

TOWN OF COLCHESTER

JOB DESCRIPTION

Position: Fire Chief	Department: Fire
Reports to: Town Manager	Last Revised: May 2023
Classification: Exempt	

Job Function: To serve as town department head, leading the fire department comprised of full-time staff, and volunteers, as well as a non-profit department in the town, Saint Michael's College Fire and Rescue's fire unit that has a full-time chief and volunteer members. Town department heads are working managers and leaders, who apply qualitative and quantitative skills in general business management, resource allocation, written and oral communication, policy development, collaboration, diplomacy, planning and problem solving within a larger organization. Town department heads work under the supervision and direction of the Town Manager's Office.

Essential Functions:

- Recruits, develops, monitors, supervises, trains, encourages, corrects, and disciplines full-time, part time, and volunteer staff. Participates in and recommends hiring of full-time and chief-level staff to town management. Provides feedback and annual written reviews to career staff.
- Creates positive morale among all departmental staff, including, SMCFR a battalion of the Town Fire Department. Works to minimize differences among various groups and foster a collaborative working relationship between the Town Fire Department, and other fire partners. Holds and attends honorary/social events for career staff, part time staff, volunteers and partners to create cohesion. Spends time with SMCFR leadership and membership monthly and splits office hours between the Village and Bay stations. Provides direct access to volunteers and SMCFR members.
- Evaluates, oversees and implements methods to recruit, onboard, and locally train members efficiently, with a goal to get all members to the FF1 level and to advance training and professional development at all levels of the department.
- Responsible for following and integrating the department within town-wide policies, procedures, standards, goals, objectives and resources, understanding that the department is part of an organized and centrally-led town where all municipal functions, including public safety, must maximize efficiency and effectiveness and exist in competition for constrained resources.
- Develops and deploys departmental plans, goals, staffing, facility and equipment needs, objectives, work rules and policies, in consultation with town management and within the Town's resources and other policies. Establishes standard operating procedures through an inclusive process.
- Develops, drafts and administers approved annual departmental budget; monitors departmental expenditures, defines departmental goals within the allocation of funding and related staffing, as necessary. Participates in capital planning, coordination, research, work, and administration related to maintenance and procurement of town buildings, apparatus and equipment utilized by the department.
- Serves as a member of management, representing town management's rights and responsibilities for implementing a collective bargaining agreement, including understanding the formality of written and verbal communication with union members.
- Evaluates and prioritizes call types, given available resources, including the possibility of re-defining certain fire services within the community. Evaluates and implements alternative service delivery methods.
- Reviews and shares statistical reports and call trends and recommends appropriate risk reduction strategies to local businesses, organizations, residents, etc.
- Responds to citizen and property owner inquires, complaints and requests, involving town administration, as appropriate. Provides public information regarding the Fire Department.

- Meets monthly with other town public safety staff and other town department heads. Contributes to code, development, and building reviews. Serves as backup Emergency Management Coordinator.
- Communicates regularly and effectively, in writing and in person, with departmental staff, SMCFR, town staff and leadership, the community, neighboring departments and state agencies.
- Responds to emergency incidents and participates in firefighting or incident command, as needed.
- Maintains current working knowledge of municipal fire suppression and prevention as well as EMS and Emergency Management programs and technologies through participation in professional associations.
- Serves as Town Fire Warden and issues or oversees the issuance of burn permits.
- Evolves staffing plans, processes and approaches based on changing dynamics with volunteerism, the employment market, and other factors.
- Utilizes all town staff, equipment, volunteers and the community to maximize employee and community safety.
- Performs other duties, as assigned.

