

TOWN OF SOUTHBOROUGH
Job Description

FIRE CHIEF

Basic Duties and Responsibilities

Administrative and supervisory work in directing life safety services in the protection of life and property inclusive of the prevention and extinguishing of fires; emergency medical services, public education and environmental services. Serve as Civil Defense Director (Emergency Management Director), Hazard Material Coordinator, Right-to-Know Coordinator and other positions as needed by the Board of Selectmen.

Principal End Results

Works under the policy direction of the Board of Selectmen and under the rules and regulations of the Massachusetts General Laws, Chapter 48, Section 42, 780 CMR, 527 CMR, Chapter 148, MGL Chapter 21 E, 21 J, MGL Chapter 110.

Performs highly responsible duties requiring independent judgment and initiative in planning, organizing and directing the work of the life safety services, and in the enforcement of statute law, town bylaws, and departmental rules and regulations, and regional protocols.

Supervises the equivalent of more than twenty but seldom over fifty (including mutual aid for multiple alarms) full-time employees, call personnel, and volunteers.

Establishes policies and procedures for Fire, EMS and any other emergency operations, including training.

Plans, implements, monitors and evaluates Fire and EMS programs for the Town in order to better carry out the policies and goals, reviews Departmental performance and effectiveness; formulates programs and policies to alleviate deficiencies.

Prepares the annual budget, capital improvement plan and long-range master plan.

Supervises and participates in the inspection of buildings and other properties for fire hazards and enforces fire prevention codes and ordinances. Makes recommendations for the prevention of fires as needed.

Handles grievances, maintains departmental discipline and the conduct and general behavior of assigned personnel. Keeps the Town Administrator and Board of

Selectmen informed on any serious matters pertaining to litigation, discipline and employee relations.

Prepares and submits reports to the Selectmen and Town Administrator regarding the Department's activities and prepares a variety of other reports as appropriate including the annual report of activities.

The Fire Chief must maintain day to day working relationships with other town agencies, departments, Federal, State, regional and local authorities.

Has access to extensive confidential information concerning personnel records, criminal investigations, bid proposals, litigation, homeland security information and medical records of all ambulance patients.

Work in general is performed under typical office conditions; at firefighting operations, work is performed under varying weather conditions with exposure to hazardous conditions that may involve considerable personal danger.

Participates in mutual aid with other area municipalities.

Keeps abreast of developments in the field and technology of firefighting equipment, procedures and emergency preparedness.

The Fire Chief serves as a community leader with strong customer service focus in the delivery of municipal fire and emergency management services. Consistent with the town-level public service goals of the Board of Selectmen, the Chief implements policies and operational practices that enhance the public safety of the community and maximize the public confidence in the Fire Department.

Examples of Work:

Supervises the operation of the Fire Department, including duty assignments of officers and personnel, care and maintenance of stations, apparatus, and the communications system, the requisition of equipment and supplies, the formulation of department policies and works to develop and update Rules and Regulations and Standard Operating Guidelines in a participative manner.

Submits budget recommendations for equipment, personnel and special services and furnishes documentation to support requests; maintains control of department expenditures; monitors appropriation account balances to ensure compliance with budgetary constraints; approves payroll and overtime.

Supervises the operation of the emergency ambulance service and the maintenance of equipment and apparatus in conformance with state statutes.

Performs emergency medical service work in a leadership role; supervises emergency medical technicians, and develops Advanced Life Support capabilities at the local and regional level.

Responds to structure fires, accidents, and other emergency incidents at a first alarm level or greater. Directs emergency operations by assuming command or coaching subordinate personnel.

Investigates all fires of suspicious origin to determine cause in conjunction with the state fire marshal and local police; recommends prosecution of suspected violators of fire codes and statutes; submits reports to the state fire marshal's office for further action where necessary.

Promotes regional life safety-oriented programs and activities that would benefit the community.

Functions as the Infection Control Officer as mandated by the Ryan White Act. Provides for the establishment and implementation of suitable programs of training in fire prevention, public education, firefighting techniques, emergency medicine, hazardous materials, and maintenance and testing of equipment.

Submits bimonthly and special reports on department activities; maintains complete and accurate records of departmental activities. Provides an annual report on department operations to the public.

Conducts quarterly inspections of all public buildings, schools, hospitals, nursing homes, convalescent homes (places of assembly), and annual inspections of business buildings within the town; makes recommendations for fire prevention and/or report violations in accordance with established procedures; issues required permits.

Represents the department in court regarding all cases involving fire, arson, emergency medical services or hazardous materials under Massachusetts General Law 21 E and 21 J.

The Chief pursues and manages grant funds through the Federal Department of Homeland Security.

Errors can be costly in terms of decreased or less efficient protection to persons and property, confusion and delay, and result in direct financial and legal repercussions to the Town.

RECOMMENDED MINIMUM Qualifications;

Education and Experience

Must have a Bachelors Degree, preferably in Fire Science, Public Administration or a related field (Masters preferred); a minimum of seven to ten years of firefighting experience including seven years in a full-time supervisory command position as an officer in a fire department with significant administrative responsibilities; Massachusetts Emergency Medical Technician certification; Massachusetts Chief Fire Officer management training program certification; National Fire Academy Executive Fire Officer Graduate preferred.

Special Requirements:

Fire Chief – Massachusetts Credentialed

Fire Chief Officer Certification

EMT Certification

Firefighter I & II

AED & CPR Certification

Hazmat Technician desirable

CDL license desirable

Knowledge, Ability and Skill

Thorough knowledge of firefighting, fire prevention and suppression principles, public education practices and equipment. Thorough understanding of hazardous materials response and knowledge of hazardous chemicals travelling through all transportation systems.

Thorough knowledge of emergency medical services. Thorough knowledge of the geography of the town. Comprehensive knowledge of departmental policies and regulations and of laws and ordinances affecting fire department operations. Ability to read and understand blueprints, building plans, and hydraulic calculations, as the Chief shall participate as a member of the Minor Site Plan Review Committee. Knowledge of chemistry is helpful. Ability to direct large-scale operations of personnel and equipment under emergency conditions. Comprehensive knowledge of Town bylaws, building codes, hazardous materials and town water systems. Knowledge of Federal and State laws related to Homeland Security.

Ability to establish and maintain effective and harmonious relationships with subordinates, the general public, and town officials. Ability to organize, assign, train and direct the work of subordinates. Ability to communicate clearly and concisely both in writing and orally.

Massachusetts Class D motor vehicle operator's license required, without record of suspension or revocation in any state.

Knowledge of requirements imposed by Federal, State and local legislation, such as ADA requirements, affirmative action, sexual harassment, discrimination, health care, communicable diseases and blood born pathogens.

Working knowledge of Incident Command System (ICS), including current legislation.

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.

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. Individual is exposed to the hazards associated with firefighting and emergency medical work, including smoke and hazardous materials. The Chief is on-call at all times to respond to major fires and other emergencies.

The employee 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 emergency scenes.