

Employment Opportunity

City of Sanford, Maine (04073)



FIRE CHIEF - SANFORD FIRE DEPARTMENT

The City of Sanford, Maine located in the heart of York County population 23,000 is seeking a highly motivated, responsible, experienced professional to join the Fire Department administrative team as the Fire Chief.

This position directs a 54-person combination department with present daily staffing of 11 per shift responsible for fire, EMS, and all hazards protection and mitigation for the city and its mutual aid partners. This position is directly responsible for the overall administration and efficient operation of the Fire Department. The Fire Chief is the top administrator for the Fire Department and may be the Incident Commander on the scene of any Incident that requires the response of the Fire Department outside of the office environment at any given time 24/7/365 days throughout the year. Although the primary environment is administrative, the position functions in both an office environment in a site/field position for any type of emergency under the Departments service provisions of fire and emergency medical services.

Successful candidate must have extensive experience in Fire Department Management that includes Fire-ground Operations, emergency Medical Services, Fire Prevention, Code Enforcement, Personnel Management, Fire and EMS Training Requirements and Delivery, Budgeting, Purchasing, Contract Negotiations, Contract Administration and Arbitration, Writing Apparatus and Ambulance Specifications, Media and Public Relations and additional experience in working with City Government in planning for infrastructure development. Provides Administrative, Technical and Professional Skills for Policy Direction and Planning for Fire Department and Emergency Medical Services for the City of Sanford.

The Sanford Fire Department is comprised of a team of highly motivated professionals who deliver exceptional service to the city and our mutual aid partners on a regular basis with approximately 3000 EMS calls per year and 1000 fire calls annually. Applicants must have a bachelor's degree in Fire, Public and/or Emergency Management Administration or closely related fields of study. Master's degree, Executive Fire Officer and Certified Chief Officer are desirable. Fire Officer 1&2 essential with Fire Officer 3&4 preferred. NIMS 100-400 inclusive Nationally Registered or equivalent EMT-B. Applicant must have had a progressively responsible fire/EMS command experience of 5 years as a Chief, Assistant Chief, or Deputy Chief. Applicant must be able to attain and maintain a valid Maine Driver's License. Applicant must maintain high moral and ethical standard in all work and administration performed. They must also reside within a 30-minute response time. Additional information as required available through job description.

The City of Sanford offers a competitive salary, a comprehensive benefits package and an opportunity for individual growth and advancement.

Application and job description may be obtained from the Human Resources Department or online @ www.sanfordmaine.org under Employment Opportunities.

Applications will be reviewed as received.

Qualified applicants should submit their application and resume to:

City of Sanford
Human Resource Department
919 Main Street
Sanford, ME 04073

Deadline: Tuesday, October 11th, 2022
Friday, November 11th, 2022, at 5:30 PM

The City of Sanford is an equal opportunity employer.

JOB DESCRIPTION: FIRE CHIEF
DEPARTMENT: FIRE DEPARTMENT
REPORTS TO: CITY MANAGER
ALL FIRE DEPARTMENT
SUPERVISES: PERSONNEL
PAY GRADE:

General Nature of the Work

Requires extensive experience in Fire Department Management that includes Fire-ground Operations, Emergency Medical Services, Fire Prevention, Code Enforcement, Personnel Management, Fire and EMS Training Requirements and Delivery, Budgeting, Purchasing, Contract Negotiations, Contract Administration and Arbitration, Writing Apparatus and Ambulance Specifications, Media and Public Relations and additional experience in working with City Government in planning for infrastructure development. Provides Administrative, Technical and Professional Skills for Policy Direction and Planning for Fire Department and Emergency Medical Services for the City of Sanford.

Supervision

Work is performed under the general supervision of the City Manager through regular communication and reporting on operations in support of Department mission and City objectives with considerable independence of action in accordance with applicable state and federal laws, contracts and job requirements. Work is evaluated by the City Manager through observation, annual reports and results achieved.

Job Environment

- The Fire Chief is the top administrator for the Fire Department and may be the Incident Commander on the scene of any Incident that requires the response of the Fire Department outside of the office environment at any given time 24/7/365 days throughout the year. Although the primary environment is administrative, the position functions in both an office environment in a site/field position for any type of emergency under the Departments service provisions of fire and emergency medical services.
- Must be able to operate all normal business equipment such as computers, laptops, copiers, calculators, telephones of any type and other forms of communications equipment normally found in the office environment.
- Must have considerable knowledge and ability to operate all communications and emergency equipment assigned to the position.
- Continuously interacts with the general public, City Officials and employees.
- Will interact with State, County and other Municipalities around regional service provisions associated with mutual and automatic aid, training, or other provisions.

Essential Functions

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

- Directly responsible for the overall administration and efficient operation of the Fire Department.
- Sets vision, mission, and operational goals for the Department using administrative consultation and when appropriate through a cooperative labor management platform retaining responsibility and authority of implementation. ● Plans, directs, and implements, programs, services, and operations either directly or through delegation for all services provided by the Fire Department
- Participates in all personnel labor relation issues including negotiating bargaining agreements, grievances, arbitration and discipline issues.
- Attends meetings when required of the various City Boards and Council Meetings.
- Overall responsibility of Emergency Medical Services and programs for the City of Sanford and the delivery platforms associated with all programs.
- Responsible for coordination of Emergency Medical Services billing through Medicare, Medicaid and private Insurance Companies through the designated billing contractor for the City.
- Sets goals and objectives for the planning of department activities reflected in the preparation and control of expenditures in the budget on an annual basis. ● Ultimately responsible for the preparation of specifications for the purchase of fire apparatus, ambulances, and other support vehicles and equipment essential to the operations and efficiency of the Fire Department.
- Responsible for formulating, modifying and implementing departmental policies, regulations, goals and program priorities.
- Responsible for divisions within the department such as planning, logistics, communications, health, wellness, safety, training, fire prevention, education and Code enforcement.
- Is the Authority Having Jurisdiction (AHJ) for the City of Sanford in all emergency and code related enforcement. Can delegate work of code enforcement through the City Fire Marshal's office as well. ' Performs other work as directed.

Minimum Position Qualifications

Education: Bachelor's Degree in Fire, Public and/or Emergency Management

Administration or closely related fields of study. Master's degree, Executive Fire Officer and Certified Chief Officer are desirable.

Fire Officer 1 &2 essential with Fire Officer 3&4 preferred

MMS 100-400 inclusive

Nationally Registered or equivalent EMT-B

City of Sanford

Fire Chief, Revised September 22, 2022

Training and Experience

Employee must have had progressively responsible fire/EMS command experience of 5 years as a Chief, Assistant Chief, or Deputy Chief

Employee must be able to attain and maintain a valid Maine Driver's License.

Necessary Special Requirements:

Must maintain high moral and ethical standard in all work and administration performed.
Must reside within a 30-minute response time.

Knowledge, Ability and Skill

Knowledge

- Knowledge of Fire Administration, Fire/Emergency Operations, Emergency Medical Services, Fire Prevention, Fire Training, Code Enforcement, Personnel Management, Budgeting, purchasing methods and requirements, Contract Negotiations, Administration of Contracts, Designing and Writing Specifications for Apparatus Purchases and Media and Public Relations.
- Knowledge of the Incident Command System, the National Incident Command System and the National Incident Management System.
- Knowledge and understanding of the local laws, ordinances, federal and state laws, and regulations that pertain to fire department operations.
- Knowledge and understanding of the local laws, ordinances, federal and state laws, and regulations that pertain to emergency medical services operations.
- Knowledge and understanding of Federal, state and local laws, ordinances, rules and regulations pertaining to employment and management of personnel.

Ability,

- Ability to manage and plan activities for the future of fire protection for the City of Sanford
- Ability to establish and maintain effective working relationships with subordinates, City officials, mutual aid partners, State and Federal authorities and the general public. • Ability to work both independently and as a member of the municipal management team.

Skill

- Problem solving under emergency and non-emergency conditions
- Good communicator
- Ability to delegate with appropriate authority

City of Sanford

Fire Chief, Revised September 22, 2022

- Ability to resolve conflicts
- Ability as a negotiator amongst personnel
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Possess proper time management skills
- Technically proficient with common computer programs and communications equipment
- Skill in the proper use of math and English.
- Skill in the proper use of both oral and written communications.
- Skill in the use of all fire department record management systems/software, Microsoft Office programs and data management.
- Skill in establishing and maintaining effective working relationships with the public.
- Skill in making sound judgments under emergency and/or stressful conditions and in responding immediately in crisis situations.

PHYSICAL REOUIREMENTS AND WORKING CONDITIONS

*The primary duties of this class are performed in an interior environment 75% of the time, with 25% of the time accomplished in an outdoor environment that may involve adverse weather conditions or potential personal danger and exposure. A summary of Occupational Exposures would include Exposure to extremes in heat and temperature; may be exposed to hazardous materials, noxious and toxic smoke, liquids and substances; fuels, lubricants and hydraulic fluids; blood and bodily fluids; blood borne and airborne pathogens and communicable diseases. Work involves environments with a variety of adverse conditions, such as heat, cold, wet, slippery, noisy, heights, etc.

* Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively.

* Sufficient vision, with or without reasonable accommodation, which permits the employee to perform a wide variety of fire suppression/EMS duties and review a variety of written materials appropriately.

*Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate equipment, vehicle and computerized equipment.

* Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to participate in training, EMS, and emergency response activities.

* Typical Physical activity required but not limited to:

LIFT and CARRY:

Up to 10 lbs. Frequently 11-251bs. Frequently 26-50 lbs. Frequently over 501bs.

Occasionally, over 1001bs. Occasionally

REACH:

Above shoulder height- Occasionally at and below shoulder height- Frequently

City of Sanford

Fire Chief, Revised September 22, 2022

The following physical moves may be done frequently:

PUSH/PULL TWISTING BENDING KNEELING GRASPING HANDLING.

TORQUING, GRASPING

The following physical moves may be done occasionally:

CRAWLING, SQUATTING, CROUCHING, CLIMBING, BALANCING,_____

The class specification which appears above is intended to be sufficient merely to identify the class and illustrative of the kinds of duties that may be assigned to the position allocated to the class and should not be interpreted to describe all of the duties which may be required of employees holding a position assigned to this class.

The City of Sanford is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA) the City of Sanford will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages all prospective employees and incumbents to discuss potential accommodations with the employer.

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



City of Sanford, Maine

Human Resources Department
9.19 MAIN STREET, SANFORD, MAINE 04073
FAX (207) 324-9124

Summary of Benefits Fire Chief - Sanford Fire Department

Wage- Effective 7/ 1/2022:

Exempt Position: Grade F, Step 3 \$106,616

Health Insurance - 1/ 1/2022:

POS - 200 Plan:

Employee — 15% of Annual Insurance Premium paid by Employee

\$90.64 week (Family or Emp. / Spouse)

\$65.93 week (Emp. / Children)

\$40.41 week (Single Plan)

HRA — 100% Premium paid by City (POS — 200 Plan Only) — Covers
Towards Co-Insurance and Deductible Only

HRA Family, Emp/Spouse or Emp/ Child(ren) \$ 2,380.00

FIRA Single \$ 1,190.00

POS - C Plan:

Employee — 15% of Annual Insurance Premium, Plus POS 200

Difference paid by Employee

\$121.42 week (Family or Emp. / Spouse)

\$88.32 week (Emp. / Children)

\$54.14 week (Single Plan)

*Opt out of City Insurance Benefit: \$6,000.00 — Pro-rated upon the
first year of employment in which employee is eligible for insurance.

Dental Insurance — 100% Employee Contribution

Family or Emp/ Child(ren) : \$33.30 per week
Bmp/ Spouse: \$17.45 per week
Single: \$10.11 per week

MPERS — 3C Special Plan — 2/3 of their Annual Final Compensation Average of the three highest years of earnable compensation upon the completion of twenty-five (25) year of creditable service.

*The City of Sanford contributes 13.4% of annual salary per year.

*Employees are required to contribute 9.7% of weekly base wage.

ICMA:

457 Plan Optional Retirement Option —
City to Contribute - Annually \$1,500 .00
**If Elect Not To Participate With MainePERS

Income Protection: (Short Term Disability) 70% of Weekly Base Wage
Employee Portion: \$2.85 Per Week

Life Insurance:

The City of Sanford Pays the Premium Equal to Annual Salary in Life Insurance through MMEHT.

MPERS Life Insurance — Additional Coverage Available - 100% Employee Contribution.

Sick Accrual: Management accrues 96 hours annually on January 1st, 2023. 2022 hours will be pro-rated based on hire date.

Vacation Accrual: To Accrue 3 Weeks of Vacation Per Year. Vacation Will Be Loaded Upon Hire for Accrual/ Anniversary Year 2022-2023. To be prorated upon last year of employment with the City.

AFLAC Optional Enrollment Upon Hire — Annual Enrollment City wide each year in June for July 1st effective date.

FSA — Flexible Spending Account — Annual Enrollment each year in November to coincide with health insurance open enrollment. 100% Employee contributions. Eligible to enroll upon employment or during open enrollment only — unless qualifying



CITY OF SANFORD, MAINE

Human Resources Department

919 Main Street

Sanford, ME 04073

(207) 608-4175 or (207) 608-4174

APPLICATION FOR EMPLOYMENT

The CITY OF SANFORD, MAINE is an Equal Opportunity Employer. We do not unlawfully discriminate against any applicant on the basis of race, color, religion, sex, national origin, age, sexual orientation, disability or any other category protected by federal, state or local law.

