

Town of Pelham Fire Department Job Description

200.00 Fire Chief

Responsibilities: The Fire Chief provides administrative direction and leadership for all Fire Department functions, operations, and personnel through the supervision of staff and a review of their activities. Responsibilities include: reviewing the general operation of the department to determine efficiency; providing direction on projects or problem areas; planning for the future; developing and implementing policies and procedures; providing policy guidance; provide command, control and assistance at emergency incidents. In addition, the Fire Chief is responsible for developing recommendations for the protection of life and property in the town. The fire chief is also responsible for performing other related duties as required.

Appointment and Supervision: The Fire Chief is appointed by the Board of Selectmen. This employee receives general supervision from the Town Administrator. The Fire Chief may consult with the Town Administrator on issues relating to policy and planning, but works independently in supervising the overall technical operations of the fire department.

QUALIFICATIONS:

Minimum Qualification(s) Required.

Firefighter II (III preferred)

Fire Officer II

Fire Instructor I

Fire Inspector I

EMT (Paramedic Preferred)

10 years in Public Safety

Minimum 7 years of officer level experience

Bachelor's degree in Fire Science, Emergency Management, Emergency Medical Services, Homeland Security, Business or Public Administration required. A

combination of equivalent training/education and experience will be considered.

Master's degree is preferred.

Special Requirement(s). Must possess a valid Driver's License.

ESSENTIAL FUNCTIONS:

Communication: Establishes and maintains effective working relationships with town officials, community organizations, other fire departments, other agencies, town departments, general public and department staff. Makes effective verbal and written presentations. Speaks before the public on the plans, programs, and goals of the Fire Department. Advises the Board of Selectmen and the Town Administrator on the Fire Department's progress. Responds courteously and tactfully to a demanding and diverse

public in answering questions, explaining department policies, and handling complaints. Provide fire, rescue and EMS services as needed during incidents.

Duties: Attends various meetings and represents the Fire Department. Plans, organizes, and directs a progressive fire department with several functional areas. Organizes and directs the Fire department activities engaged in providing fire, rescue and Advanced Life Support Emergency Medical Services. Plans, directs, and controls department activities such as: the recruitment of personnel; purchase of equipment; assignment of personnel and equipment; and budgeting and control of expenditures. Coordinates Fire Department activities with other mutual aid departments. Plans, organizes, coordinates, prepares, administers, and monitors the Department budget. Analyzes and resolves operational and procedural problems. Resolves complex problems involving diverse functional areas. Analyzes information, statistics, and reports on department activities. Develops plans designed to maintain department efficiency and responsiveness. Analyzes fire service needs, as well as the availability of resources, existing programs, and other related factors in developing department programs to meet those needs. Provides direction on projects or problem areas. Develops and implements policies and procedures applicable to administrative functions and provides policy guidance and leadership. Operates fire vehicles (i.e., automobiles and fire apparatus). Responds to emergency incidents and provides command and control at the scene of incidents. Assists crews during emergency incidents by providing technical assistance at fire, rescue, and emergency medical incidents. Assists crews with manpower during incidents to maintain a minimum 2 in 2 out status and provide a safe working environment in compliance with federal regulations.

Knowledge and Abilities:

Knowledge of the theories, principles, and practices of effective public administration, with special reference to Fire Department policies, personnel, and budget administration; modern management techniques, supervisory practices, and evaluation methods; governmental organization and management; the principles and practices of effective administration with particular attention to short- and long-range strategic planning; the principles and methods of budget preparation and monitoring; the activities, objectives, and ideals of fire and life safety services and operations; the facilities, equipment, and personnel needed to provide fire and life safety services and operations; the methods, equipment, and materials used in providing fire and life safety services; and progressive approaches to employee relations programs.

Ability to plan, organize, lead, and direct a progressive public agency with several functional areas; organize and direct the activities of a staff engaged in providing optimum fire services; plan, prepare, and administer an annual departmental budget; effectively analyze and resolve operational and procedural problems; develop formal agreements and contracts with other agencies and communities; make effective oral and written presentations; and establish and maintain effective working relationships with town officials, community organizations, other agencies and town departments, and the general public.

Ability and knowledge to manage emergency incidents on scene and apply modern tactic to provide proper management of the core critical areas of life safety, incident stabilization and property conservation for fire and rescue incidents; provide proper management and delivery of services at emergency medical incidents as needed to meet the needs of the community.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the Board of Selectmen within the constraints of the fire chief's employment contract with the Town of Pelham.