

**TOWN OF BARRE
POSITION DESCRIPTION**

Position Title: Fire Chief
Departments: Fire Department
Reports to: Board of Selectmen
Exempt/Non-Exempt Status: ExemptN/A

Grade Classification: Contract
Position Description Approved: 4/25/2016
Position Description Revised:

Position Summary:

The Fire Chief is appointed under M.G.L. Chapter 48, Sections 42-44. The position is responsible for the overall formulation, organization, direction, supervision and coordination of departmental activities to ensure the effective and efficient provision of emergency and non-emergency services, including but not limited to fire suppression, disaster planning and implementation, hazardous material management, fire prevention and education, and emergency management programs for the Town. The position requires a high degree of judgment and initiative as well as an ability to anticipate and react under stress. The position also requires technical, administrative, and supervisory work in planning, organizing directing and implementing departmental services; work is performed in accordance with Federal and State laws as well as municipal by-laws; all other related work as required.

The Fire Chief shall also serve as Emergency Management Director (EMD). As EMD, the Chief is responsible for developing, organizing, directing, and coordinating the town's Emergency Management Program.

The Fire Chief shall carry out the function as Forest Warden as described in Chapter 48 of MGL.

The Fire Chief shall also be responsible for transitioning to a combined Fire-EMS service and shall oversee the emergency medical services.

Supervision:

The employee works under the administrative and policy direction of the Board of Selectmen and in conformance with applicable provisions of Federal and State Laws as well as applicable Town by-laws, and professional standards. The Chief shall carry out all functions with delegated authority of the State Fire Marshal, as described in Chapter 148 of MGL and as the Forest Warden in Chapter 48 of MGL. The Chief is responsible for complete operation and control of the department, including its officers, firefighters, and all other personnel, firefighting and emergency medical equipment, emergency apparatus and for providing all reports and records. The Chief is responsible to support all emergency planning committee activities of the Town, State, or Federal governments. During Emergency Management exercises and actual emergencies the Chief will serve as the Emergency Management Director. Performs highly responsible functions of a complex nature requiring considerable initiative and judgement particularly in emergency situations, which do not fall clearly within established practices or procedures; ability to anticipate and react under extremely stressful situations. Supervises all department personnel including full time employees, administrative employees and call firefighters.

Job Environment:

Work is performed primarily indoors in an office environment but also in fire department vehicles and outdoor settings; work may be performed under adverse conditions involving personal danger such as fire, including temperature extremes, poor visibility, dangerous atmospheres, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils, confined spaces, high stress and exposure to all types of weather conditions and hazardous environments while fighting fires, rendering emergency medical assistance or delivering department services. The noise level in the work environment is usually quiet in office setting, and loud at an emergency scene; work is performed in emergency and stressful situations.

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The Fire Chief is on call 24 hours a day to respond to all fires and emergency incidents.

Regularly operates motor vehicle; when in the office, operates computer and standard office equipment such as telephone, copier, and fax. The Chief may be required to operate fire apparatus and equipment, emergency medical equipment, building equipment, and other specialized equipment in the delivery of department services.

Makes frequent contact with Federal, State, and municipal officials, other fire departments, boards, committees, the media, insurance companies, the general public, hospitals, businesses, professional organizations, and other town departments.