GENERAL INFORMATION

(Please Print and Complete Application even if Resume submitted) Date of Application:

Position(s) applied for: _____

Referral Source: Advertisement or Employee or Employment Board at City Hall

Other and source:

Name:

Last

First

Middle

Address:

Street

City

State

Zip Code

Home Telephone: () _____ - _____

Cellular Telephone: () _____ - _____

e-mail

If employed and you are under 18, can you furnish a work permit?

Yes No

Have you submitted an application to us before?

Yes No

If yes, give date/position: _____

Have you ever worked for us before?

YesNo

If yes, give reason(s) for leaving: _____

Can you provide proof that you are legally authorized to work in the United States?

Yes No

Board Assembly, electrical engineering, electro-mechanical assembly, machine operator, mechanical engineering, plastic assembly, quality control, shipping & receiving, receptionist, soldering, warehouse)

EMPLOYMENT EXPERIENCE

Please list the names of your present and previous employers, starting with your present/most recent employment. You should include information about verifiable work performed on a volunteer basis and military service. Be sure to account for periods of time, including any periods of unemployment. Use additional pages if needed.

Employer	Telephone	Dates Employed		Work Performed
		From	To	
Address				
Job Title				
Supervisor				
Reason for Leaving				
Employer	Telephone	Dates Employed		Work Performed
		From	To	
Address				
Job Title				
Supervisor				
Reason for Leaving				
Employer	Telephone	Dates Employed		Work Performed
		From	To	
Address				
Job Title				
Supervisor				

Reason for Leaving				Work Performed
Employer	Telephone	Dates Employed		
Address		From	To	
Job Title				
Supervisor				
Reason for Leaving				

Are you employed now? Yes No

May we contact your current employer? Yes No (If no, please explain on reverse.)

Do you have any commitments to another employer, which might affect your employment with us?

___ Yes. (If Yes, please explain on reverse.) No

Have you ever been terminated or asked to resign from any job?

Yes. (If Yes, please explain on reverse.)

Please explain any gaps in your employment history

SIGNATURE

(Please read the following carefully and then sign below)

I hereby declare that the information provided by me in this Application for Employment (and in any accompanying resume) is true, correct and complete to the best of my knowledge. I authorize the CITY OF SANFORD, MAINE (or its designee) to investigate my past and present employment, education and activities and verify all data provided by me on this application, on related papers and in interviews. I authorize all individuals, schools and/or firms named herein (except my current employer, if so noted) to provide any information requested about me. I release from all liability any persons, companies, corporations or educational institutions supplying such information. I release the CITY OF SANFORD, MAINE (or its designee) from any and all liability resulting from the verification of such information. I understand that any false statement or material omission on this application, or on any supporting documents, shall be grounds for non-hire or discharge, regardless of when discovered by the CITY OF SANFORD, MANE.

I understand that this employment application, or the granting of an interview, does not represent a contract of employment or a promise of future benefits by the CITY OF SANFORD, MAINE. I further understand that there is no guarantee that the CITY OF SANFORD, MAINE will be able to place me with one of its clients. If I am hired by the CITY OF SANFORD, MAINE, I understand that my status will be that of an employee-at will, meaning that I will have no contractual right, express or implied to remain in the CITY OF SANFORD, MAINE's employ. I further understand that, if I am hired, my employment can be terminated, with or without cause and with or without notice at any time, at the option of the CITY OF SANFORD, MAINE or me. Notwithstanding the foregoing, the terms of any collective bargaining agreement will apply to any applicant hired to work in a position subject to a collective bargaining agreement. I also understand that no representative of the CITY OF SANFORD, MAINE has the authority to enter into any oral agreement for employment for a specified period of time or to make an oral agreement contrary to the foregoing.

I understand that if I am offered employment at the CITY OF SANFORD, MAINE, I will be required to provide evidence of my identity and authorization for employment in the United States.

I understand that the CITY OF SANFORD, MAINE may require a physical examination and/or drug and alcohol screening as a condition of employment and at any time during my employment to the extent permitted by law.

I understand that if I am hired by the CITY OF SANFORD, MAINE and my employment subsequently ends, the CITY OF SANFORD, MAINE may provide information about my employment to persons in response to job reference requests, and I hereby consent to such disclosures.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND BY ALL OF THE ABOVE TERMS.

Signature of Applicant

Date