; procures equipment, materials, and supplies; and supervises the maintenance of stations and apparatus.
- Enforces fire safety laws and by-laws; issues permits for blasting, storage of petroleum products, propane gas, gun powder, and flammables; and issues inspection reports.

- Develops and administers a fire prevention program; participates in the dissemination of public information for individuals and groups upon request.
- Attends meetings of town officials for a variety of purposes; attends meetings of other fire officials to exchange information on new techniques and equipment.
- Acts as forest warden, carrying out duties as prescribed by law.
- Performs related duties as required.

### **SUPERVISION RECEIVED**

Under administrative direction, the incumbent works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The incumbent exercises control in the development of departmental policies, goals, objectives and budgets and is expected to exercise whatever means are necessary to resolve conflict that cannot be addressed at the department level.

### **SUPERVISION EXERCISED**

Incumbent manager is accountable for the direction and success of programs accomplished through others. Responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The incumbent typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure, operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

### **ACCOUNTABILITY**

Duties include primary responsibility for a major functional section of the organization for technical processes, service delivery, and contribution to organizational plans and objectives and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations or have extensive financial and legal repercussions. Poor judgment could have a continuing adverse effect.

### **JUDGMENT**

Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area, only provide limited guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The

incumbent is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

### **COMPLEXITY**

The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements.

### **NATURE AND PURPOSE OF CONTACTS**

Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise are required to secure support, concurrence and acceptance or compliance. The employee may represent to the public a functional area of the organization on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately. Employee has constant contact with the public to review plans, discuss various topics, and provide written opinions, and to conduct code compliance reviews. Contacts with Town Departments include Selectmen, Finance, Accounting, Treasurer, Town Clerk, Town Counsel, Planning Board, Zoning Board of Appeal, Building, School, Police and Public Works to coordinate departmental activities. Contacts are usually made in writing, in person and on the telephone.

### **CONFIDENTIALITY**

Incumbent has regular access at the departmental level to a variety of confidential information.

### **EDUCATION AND EXPERIENCE**

Bachelor's Degree in Fire Science, Business or Public Administration or related field, Master's Degree highly preferred; 10 years of fire suppression experience as a career member in an organized fire department and at least 5 years of experience as a command officer in a large organization, and EMT certification (paramedic preferred).

### **KNOWLEDGE ABILITY AND SKILL**

Knowledge. Knowledge of the principles and practices of modern public administration and financial management; the application and use of information technology; Knowledge of performance based management practices and performance monitoring. Knowledge of Massachusetts statutes, rules and regulations, and general practices related to Fire Suppression and Prevention, Emergency Medical Care, and Emergency Response Management

Ability: Establish and maintain effective working relationships with subordinates and other Town employees; ability to express oneself clearly and concisely both orally and in writing; to speak effectively in public in regard to the Fire service.

Skill: Organizing, directing, and coordinating the activities of the department; Developing long-term plans and programs, and in making decisions on matters of major policy and on

complex technical and administrative problems; Employee supervision, coaching, motivation and discipline. Supervisory, leadership, personnel management, writing, communication, and delegation skills.

## **WORK ENVIRONMENT**

The work environment involves everyday discomforts typical of offices. When working a scene, environment could be hazardous. Required to work beyond normal business hours in response to emergency situations or to attend evening meetings.

## **PHYSICAL, MOTOR, AND VISUAL SKILLS**

### **Physical Skills**

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds. When working a scene, may need to exert a considerable amount of physical effort.

### **Motor Skills**

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment. When working a scene must be able to use the tools and equipment required.

### **Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes.