

## Position Description

### Title: Fire Chief

Works under the Prudential Committee pursuant to Fire District By-Laws

Scope: Chief Executive Officer of the Fire Department. Provides leadership to the staff of the fire department and volunteers. Provides vision to the department. Performs a variety of technical, administrative, and supervisory work regarding the planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions.

The Chief acts as municipal manager for the Fire District. Oversees capital improvement and repairs. Acts as superintendent of buildings and grounds.

The Chief will report monthly to the Prudential Committee. The Chief will submit reports at monthly meetings detailing department activities, overtime reports, project updates and assist the treasurer with financial reports.

The Chief will supervise all full-time members of the fire department, volunteer members of the fire department and full and part time staff members either directly or through subordinate officers.

### Leadership:

The Chief will provide emergency and non-emergency leadership at all times demonstrating integrity; initiative; innovative thinking and problem solving; insight; interest in all aspects of the department; and provide inspiration for staff members.

The Chief will provide staff with the benefit of information and knowledge gained through study and experience.

The Chief will demonstrate good skills at recruiting and retaining call staff and at leading a combination fire department by maintaining a strong working relationship between call and career members.

## Essential Duties and Responsibilities:

Supervises subordinate officers in their assigned duties. Delegates responsibilities and duties as appropriate.

Reviews, evaluates, develops and implements programs, policies and procedures for various departmental operations.

Directs and participates in major departmental programs.

Responds to emergency incidents as needed; assumes command in accordance with the Incident Command System and the National Incident Management System.(NIMS)

Carries out duties in conformance with Federal, State, County Town and District laws and ordinances.

Plans and implements Fire and coordinates with EMS community education programs in order to better carry out the policies and goals of the District.

Prepares and submits annual operating budget and capital needs budget. Prepares and maintains department's strategic (master) plan.

Prepares and submits a comprehensive annualreport of operations.

Participates in negotiation of staff contracts.

Appoints and trains qualified officers as needed.

Appoints and trains qualified firefighters as needed

Responsible for recruiting volunteer firefighters.

Handles grievances from citizens, officers and firefighters, maintains departmental discipline and the conduct and general behavior of staff.

Prepares and submits annual reports to the District regarding the Department's activities.

Assigns personnel and equipment to such duties and uses as the department requires.

Maintains Fire District buildings and property. Oversees all building repairs and maintenance.

Handles purchasing, bidding and procurement, including preparation of Requests for Proposals(RFP) and Invitations for Bids {IFB}

Writes and applies for private and public grants to benefit the fire department.

**Additional duties:**

At the discretion of the Prudential Committee may attend conferences and meetings to keep abreast of current trends in the field; represents the District Fire Department in a variety of local, county, state, national and other meetings.

Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.

Serves as a member of various committees.

Oversees scheduling of "community rooms" at fire stations.

Performs a variety of ceremonial duties on behalf of the fire department and the fire district including attendance at memorial services, graduations, funerals, weddings and civic/community events.

The Chief performs emergency medical services, training, fire prevention, public education, disaster management, hazardous materials mitigation and fire suppression services as needed.

**Key Relationships:**

While performing the duties of this job, the Fire Chief will be expected to provide information and collect information; coordinate projects, activities, develop policies, solve problems and negotiate solutions with District Officials, the media, EMS, State Fire Marshal, Legislators, the Professional Firefighters Union, department staff, various town departments, various police departments and other fire departments.

Contact will be made in writing, by telephone, in person, and some teaching or formal instruction.

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.

**Tools and Equipment Used:**

The Chief should be competent in the use of emergency medical equipment, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

#### Physical Demands:

The physical demands described here are representative of those that must be met by a fire chief to successfully perform the essential functions of this job. While performing the duties of this job, the chief is frequently required to sit, talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The chief occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The chief must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### Work Environment:

The work environment characteristics described here are representative of those a fire chief encounters while performing the essential functions of this job. Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. The fire chief is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The fire chief occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

Desired Minimum Qualifications (In addition to minimum requirements as may be set forth in District By-Laws)

### Education and Experience:

- Associates degree in Public Administration, Business Administration, Fire Administration, Fire Science or related field. A Bachelor's degree is preferred.
- Specialized training in fire department administration and human resources.
- Ten (10) years prior work experience as a firefighter and Five (5) years of supervisory duties that must have been equivalent to Fire Lieutenant or higher.
- Certified by the Massachusetts Training Council or other Pro-Board Agency to the level of Fire Officer II. Credentialed Chief preferred.
- Significant experience as part of a successful combination fire department.

### Required Knowledge, Skills and Abilities:

- Considerable knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment.
- Considerable knowledge of first aid and resuscitation techniques and their application.
- Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Skill in the operation of department tools and equipment.
- Considerable skill managing, recruiting and retaining call/volunteer firefighters.
- Competent manager and leader of a combination fire staff
- Considerable skill in human resource management
- Ability to perform work requiring good physical condition
- Ability to train and supervise subordinate personnel
- Ability to communicate effectively orally and in writing, including the ability to effectively give and receive verbal, and' written instructions.
- Ability to exercise sound judgment in evaluating situations and in making decisions
- Ability to establish and maintain effective working relationships with other employees, supervisors and the public
- Ability to meet the special requirements listed below.
- Prudential Committee reserves the right to accept other qualifications if deemed to be in the best interest of the District.

### Special Requirement:

- Must possess, or be able to obtain by time of hire, a valid Massachusetts Driver's License.
- No felony convictions and no other disqualifying criminal histories.
- Ability to read and write the English language.
- Must have or be able to obtain Massachusetts EMT certification.
- Must reside within the Wareham Fire District.
- Must meet all requirements of current District By-Laws.

### Selection Guidelines:

Formal application; review of education and experience; appropriate testing and interviews; scenario assessments and background check. NOTE: Appointees will be subject to completion of a one-year probationary period.

The examples of duties are intended only as illustrations of the various types of work 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.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.