

CITY OF SOMERSWORTH, NEW HAMPSHIRE

POSITION: Fire Chief
FLSA: Exempt

DEPARTMENT: Public Safety
REPORTS TO: City Manager

DIVISION: Fire

GENERAL PURPOSE

Perform a variety of technical, administrative and supervisory work in planning, staffing, organizing, directing and implementing fire prevention, fire suppression and emergency rescue services to prevent or minimize the loss of life and property by fire and emergency conditions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, coordinate, supervise and evaluate Fire and rescue operations.
- Establish policies and procedures for Fire Department in order to implement directives from City Manager and/or City Ordinances, Policies and State Law as applicable.
- Plan and implement fire programs for the City in order to better carry out the policies and goals; review Departmental performance and effectiveness; formulate programs or policies to alleviate deficiencies.
- Supervise and coordinate the preparation and presentation of an annual budget for Fire Department; direct the implementation of the Department's budget; plan for the review specifications for new or replaced equipment.
- Respond to alarms and direct activities at the scene of major emergencies as required.
- Supervises the inspection of building and other properties for fire hazards and enforces fire prevention ordinances.
- Supervise the operation of departmental in-service training activities.
- Oversees the expenditure of departmental appropriations.
- Handle grievances, maintain Departmental discipline, conduct and general behavior of assigned personnel.
- Prepare and submit monthly reports to the City Manager regarding the Department's activities and prepares a variety of other reports as appropriate, including the annual report of activities.
- Plan departmental operations with respect to equipment, apparatus and personnel; supervise the implementation of such plans.
- Assign personnel and equipment to such duties and uses as the service requires; evaluate the need for and recommend the purchase of new equipment and supplies.
- Meet with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Department's activities.
- Attend conferences and meetings to keep abreast of current trends in the field.
- Represent the City Fire Department in a variety of local, county, state and other meetings.
- Perform the duties of command personnel as needed and fulfill obligations during duty days or duty weeks.

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

Associates' Degree in Fire Science and Career Level Firefighter Certification 1 and 2 are required with five or more years experience as a firefighter with demonstrated administrative and supervisory skills. Bachelors' degree in Fire Science and Certification through level 2 preferred. EFO preferred. An

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equivalent combination of training and experience may be considered. Continual Education will be required.

Knowledge, Skills and Abilities

Excellent knowledge of modern firefighting tactics, methods and techniques and good knowledge of the streets and physical layout of the City required. Excellent physical condition required with ability to perform strenuous or peak physical activities during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke. Considerable knowledge of public administration, budget planning and control, principles of management, performance evaluation and public relations are essential. Considerable knowledge of applicable laws, ordinance, departmental standard operating procedures and regulations required. Ability to make independent judgments, having critical impacts on the organization is essential.

SUPERVISION EXERCISED

Exercises supervision over all Fire Department personnel. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees, addressing complaints and resolving problems.

LICENSING AND CERTIFICATION

Must possess a valid drivers license. CPR certification required. Career Level Firefighter Certification 1 and 2 issued by the State of New Hampshire.

TOOLS AND EQUIPMENT USED

Tools and equipment described here are representative of those that must be used by an employee to successfully perform the essential functions of this job. Other tools and devices may be used in the performance of firefighting, rescue and other emergency response. Computer, general office equipment, various department vehicles, fire engines, ladder trucks, fire pumps, hoses and nozzles, hydrant assist valves, master stream devices, self contained breathing apparatus, thermal imagers, multi-gas detectors, medical equipment including defibrillator, foam generator, hand tools, generators, hydraulic rescue tools, hoist, air bags, various hand and power saws, fire extinguishers, fans, rescue ropes and pulleys, ice water suit, torches, radiation detection kits, carbon monoxide detector, porta-power unit, SKED and stokes basket, hazmat suits, sprinkler tongs and 2-way communication equipment.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move more than 200 pounds.

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Firefighters must be able to see, speak and hear clearly in noisy and stressful situations. Must meet required physical and medical standards and all other civil service requirements. Must be able to carry, drag or restrain individuals or equipment in excess of 200 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; blood and air borne pathogens, toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually very loud.

Most Firefighter work is performed in various indoor setting including living quarter and office areas. Vary work schedules are required. Hazardous tasks performed under emergency conditions may require strenuous exertion under such handicaps as limited visibility, exposure to hazardous or toxic chemicals or gases, extremes in temperature, cramped surroundings, and contact with death, emotional stress, trauma, contagious disease and terminal illnesses. Firefighters are also exposed to extreme heat, contaminated environments, emotionally upset people, noise, physical hazards from traffic, fire and falling objects and atmospheric conditions such as smoke, fumes, odors and gases. May be required to wear items such as a hard hat, safety glasses, earplugs, respirator, rubber or plastic gloves and rubber boots.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.