Errors could endanger life and property, and/or cause considerable financial and legal repercussions for the town.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. As the governing authority of the fire department, formulates, organizes, directs, supervises, and coordinates the municipal fire department and related services for the town; ensures the effective and efficient provision of emergency and non-emergency services, including but not limited to fire suppression, emergency medical services, disaster planning and implementation, hazardous material management, fire prevention and education, and emergency management programs for the town.
2. Responsible for recruitment, appointment, assignment and discipline of all department personnel.
3. Plans, organizes, assigns, directs, and inspects the operations of the fire department and all equipment.
4. In coordination with other departments and town officials develops plans and strategies for ensuring the protection of life and property for fires, Emergency Medical Services, and other emergencies or disasters occurring in the municipality.
5. Ensures all levels of training and refresher programs for firefighters and EMS personnel, whether permanent or call, including associated program development and record keeping.
6. Responds to emergencies and related service events and directs activities and overall efforts at the scene.
7. May perform firefighter, EMT, and other skills related to the delivery of department services.
8. Recognizes hazardous materials incidents and ensures appropriate response.
9. Prepares and submits departmental budget recommendations for equipment, personnel, capital improvements, ambulance and special services and furnishes documentation to support requests.
10. Formulates and ensures compliance with departmental rules, regulations and procedures.
11. Accepts donations on behalf of the department but not the Fire Association within all applicable laws and local policies, procedures, and guidelines.
12. Prepares and files grant applications.
13. Directs the establishment, implementation, and operation of fire prevention programs.
14. Directs the inspection of all buildings, schools, and businesses; makes recommendations for compliance with appropriate codes, and the prevention of fires and other hazardous conditions and sees that reports of noncompliance are filed.
15. Prepares reports of unsafe conditions and conducts follow-up inspections to assure satisfactory corrections.
16. Coordinates mutual aid agreements with other cities and towns and coordinates mutual aid resources requested to assist the Town.
17. Coordinates the development of the Emergency Medical Services Service Zone Plan, in accordance with Office of Emergency Medical Services (OEMS) regulations.
18. Supervises the requisition and purchase of equipment and supplies, and the care and maintenance of equipment, apparatus, and stations.
19. Responsible for all department expenditures as well as receipts and property and submits regular and special

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reports on department activities.

20. Responsible for planning, organizing, directing, staffing and coordinating fire prevention, firefighting, rescue, and emergency response operations.
21. Reviews and recommends new by-laws and changes to existing by-laws.
22. Reviews and interprets rules and codes; answers questions, resolves problems and offers expert opinion within the scope of responsibility.
23. Reviews all recommendations for related licenses and issuance of permits as detailed in 527 CMR and Ch. 148 MGL.
24. Responsible for overall Fire Department customer service satisfaction.
25. Shall see that all fires and emergency incidents are investigated as required by MGL.
26. Ensures documentation and records of departmental activity are maintained as required.
27. Serves on the Communication Board developing and implementing policies and procedures for the emergency dispatch center.
28. Responsible for mitigation preparedness response and recovery from natural and manmade disasters.
29. Attends conferences, meetings, seminars, and training programs to augment professional development.
30. Able to meet the demands of physical danger under extreme conditions that may require walking, running, kneeling, crawling, crouching, jumping, lifting, carrying, placing, raising, and climbing as needed to deliver department services, while wearing protective clothing under adverse conditions.
31. As needed utilizes all personal protective equipment and breathes with self-contained breathing apparatus (SCBA) without visibility and in confined spaces.
32. May be required to work long hours, any part of a twenty-four hour day, including weekends and holidays.
33. Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.
34. Develops presentations regarding fire prevention and other fire service related topics and delivers them to schools, various public and civic organizations, businesses, or other requesting organizations.
35. Shall present fire prevention programs in schools and at other functions.
36. Directs routine inspections, cleaning, tests, keeps in orderly condition, and provides maintenance of fire apparatus and equipment, buildings, and grounds.
37. Assists in providing public education on fire safety and related subjects to civic groups, schools, and others who request information.
38. Communicates regularly with department officers and members.
39. Works on special projects, performs similar or related work as required or as situation dictates.
40. Performs other service related tasks and performs related duties as situation requires.
41. Responsible for communication with the public, media, local, state and federal officials relating to all activities of the department.
42. Supervises training programs for all employees and ensures the professional ratings of the department including emergency medical services.
43. Oversees the use and maintenance of all department equipment and supplies to ensure the safety and well-being of employees and the public served.
44. Oversees the maintenance of the fire department buildings, grounds, equipment and fleet; maintains and controls access to fire department records, statistical data, evidence and property control.
45. Oversees and directs arson investigations in cooperation with local, state and federal agencies.
46. Reviews and approves/disapproves building plans relative to the state fire code compliance; reviews licenses and permits for the storage of flammables, oil burner installations, gun powder storage and stove installations. Has authority to revoke permits for non-compliance.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications:

Education and Experience: Associates Degree in Fire Science or a related field with more than (10) years related work experience with a minimum of five (5) years in a supervisory or command level or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to

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perform the essential functions of the job. Must have successfully completed Fire Officer training and have received a certificate demonstrating course completion.

