

FIRE CHIEF

Position Purpose:

The Fire Chief manages the Town's fire service and its associated responsibilities to protect life and property and to control emergencies. As such, the Chief is in charge of fire suppression, fire prevention (including code enforcement, inspections, public education), hazardous material incidents mitigation, Emergency Medical Services (EMS) operations, training, communications, maintenance (including fire station, equipment and apparatus, and fire cisterns), administration (personnel, finance, accounting, budgeting, purchasing), planning and investigation - of arson and internal affairs.

The Fire Chief, in conjunction with the Police Chief, shall ensure the proper staffing, provisioning and operation of Boxborough's joint emergency dispatch center, including the 911 system and service.

The Chief serves as Emergency Management Director and Chair of the Local Emergency Planning Committee.

The Fire Chief serves as the Forest Warden.

The Fire Chief is responsible for developing recommendations for the protection of life and property in the Town. Administrative duties include planning, directing, and controlling departmental activities including hiring of personnel, purchase of equipment, preparation of the annual Fire Department budget and managing expenditures to budget. The Fire Chief is responsible for the assignment of personnel and equipment.

The Fire Chief serves as a community leader with a 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 public confidence in the Fire Department.

Supervision:

Supervision Scope: The Chief performs highly responsible duties requiring independent judgment and initiative in planning, organizing and directing the work of the fire department and in the enforcement of federal, state and local laws, bylaws.

Supervision Received: The Fire Chief works under the administrative direction of the Board of Selectmen, and in accordance with the applicable provisions of the Massachusetts General Laws.

Supervision Given: The Chief supervises the Department's staff directly, through others in the chain of command, and by maintenance of appropriate departmental policies and procedures.

Job Environment:

Work is performed primarily in offices, vehicles, and outdoor settings. Work is often performed under variable weather conditions, including temperature extremes; incumbent is exposed to hazards associated with fighting fires, rescue operations, removing and handling hazardous materials, and rendering emergency assistance; hazards include exposure to smoke, noxious odors, fumes, chemicals, solvents and oils. The noise level in the work environment is usually that of a quiet office setting, but is expected to be loud during emergencies and at incident locations. Some work is performed in emergency and stressful situations. The Fire Chief is on call at all times to respond to major fires and other emergencies.

The Chief utilizes computer and standard office equipment such as telephone, copier, and facsimile machine. He/she will operate all fire department equipment, hand tools, fire and emergency apparatus, radio, and all standard firefighting and rescue equipment and tools. The Chief regularly operates motor vehicles including the departmental command vehicle and other emergency apparatus as required.

The Chief has frequent contacts with town, state, and federal officials, other fire departments, the media, insurance companies, and other town departments, requiring excellent customer service and communication skills. He/she maintains communications with boards, committees and officials whose functions have a bearing on fire protection and emergency response in Town; these include: the Board of Selectmen, Planning Board, Zoning Board of Appeals, Housing Authority, Police Department, Building Department, Public Works Department, Recreation Department, School Department, Health Department and Boxborough Emergency Reserve Corps.

The Chief has access to an extensive amount of highly confidential information such as personnel records, criminal investigations and records, litigation, and personal information about citizens.

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.

Essential Functions:

(The essential functions, or duties listed below are intended only as illustrations of the various types 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.)

Administration – The Chief shall be responsible for the administration of the department to include personnel, fiscal planning, and budgeting, including development of input to the town’s capital plan for departmental plant, equipment and apparatus. The Chief is responsible for preparation and advocacy of the annual Fire Department budget, working with the Board of Selectmen and the Finance Committee. This includes explanation and defense of the budgets and needs of the Fire Department before the Board of Selectmen, Finance Committee and annual town meetings. The Chief is responsible for managing all Fire Department expenditures to budget over the course of the fiscal year, and working with the Board of Selectmen to responsibly address exceptions.

He/she will maintain records of all personnel, training, maintenance, (equipment and systems), fire and EMS runs and investigation reports.

Fire Suppression – The Chief shall be responsible for the extinguishment of all fires occurring in the Town of Boxborough. He/she will have command and control of all officers and members of the department and other persons present at such fires or emergencies that the department has responded to in the Town of Boxborough. The Chief will ensure proper departmental response to valid mutual aid assistance requests from other communities subject to availability of staff and equipment.

Fire Prevention – The Chief shall be responsible for the delivery of a fire prevention program which includes public education for all citizens, inspections and code enforcement in accordance with Mass. General Laws, Massachusetts Board of Fire Prevention Regulations and local bylaws.

Planning – The Chief shall be responsible for the prefire planning process for all structures and situations that might occur within the Town of Boxborough and maintains a program to update plans as required.

Training – The Chief shall be responsible for the delivery of fire and EMS training for all personnel, with the support of the Massachusetts Firefighting Academy, National Fire Academy and State approved EMS programs; emphasis would be placed on maintaining efficiencies of the basic firefighting/EMS techniques and training in the latest science and technology to best carry out the department's mission. The Chief shall ensure that all department personnel remain current in required levels of training and/or certification(s). He/she must participate in scheduled department training and maintain his/her professional development through State and National programs.

