



Job Description

Position: Fire Chief
Primary Location: Fire Station
Employment Status: Full-time, Salaried, Exempt
Reports To: Select Board
Description Updated On: October 6, 2021

Summary/Objective

The Fire Chief is responsible for managing and administering the services and operations of a major department of the Town including developing and implementing department goals, policies, procedures, staffing and budgets to ensure for the efficient operation of the department and reviewing plans and inspecting premises to ensure compliance with fire codes. Employee is required to perform all similar or related duties and is responsible for the supervision of forty-four (44) full-time employees.

Essential Functions

- Plans, organizes, directs, and controls the overall operations of Fire Department activities to include firefighting, investigations, fire prevention and safety education, training, building and equipment maintenance, emergency medical service and rescue services and operations.
- Develops and administers department goals, policies, procedures, staffing and budgets to ensure for the efficient operation of the department; responds to major fires to direct firefighting and control operations.
- Staffs, schedules, and ensures for the proper training and development of personnel; recruits, promotes, evaluates, disciplines, and terminates staff, and administers union contracts; also responds to all personnel related matters for fire department staff.
- Develops pre-fire plans and procedures and arranges for the treatment, handling and removal of hazardous waste materials and conditions.
- Reviews, approves, or oversees plans for all buildings located in the Town of Milford such as subdivisions, sprinkler systems, alarms, or site plans to ensure compliance with fire codes; meets with contractors, builders and others to review and enforce fire rules and regulations.
- Prepares vehicles and equipment specifications, solicits bids and awards contracts.
- Performs administrative duties such as compiles and assembles reports as needed; prepares and maintains reports and records related to department operations and activities; oversees the preparation of payroll and related personnel records; approves and oversees the processing of invoices and monitors expenditures.
- Oversees the operation of the Emergency Medical Services Plan to provide medical assistance to the public which includes contracting with a private ambulance provider.
- Attends various meetings and seminars to remain abreast of changes and/or improvements in technology, equipment, procedures, and regulations in the field.

Required Qualifications, Education, and Experience

Bachelor's degree in Fire Science, and/or Public Administration, Emergency Management, and graduate of State or National Chief Executive Officer program; a minimum of ten (10) years of progressively responsible supervisory firefighting experience to the minimum rank of staff officer or any equivalent combination of

education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Licensed EMT-B, CPR Certification, and Class D Driver's License required; MEMA/ISO and training through ICS 400 required. Residency within 10 miles required, preference given to residents.

Preferred Qualifications, Education, and Experience

Master's Degree in Fire Science, and/or Public Administration, Emergency Management.

Knowledge, Skills & Abilities

- Extensive knowledge of:
 - Management procedures, including personnel management and budgeting;
 - Promotional and hiring procedures and practices;
 - Operations of municipal fire department including state and federal laws and regulations encompassing emergency medical service procedures and practices;
 - Building construction and fire prevention codes and standards including building design;
 - Fire prevention and public educational practices;
 - Fire investigation practices and procedures including legal and court procedures and rules of evidence collection and scene preservation.
- Excellent oral and written communication skills; common sense operational and employee management skills to determine the most appropriate response to emergency situations; good computer skills.
- Ability to:
 - Plan, assign, direct, supervise and review the work of a large number of subordinates in a positive and effective manner and to delegate authority efficiently;
 - Establish and maintain harmonious and productive working relationships with Town officials, fire service officials, and the general public;
 - Direct large -scale operations of personnel and equipment making sound judgments under stressful situations; ability to deal with the general public in a diplomatic and effective manner.

Physical and Mental Job Requirements

- Work may require moderate intermittent physical strength and effort daily, such as, lifting heavy objects (over 60 lbs. but less than 100 lbs.), carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing, or walking for the full workday may also be involved. A great deal of physical effort must be exerted at this level. Travel, particularly during adverse weather conditions and troublesome road conditions and at times during the evening, is required.
- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Understand and apply non-routine verbal and/or written instructions
 - Understand complex problems and collaborate to explore alternative solutions
 - Organize actions to complete sequential and/or routine tasks
 - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
 - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Make decisions that have an impact on the immediate work unit's operations and/or services
 - Make decisions that have significant impact on a department's credibility, operations, and/or services
 - Make decisions that have an impact on the health and wellbeing of Townspeople
 - Communicate and exchange routine/basic information
 - Communicate and explain a variety of information
 - Communicate in-depth information for the purpose of interpreting, and/or negotiating

- Memorization/concentration
- Learning/knowledge retention
- Preparing/analyzing numerical figures
- Emotional/behavioral self- regulation
- Interacting with others

Work Environment

- The functions of this role are conducted in an office environment. However, circumstances may require a high degree of individual tolerance to combinations of extremely unpleasant elements, or mental stress from constantly conflicting urgent time and attention demands of the utmost priority. The nature of the physical environment may be such that the employee's personal well -being and/or safety are compromised.
- Duties regularly present potential risk of injuries from improper exposure that could result in loss of time from work. Examples of injury include burns from chemicals, steam or fire, severe muscular strains from working with extremely heavy material, falls from heights in excess of three feet and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as coats, gloves, hats or boots may be required.

Hours of Work

- This role is paid on a salaried basis.
- Typically, full-time salaried employees work 40 hours during a Monday through Friday workweek. As a salaried position, the individual is expected to work as required to complete the duties of the position; this may mean hours beyond 40 per week are required, including nights, weekends, and holidays.

AAP/EEO Statement

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____

Hiring Manager _____ Date _____