Special Requirements: Must possess certification in EMT Basic Level issued by the Office of Emergency Medical Services (OEMS), and maintain at least this level of certification as long as employed in the position. Must be a nonsmoker on and off duty at the time of and after appointment and continue to be non-smoker as long as employed in the position. Must possess a valid Massachusetts Class D Motor Vehicle Operator's License and maintain at least this level of license as long as employed in the position. Ability to pass a job-related medical and/or psychological examination before appointment. Appointment to this position requires establishing residency and maintaining a residence for the duration of employment, within a 15-mile radius of the Fire Station located at 61 School Street North within 6 months of appointment. Must submit to and pass a background check prior to hire. Must meet the State of Massachusetts Medical and Physical Fitness standard requirements throughout employment. Shall respond to off-hour emergencies as required. CPR, First Aid certified, Hazard Material Operations; NIMS 700; ICS 100 & 200.

Knowledge, Abilities and Skill

Knowledge: Thorough knowledge of modern firefighting tactics and strategies, emergency equipment and use, hazardous material management, emergency medical services, incident command, disaster preparedness, personnel management, budget and finance, effective communications, advanced rescue techniques, codes and ordinances, fire and arson investigation, computer usage, effective public speaking, and fire prevention principles, practices and equipment. Thorough knowledge of streets, topography, and geography of town. Thorough knowledge of the fire and emergency medical risks and other potential emergency exposures; knowledge of various fire department maps. Working knowledge of Massachusetts state laws and regulations pertaining to Fire services. Comprehensive knowledge of the State fire laws, Town bylaws, building codes, town water systems and hazardous materials. Knowledge of Federal and State laws, emergency medical protocols related to homeland security. Knowledge of computer systems and communications equipment applicable to fire departments.

Abilities: Ability to quickly and prudently exercise command activity in life threatening situations, taking into account a wide variety of factors and concerns. Ability to train, 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 and police service officials, and the general public; ability to plan, assign, direct and review the work of subordinates and to direct large scale emergency response operations of personnel and equipment making sound judgments under stressful conditions in an impartial manner; ability to deal with disgruntled members of the public in a diplomatic and effective manner. Ability to read and interpret building plans and blueprints and to impartially enforce rules, regulations and statutes. Ability to direct large scale emergency operations often under adverse weather conditions and at any time of day or night. Ability to prepare and manage budgets. Ability to perform effective capital planning. Ability to communicate clearly and concisely orally and in writing and to speak publicly on behalf of the town in crises situations. Ability to present a positive public image and relate well to children, senior citizens and others.

Skill: Proficient oral and written communication skills; common sense operational and employee management skills to determine the most appropriate response to emergency situations; Skill in use of computers and their applications; skill in the operation of all fire equipment and tools. Computer proficiency in Outlook, Word, Excel, PowerPoint. Financial management skills.

Physical and Mental Requirements

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 position's essential functions.

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Physical Requirements: Ability to meet required State of Massachusetts physical standards as specified in the wellness act. Minimal physical effort generally required for work performed in the office. Moderate to strenuous physical effort occasionally required in the performance of work at the scene of fires or emergencies which require long periods of time walking and standing. The position involves physically risky functions under emergency conditions. At fires, wears full protective equipment weighing approximately 50 pounds. On occasion will be required to lift fire equipment/apparatus, which may weigh up to 100 pounds. Physical agility required to access all areas of inspection and fire sites. During emergencies may be required to walk on uneven terrain, push, stoop, kneel, crouch, crawl, reach with hands and arms, climb and balance on ladders at the scene of a fire while carrying items of weight. Ability to perform strenuous physical efforts during emergency or training activities for prolonged periods of time under conditions of extreme heights, intense heat, cold, or smoke. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.