Qualifications/Basic Job Requirements

- Bachelor's Degree and ten years of firefighting experience with a minimum of three years senior departmental leadership. Management experience in a volunteer or combination environment preferred. Additional life experience outside of fire service may be substituted for a degree.
- Completion of the National Fire Academy Executive Fire Officer program and EMT basic certification preferred.
- Experience utilizing technology and data-driven approaches to community safety, with proficiency in MS Office Suite.
- Ability to maintain valid Driver's License required.
- Ability to maintain working knowledge of hazardous-material mitigation and operation procedures.
- Knowledge of local, State and Federal and departmental rules, regulations and programs, including local Emergency Medical System and State Emergency Management plans.
- Knowledge and ability to comply and implement Town policies, standards, safety rules and personnel policies.
- Knowledge of organizational policies that direct all members of the Fire Department in the discharge of their duties.
- Ability to work in a municipal environment and balance organizational, safety and public needs to ensure smooth implementation of events.
- Ability to work in a diverse environment treating all with respect and dignity.
- Ability to mentor, coach and guide employees, and communicate policies to staff to ensure consistent implementation.
- Ability to work nights, weekends, holidays.
- Ability to actively support Town diversity, equity, and cultural competency efforts, including ongoing trainings and professional development. Works effectively across diverse cultures and constituencies.

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Physical Requirements:

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a Reasonable accommodation, the organization may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

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| <input checked="" type="checkbox"/> seeing | <input checked="" type="checkbox"/> Ability to Move Distances | <input checked="" type="checkbox"/> Lifting (specify) |
| <input checked="" type="checkbox"/> Color Perception | <input checked="" type="checkbox"/> Within and between | <input checked="" type="checkbox"/> 75Pounds |
| <input checked="" type="checkbox"/> Hearing/Listening | <input checked="" type="checkbox"/> Facilities/Offices | <input checked="" type="checkbox"/> Carrying (specify) |
| <input checked="" type="checkbox"/> Clear Speech | <input checked="" type="checkbox"/> Climbing | <input checked="" type="checkbox"/> 175 Pounds |
| <input checked="" type="checkbox"/> Touching | <input checked="" type="checkbox"/> Ability to Mount and | <input checked="" type="checkbox"/> Driving (local/over |
| <input checked="" type="checkbox"/> Dexterity | <input checked="" type="checkbox"/> Dismount Equipment | <input checked="" type="checkbox"/> the road) |
| <input checked="" type="checkbox"/> Hand | <input checked="" type="checkbox"/> Pushing/Pulling | |
| <input checked="" type="checkbox"/> Finger | <input checked="" type="checkbox"/> Typing | |
| <input checked="" type="checkbox"/> Standing | | |
| <input checked="" type="checkbox"/> Sitting | | |
| <input checked="" type="checkbox"/> Reading - Simple | <input checked="" type="checkbox"/> Writing-Complex | <input checked="" type="checkbox"/> Analysis/Comprehension |
| <input checked="" type="checkbox"/> Reading – Complex | <input checked="" type="checkbox"/> Clerical | <input checked="" type="checkbox"/> Judgment/Decision Making |
| <input checked="" type="checkbox"/> Writing – Simple | <input checked="" type="checkbox"/> Complex Math Skills | <input checked="" type="checkbox"/> Stress |
| <input checked="" type="checkbox"/> Shift Work | <input checked="" type="checkbox"/> Outside | <input checked="" type="checkbox"/> Pressurized Equipment |
| <input checked="" type="checkbox"/> Works Alone | <input checked="" type="checkbox"/> Extreme Heat | <input checked="" type="checkbox"/> Moving Objects |
| <input checked="" type="checkbox"/> Works with Others | <input checked="" type="checkbox"/> Extreme Cold | <input checked="" type="checkbox"/> High Places |
| <input checked="" type="checkbox"/> Verbal Contact w/Others | <input checked="" type="checkbox"/> Noise | <input checked="" type="checkbox"/> Fumes/Odors |
| <input checked="" type="checkbox"/> Face-to-Face Contact | <input checked="" type="checkbox"/> Mechanical Equipment | <input checked="" type="checkbox"/> Hazardous Materials |
| <input checked="" type="checkbox"/> Inside | <input checked="" type="checkbox"/> Electrical Equipment | <input checked="" type="checkbox"/> Dirt Dust |

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel to be classified. Nothing in this job description should be construed as a promise of employment at a particular level or for any particular time frame. This position is an “at will” position. The Town of Colchester reserves the right to determine, in its sole discretion, which functions are performed by which employees and to make changes to functions or responsibilities at any time, with notice to employees of such changes

Approvals:

Department Head: _____ **Date:** _____

Human Resources: _____ **Date:** _____