

# FIRE CHIEF

## **Position Purpose:**

The purpose of this position is to provide administrative and supervisory direction of daily operations and emergency response in the direction of fire department policies, fire prevention, firefighting, and rescue activities of the South Berwick Fire Department; all other related work as required. The Fire Chief is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

## **Supervision:**

*Supervision Scope:* Performs highly responsible duties requiring a high level of initiative and independent judgment in the direction of personnel, and in the planning, administration and execution of the department's programs and services. Works independently in formulating decisions regarding department policies, procedures, operations and plans.

*Supervision Received:* Works under the policy direction of the Town Manager with considerable latitude for independent judgment and action. Assumes responsibility for developing and achieving the department goals and objectives. The position is subject to review and evaluation according to the town's personnel plan.

*Supervision Given:* Supervises all department employees, developing job direction, assigning tasks and instructions, and monitoring personnel performance evaluation, directly and through subordinates.

## **Job Environment:**

Firefighting and fire prevention work is performed under varying weather conditions, under conditions, which may involve significant personal danger, and with exposure to fumes or toxic substances. Administrative work is performed under typical office and fire department conditions. When on call, required to immediately report to duty 24 hours a day.

Operates some or all of the following equipment: emergency medical aid equipment, various power and hand tools, all fire apparatus, a radio, and all standard firefighting equipment. In the office, operates computer and standard office equipment such as telephone, copier, and fax.

Makes frequent contact with other municipal fire departments, other town departments, the general public, regional and state officials, and vendors; contacts are in person, in writing, and by telephone and require discussing complex administrative matters.

Has access to extensive confidential information such as personnel records, criminal investigations and records, lawsuits, and personal information about citizens.

Errors could be costly and very serious in terms of decreased or less efficient protection to persons and property, confusion and delay, possible personal injury/death, and result in direct financial and legal repercussions.

**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.)*

Responsible for the efficient operation of the Fire Department. Work involves overseeing the maintenance of all department equipment and property, the prevention and extinguishments of fire, and the protection of life and property within the area serviced by the department. The Chief is the senior officer within the department, and assumes command at emergency scenes unless the authority is delegated to a junior officer. Work is reviewed through discussion of problems, policies, results achieved and periodic reviews.

Responsible for overseeing all responses to incidents; determines all actions to be taken; inspects incident scene noting variety of factors; determines conditions at scene; determines tactical and strategy; chooses equipment needed to accomplish objectives; directs tactical operations. Assigns personnel, apparatus, and equipment to various functions and positions at the scene. Assumes command of scene.

Directs and maintains personnel policies and Standard Operating Guidelines for the department.

Directs maintenance, repair, and improvements and replacement of emergency vehicles, fire fighting equipment, Fire Stations, and all other property of the Department.

Directs and/or ensures the training of all personnel in the firefighting methods and use of equipment.

Responds to and takes command of fire department related emergencies.

Prepares and administers the fire department budget.

Supervises the administrative details of the department, including requisition of materials, supplies, and equipment.

Supervises and directs other officers in maintaining records and reports on inspections, fire incidents, training, injuries and all personnel matters.

Directs and/or delegates to subordinates, fire prevention activities such as inspections, issuance of permits, pre-planning, and fire investigation in cooperation with State and local authorities.

Carries out inspections under fire and life safety codes.

Reviews construction plans with Planning and Code enforcement Departments. Makes appropriate recommendations to Town Boards.

Responds to Natural and man made disasters as Fire Chief.

Maintains membership in the following organizations for the purpose of keeping up to date on all Federal, State, and Local laws on Fire Department operations: International Association of Fire Chief's; Maine Fire Chief's Association (MMA); York County Fire Chief's Association.

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

**Recommended Minimum Qualifications:**

Education, Training and Experience:

High School Education or equivalent; five years of active firefighting experience including supervisory experience; or any equivalent combination of education and experience.

Special Requirements:

Possession of a valid motor vehicle operator's license  
Certification in CPR

Knowledge, Ability and Skill:

*Knowledge:* Thorough working knowledge of the current principles and practices of firefighting operations. Knowledge of the principles and practices of non-fire emergencies. Thorough knowledge of the operation of all firefighting/fire prevention equipment. Knowledge of rescue principles and techniques as well as the use of rescue equipment. Knowledge of grass, brush, and forest firefighting techniques. Working knowledge of the regulations, laws, and bylaws affecting fire department operations. Thorough knowledge of hazardous materials response. Thorough knowledge of the street system and geography of the Town. Thorough knowledge of record keeping, purchasing, personnel management, and office procedures. Knowledge of the Water supply system of the Town of South Berwick.

*Ability:* Ability to quickly and prudently exercise command authority in life-threatening situations, taking into account a wide variety of factors and concerns. A demonstrated ability to formulate goals and objectives and to establish and maintain effective contacts with a variety of groups and organizations in and outside the government. Ability to remain calm, concentrate and perform all responsibilities in a competent manner at all times. Ability to communicate effectively and efficiently verbally and in writing at all times. Ability to delegate responsibility and work well with subordinates. Ability to plan, prepare, and manage a budget and capital expenditure program.

*Skill:* Imagination, innovation and judgment relating to planning and achieving department goals. Financial management skills. Skill in operating above mentioned equipment.

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. Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of

light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Performance of work involves standing and walking for long periods of time. Some tasks require the ability to access all areas at the scene of a fire, which may consist of a building, collapsed building, trench, etc. Communicates verbally and in writing. Vision and hearing at/or correctable to normal ranges.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*