Maintenance – The Chief shall ensure that the fire station building, and all apparatus, equipment, fire cisterns and communication systems are operational and maintained through a preventative maintenance program. The Chief shall oversee the maintenance and condition of all plant, apparatus and equipment and pursue replacement when it becomes necessary.

Investigation – The Chief shall investigate for the cause, origin and circumstances of all fires and/or explosions occurring in the Town of Boxborough. When the cause is in question the Department of Fire Services, Fire Marshall's Investigation unit will be requested for assistance.

Control and Supervision - The Chief shall have complete control and supervision of all members of the department as provided by the Town of Boxborough bylaws. He/she shall see that all bylaws, orders and rules and regulations are strictly enforced. He/she shall assign duties to members, as he/she deems necessary to assist in carrying out the department's mission. He/she shall have the authority to dispatch personnel and apparatus as mutual aid to another town, city or fire district when requested.

The Fire Chief, in conjunction with the Police Chief, shall ensure the proper staffing, provisioning and operation of Boxborough's joint emergency dispatch center, including the 911 system and service. The Fire Chief is responsible for appointing the dispatch personnel.

The Chief serves as Emergency Management Director and Chair of the Local Emergency Planning Committee and has major responsibility during natural and other disasters. He/she maintains a comprehensive emergency response plan.

The Fire Chief serves as Forest Warden. He/she has the responsibility of fighting brush and woods fires and approving plans for all forest cutting within the Town.

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

The Chief formulates and reviews policies to ensure that the needs of the community are met. He/she promulgates and issues general and special orders covering every function of the department.

The Chief researches and plans the development of long and short range goals for the department in all areas. He/she formulates and reviews policies to ensure that the needs of the community are met in regards to protection of life and property from fire and other disasters.

The Chief acts as the representative of the Fire Department before Board of Selectmen, MEMA, FEMA, and citizen groups; represents the fire department at community, civil, and social events.

The Chief attends professional meetings and conferences for purposes of emergency management planning/homeland security issues, regional discussions, and information gathering and exchange; several of the organizations/agencies involved include: the Massachusetts Association of Fire Chiefs, the International Association of Fire Chiefs, the New England Fire Chiefs Association; Massachusetts Emergency Management Agency; Massachusetts Fire District Fourteen, and the Federal Emergency Management Agency.

The Chief participates in mutual aid with other area municipalities and participates in the regional emergency system as one of numerous communities in the area surrounding Boxborough.

The Chief oversees the maintenance of all Department records and statistics.

The Chief keeps abreast of developments in the field and technology of firefighting equipment, procedures and emergency preparedness.

The Chief plans, implements and promotes public information programs in fire prevention, emergency preparedness, and safety including speaking at public events, civic groups, schools, etc.

The Chief performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree from an accredited four-year college or university in fire protection technology, engineering, business, public administration, or a closely related field supplemented by completion of Massachusetts Firefighters Academy courses; ten years of firefighting experience, five of which have been in a supervisory capacity as an officer in a fire department; or any equivalent combination of education and experience. Professional background should include a diverse and extensive exposure to all aspects of fire suppression, fire prevention, training, emergency management and emergency response.

Special Requirements:

- Cardiopulmonary Resuscitation (CPR) and First Responder's First Aid training. .
- Possession of a Massachusetts motor vehicle operator's license.
- Must be a non-smoker/non-tobacco using person both on and off the job at the time of employment and maintain the same status throughout the term of employment.

Knowledge, Ability and Skill:

Knowledge: The Chief shall have thorough knowledge of modern firefighting principles, equipment and techniques; thorough knowledge of the Town, fire and emergency risks and other potential emergency exposures; knowledge of various fire department maps. The Chief shall have working knowledge of fire and hazard alarm systems as deployed in public and commercial buildings and private residences in the town of Boxborough. The Chief shall have working knowledge of Massachusetts state laws (Chapters 148 & 143) and regulations (527 CMR) pertaining to Fire services, comprehensive knowledge of the State fire laws, Town bylaws, building codes, and hazardous materials. He/she will have knowledge of Federal and State laws related to homeland security and considerable knowledge of hazardous materials and ability to safely and effectively command a hazardous materials incident. The Chief shall have knowledge of computer systems and communications equipment applicable to Fire Departments and public administration. He/she shall have good knowledge of the principles and practices of planning, budgeting, administration, supervision, and coordination of a fire department.

Ability: The Chief needs the ability to plan, assign, direct and review the work of subordinates. He/she needs the ability to establish and maintain productive, effective working relationships with the Board of Selectmen, subordinates, other department heads, the Town Administrator, civic leaders and members of the community.

Skill: The Chief must demonstrate strong leadership and communication skills. He/she must have excellent fiscal skills. The Chief needs demonstrated skills in working cooperatively with other agencies, citizen groups, and individuals in promoting the best delivery of services to the community.

Physical 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 essential functions.)

While performing the duties of this job, the employee is frequently required to sit, talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee frequently needs to lift and/or move up to 45 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee needs the ability to communicate complex issues and situations clearly, effectively, and efficiently, especially during emergency situations and before the news media and large audiences.

(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.)

Position description received by: _____ Date: _____