

# **TOWN OF LITCHFIELD**

## **FIRE CHIEF**

### **JOB DESCRIPTION and SELECTION GUIDELINES**

#### **Job Summary:**

Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire, hazardous materials and emergency medical conditions. The Fire Chief may also hold the positions of Emergency Management Director and Forest Fire Warden.

#### **Supervision Received:**

Works under the general guidance and direction of the Board of Selectmen and the Town Administrator.

#### **Supervision Exercised:**

Directly supervises the officers, firefighters, and EMT's with assistance from subordinate officers.

#### **Essential Duties and Responsibilities:**

- Plans, coordinates, supervise and evaluates Fire and EMS operations.
- Advises on and establishes policies and procedures for Fire and EMS.
- Plans and implements Fire and EMS programs for the Town in order to better carry out policies and goals including those set forth in the various Towns Codes, Ordinances, and the State Fire Code.
- Reviews Departmental performance and effectiveness.
- Reviews and recommends the implementation of new and innovative technology.
- Formulates programs or policies to alleviate deficiencies.
- Supervises and coordinates the preparation, presentation of an Annual Budget for the Fire and EMS Department and controls and authorizes expenditures of approved departmental appropriations.
- Plans for and reviews specifications for new or replacement equipment.
- Responds to alarms, administers initial emergency (care or response and or service) when necessary and directs activities at the scene of emergencies as required.
- Responsible for the inspection of buildings and other properties for fire hazards and enforces local fire prevention ordinances as well as the State Fire Code.
- Provides for the training of personnel in all aspects of the job.
- Maintains Departmental discipline, conduct and general behavior of

- assigned personnel.
- Prepares and submits regular reports to the Town Administrator and Board of Selectmen regarding the Departments activities and prepares a variety of other reports as appropriate including the annual Town report of activities.
  - Plans Departmental operations with respect to equipment, apparatus, and personnel and further supervises the implementation of such plans in accordance with established policies.
  - Assigns personnel and equipment to such duties and uses as the service requires.
  - Evaluates the need for and recommends the purchase of new equipment and supplies.
  - Meets with elected or appointed officials, Police, other Fire/EMS officials, community and business representatives and the public on all aspects of the Department's activities.
  - Works with the Planning Board, Zoning Board of Adjustment and Building Officials on local projects and development proposals before the Town.
  - Researches and presents to the Board of Selectmen possible grant opportunities as they become available to offset costs to the taxpayer(s) and improve departmental operations.
  - Fulfills all responsibilities delegated to the Fire Chief under NH RSA 154, 265:8 and other applicable state laws and regulations.

**Peripheral Duties:**

- Attends conferences and meetings to keep abreast of current trends in the field.
- Represents the Litchfield Fire & EMS Department in a variety of local, county, state and other meetings.
- Performs the duties of command personnel as needed and fulfills associated obligations.
- Serves as a member of various employee committees.
- Works collaboratively on tasks as requested by the Board of Selectmen and/or Town Administrator.

**Desired Minimum Qualifications**

**Education and Experience:**

- Graduation from a college or university with a Bachelor's Degree in fire science, or a closely related field, and
- Ten (10) years of experience in Fire or Emergency Medical Service work and five (5) years in a supervisory capacity.
- Must be a Fire Fighter II, Fire Officer II, Fire Inspector I, Fire Instructor I, and EMT-B certified and maintain a CDL-B NH driver's license.
- Or, any acceptable equivalent combination of Education and Experience.

**Necessary Knowledge, Skills and Abilities:**

- Thorough knowledge of modern fire suppression and prevention and emergency medical services, principles, procedures, techniques and equipment. Thorough knowledge of emergency medicine techniques and their application as demonstrated through EMT Certification. Considerable knowledge of applicable laws, ordinances, standards, and regulations.
- Skill in the operation of fire and EMS tools and equipment.
- Ability to train, supervise and lead subordinate personnel.
- Ability to perform work requiring good physical condition.
- Ability to communicate effectively, both orally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to effectively give and receive verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees, supervisors and the public.
- Knowledge of all aspects of emergency management and hazard mitigation methods.

**Special Requirements:**

- Must possess the ability to lead and motivate on-call personnel and career personnel, recognizing their difference and the management styles required.
- Must attend Departmental meetings and training sessions.
- Expected to be available and/or reachable twenty-four hours per day, 365 days per year, with the exception of scheduled leaves of absence and/or scheduled vacation time.
- Must possess, or be able to obtain by time of hire, a valid State Driver's License (CDL-B) without record of suspension or revocation in any state.
- No felony convictions or disqualifying criminal histories.
- Ability to read and write the English language, proficiently.
- Must have computer skills.
- An ability to meet department physical demands.
- It is preferred that the selected candidate be available for full time duty within thirty (30) days of notification of hire.
- The candidate must reside within 30 minutes driving time (under normal safe driving conditions) by completion of the probationary period.

**Tools and Equipment Used:**

- Emergency medical equipment, fire apparatus, fire pumps, hoses, and other standard fire fighting equipment; ladders, first aid equipment, radio, pager and personal computer.

**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 function.

- 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 must frequently lift and or move up to 20 pounds and occasionally lift and or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Work Environment:**

- 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 hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
- 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 in emergency situations.

**Selection Guidelines**

- Cover letter and resume, review of education and experience, appropriate testing and interviews, oral interviews, background check, physical ability, drug screening, final selection and pre-employment medical examination and consideration of proximity to the Fire Station, response time or residency are all required integral parts of the selection process. Please be aware that appointees will be subject to a twelve-month probationary period.

**Compensation**

Wages will be commensurate with experience. This position is considered part-time, scheduled at approximately 24 hours per week. The proposed salary range will be discussed.