

**TOWN OF WHATELY
POSITION DESCRIPTION**

Position Title: Fire Chief
Department: Volunteer Fire Department
Reports to: Board of Selectmen
Exempt/Non-Exempt Status: Exempt

Grade Classification:
Position Description Approved:
Position Description Revised:

Position Summary:

Part-time administrative and supervisory work in the managing, planning, directing and assigning of staff, control and extinguishment of fires; maintenance of apparatus and equipment. Related work as required.

Supervision Received:

Works under the policy and administrative direction of the Board of Selectmen but has wide latitude in setting own work plan and administering departmental functions.

Supervision Exercised:

Supervises an entire organizational unit of approximately 50 call personnel.

Essential Duties and Responsibilities:

Performs responsible administrative and supervisory work in the managing, planning, coordinating and assigning of staff and the directing of emergency scene incident activities. Exercised significant independent judgment and initiative with direct accountability for actions. Has complete access to department-related confidential information. Errors may have extreme consequences and result in threat to public health or safety, delay in service, danger to employees and other individuals, damage to buildings or equipment, legal repercussions, adverse public relations. Has regular internal and external contacts involving departmental operations and the conveying of organizational mission.

Plans, directs, assigns, coordinates, and evaluates overall operation of the call Fire Department, its staff, programs and activities.

Responds to alarms, directs emergency operations at the scene, delegates authority and responsibility to other capable supervisory personnel.

Develops and implements both short-term and long-term strategic plans for the operation and administration of the Department.

Implements and directs training of staff which includes but is not limited to the extinguishing of fires and the protection of persons and property.

Works with town and state officials, other fire departments, media, insurance companies and general public relative to the administration and activities of the Department.

Prepares annual departmental budget and makes recommendations for service improvements. Provides reports on status of budgetary line items and departmental operations.

Reviews and implements all federal, state and local regulations regarding fire prevention and life safety education.

Maintains departmental inventories and records regarding equipment, inspections, and testing.

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Oversees and directs arson investigations, cooperating with state and federal agencies.

Responsible for the recruitment, selection, orientation, assignment and discipline of all call personnel, including departmental officers.

Reviews and approves/disapproves building plans relative to fire code compliance. Reviews licenses and permits for the storage of flammables, oil burner installations, gun powder storage, wood stove permits. Has authority to revoke permits for non-compliance.

Desired Minimum Qualifications:

Education and Experience:

Associates or Bachelors Degree supplemented by a minimum of six years of progressive fire-fighting experience, three of which shall have been in a supervisory capacity. Any equivalent combination of education and experience.

Special Requirements:

Massachusetts Class D Drivers License

Training as First Responder and First Responder Operational in Hazardous Materials.

Necessary Knowledge, Skills, and Abilities:

Thorough knowledge of state and federal laws and statutes, and principles and practices relating to fire prevention, fire safety and education including O.S.H.A. and N.F.P.A. standards. Comprehensive knowledge of town ordinances, building codes, hazardous material and water suppression systems. Ability to speak publicly on behalf of the town during emergency situations. Ability to direct large scale operations, personnel and equipment during emergency conditions. Ability to lead and supervise subordinates and maintain effective working relationships. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Strong interpersonal skills. Ability to write reports, procedures and policies in a clear and concise manner.

Tools and Equipment Used:

The position requires the ability to operate standard office equipment and the ability to operate a variety of fire apparatus, diverse power, hand, and pneumatic tools, heavy equipment, vehicles. The position also requires the wearing of protective clothing ensembles.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to perform the essential functions of the position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Little physical effort required to perform duties under general office conditions. Light lifting of up to 25 pounds. While performing the duties of this position the employee is required to speak hear, walk sit, stand, bend, reach, twist, push, pull, grasp. The employee is frequently required to use hands to finger handles or operate objects, tools or controls. Specific vision abilities include close and distance, color and peripheral,

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depth perception and the ability to adjust focus. Moderate to highly strenuous and continuous physical effort may be required at emergencies or fire scenes requiring standing, bending, walking, kneeling, stooping, crouching, crawling, reaching, grasping, talking, and hearing for extensive periods of time. Wearing protective equipment weighing up to 50 pounds, may be required to lift equipment or persons in excess of 125 pounds. Ability to access all fire/emergency areas. Ability to climb and balance on ladders at fire or emergency scenes. Ability to operate computer and view computer screen.

Work Environment:

The work environment characteristics described herein are representative of those an employee encounters which performing the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors under office/fire station conditions and outdoors during fire-fighting operations and training. Fire-fighting duties are performed under variable weather conditions and with potential risk of personal danger. While performing fire-fighting duties the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, and/or high or precarious conditions. Potential exposure to risk of electrical shock, explosive or chemicals. Moderate noise levels in office conditions resulting from staff, radio transmissions, telephones, vehicle engines. Highly elevated noise, temperature, and/or fume levels involved with fire-fighting activities.

Work Schedule:

The work schedule is irregular with unpredictable demands, on-call requirements, and a highly variable routine to highly pressured pace. The regular work schedule requires approximately 20 hours per week. May be required to work evenings or weekends as situation dictates.

Selection Guidelines:

The successful candidate will be chosen by the Board of Selectmen in accordance with the employment procedures set forth in the Town of Whately Personnel Policies.

Summary:

The duties listed above 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.

The majority of duties and responsibilities listed above are reflective of a career fire department and allowances for a call force must be recognized.

This position description does not constitute an employment agreement between the Town and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.