

JOB TITLE: FIRE CHIEF

SUMMARY: Under the general supervision of the Town Manager, manages the operations of the Fire Department. Primary responsibilities include strategic planning, budget administration, personnel administration and labor relations, fire prevention, fire suppression, emergency medical services, communications, hazardous materials coordination, and emergency management coordination. Performs related work as required.

ACCOUNTABILITY: Reports directly to and is accountable to the Town Manager.

AFFILIATION: Non-Affiliated

DUTIES AND RESPONSIBILITIES:

The following is illustrative of the duties and responsibilities associated with the position and is not intended to be all-inclusive. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The Fire Chief will exercise strategic and visionary thinking that will have long-term organization-wide application and impact, including the development and implementation of critical programs, and supervision of multiple assigned functions, divisions, and significant resources.

The Fire Chief formulates or recommends program goals and develops plans for achieving short and long-range objectives; with annual action plans, determines organizational structure, operating guidelines and work operations.

Provides oversight, direction, and leadership for all department operations through the supervision of staff and line officers and a review of their activities.

Provides continuous oversight of department operations to determine efficiency, provide direction on major projects and problematic areas.

Formulates and implements departmental rules and regulations, issues general orders, issues policies, and provides policy guidance and leadership.

Ensures fiscal well-being of the department through the preparation and administration of annual budget and capital improvement program.

Provide oversight of all revenue and purchases in a manner that is in the best interest of the town.

Plans and coordinates all emergency and non-emergency functions of the department including but not limited to emergency medical services and fire suppression activities, including taking active command of fireground, as necessary.

Serves as the Town's Emergency Management Director overseeing the town's preparation and response to local disasters, ensures the Town's emergency response system is in a state of readiness including leading the Town's Emergency Operation Center (EOC).

Maintains liaison with Federal Emergency Management Agency and other Federal authorities,

State Fire Standards and Training Commission, State Bureau of Emergency Medical Services, State Fire Marshal's Office, State Homeland Security and Emergency Management Office, and other State authorities, and various regional, mutual aid and other firefighting agencies.

Ensures department provides personnel with proper training and education through the staff, department officers and training officer.

Directs inspection of buildings, properties, and place of assemblies for hazards and to ensure compliance with applicable laws, codes, and ordinances. Issues and/or directs the issuance of various permits, hazard notices, violations, complaints, summons, orders, warnings, etc. Conducts, directs, or supervises inspections for administering or enforcing same.

Directs the investigation of the source and circumstances of fires to detect causes.

Administers the provisions of the collective bargaining agreements and personnel policies.

Receives questions from the public and provides responses to the same. Disseminates information to the public regarding Department policies and activities.

Establishes and maintains liaison with civic groups.

Provides oversight, direction, and leadership to communication services through the staff and communication supervisor.

Plans and coordinates hazard materials response including coordination with the regional hazardous materials team as needed.

Serves as State appointed Forest Fire Warden with the responsibility of the administration of the New Hampshire Forest and Land Laws and Rules.

Establish and maintain a professional and productive working relationships with staff, council & board members, community organizations, other agencies, and the general public.

SPECIFIC MINIMUM REQUIREMENTS:

Education and Experience:

Minimum bachelor's degree in Fire Science, Business Administration, Public Administration, or related field; Extensive experience (5 years plus) in a command level position with progressive responsibility, including administrative, labor relations, supervisory, and budgetary experience in fire prevention and fire suppression work, preferably with a municipal, county, or state fire department or district.

An equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities will be considered.

Certification or enrollment as an Executive Fire Officer from the National Fire Academy.

Knowledge, Ability and Skill:

- Thorough knowledge of the approved methods and procedures of modern emergency medical rescue techniques and practices, firefighting principals, equipment and related techniques.
- Thorough knowledge of applicable federal, state and local laws relating to the fire service.
- Knowledge of the principles and practices of effective administration with particular attention to short- and long-term strategic planning.
- Knowledge of building construction.
- Knowledge of equipment operation.
- Ability to demonstrate an understanding of the principles and methods of governmental funding, budget preparation, budget presentation, and monitoring.
- Ability to supervise subordinates in a positive and effective manner and to delegate authority efficiently.
- Ability to establish and maintain harmonious and productive working relationships with Town officials, fire service officials, and the general public.
- Ability to plan, organize, and direct a progressive public agency with several functional areas.
- Ability to plan, assign, direct and review the work of a moderate number of subordinates and to direct large scale operations of personnel and equipment making sound judgments under stressful situations.
- Ability to clearly communicate verbally and in writing.
- Ability to effectively analyze and resolve operational, procedural, and personnel problems.
- Skill in computer proficiency with Microsoft Office suite and ability to learn department and Town software.

Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs: Regularly Required
 LIFT 11 to 25 lbs: Occasionally Required
 LIFT 26 to 50 lbs: Occasionally Required
 LIFT over 50 lbs: Occasionally Required

CARRY up to 10 lbs: Regularly Required
 CARRY 11 to 25 lbs: Occasionally Required
 CARRY 26 to 50 lbs: Occasionally Required
 CARRY over 50 lbs: Occasionally Required

REACH above shoulder height: Occasionally Required
 REACH at shoulder height: Occasionally Required
 REACH below shoulder height: Regularly Required

PUSH/PULL: Occasionally Required

HAND MANIPULATION

Grasping: Regularly Required
 Handling: Regularly Required
 Torquing: Occasionally Required
 Fingering: Occasionally Required
 Controls and Equipment: Regularly Required

Environment: Inside 80% Outside 20%

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)

Counter tops and desks
 Flooring (various types)
 Uneven surfaces
 Sloped surfaces
 Snow or icy surfaces
 Grass/Pavement
 Vehicle Interiors

**DURING AN 8 HOUR DAY,
EMPLOYEE IS REQUIRED TO:**

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Stand	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Walk	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

(Percentage spent daily)