



Job Title: Fire Chief  
Department: Fire

FLSA Designation: Exempt  
Pay Classification: 21

## 1. JOB SUMMARY

- 1.1 This position is responsible for directing the operations of the Fire Department, including those operations associated with incident command, planning, logistics, operations, finance, public information, and public safety. It is a 0.75 position (75% of FTE).

## 2. MAJOR DUTIES

- 2.1 Ensures that the department is operationally ready to respond to fires, emergency medical calls, and other emergency incidents.
- 2.2 Determines incident action plans and directs department personnel and mutual aid resources at emergency incidents using the Incident Command System.
- 2.3 Develops and implements department goals and objectives.
- 2.4 Directs the recruitment, hiring, training, scheduling, supervision, evaluation and discipline of personnel.
- 2.5 Provides public safety information regarding fire and EMS issues; answers fire and building code questions.
- 2.6 Develops policies to ensure compliance with regulatory standards and best practices.
- 2.7 Prepares written documents, including fire investigation reports, incident reports, grant documents, and management reports.
- 2.8 Performs strategic analysis of community risks and develops response and mitigation plans.
- 2.9 Serves as the Town's Deputy Emergency Management Director.
- 2.10 Develops and administers department budgets.
- 2.11 Evaluates the cost and operational effectiveness of department activities and selects the appropriate course of action.
- 2.12 Researches, applies for, and manages grant funding.
- 2.13 Develops specifications for equipment, apparatus, capital equipment, and special projects; develops and maintains a capital equipment plan.
- 2.14 Investigates the origin and cause of fires; requests additional investigators from other agencies as needed.
- 2.15 Monitors current trends in fire and EMS response and prevention.
- 2.16 Responds to after-hours emergencies.
- 2.17 Performs related duties.
- 2.18 Performs other duties as assigned by the Town Manager.

## 3. KNOWLEDGE REQUIRED BY THE POSITION

- 3.1 Knowledge of the Incident Command System, firefighting tactics and procedures, emergency services training standards, and relevant safety regulations.
- 3.2 Knowledge of the tools and equipment used in the prevention and suppression of fires.
- 3.3 Knowledge of department and town policies and procedures.
- 3.4 Knowledge of fire and building codes.
- 3.5 Knowledge of fire investigation practices.
- 3.6 Knowledge of computers and job related software programs.
- 3.7 Knowledge of personnel, municipal management, fleet management and budgeting.
- 3.8 Skill in the operation of an emergency vehicle during normal traffic and emergency situations.
- 3.9 Skill in the use of assigned specialized fire and emergency response equipment.
- 3.10 Skill in the analysis of problems and the development and implementation of solutions.
- 3.11 Skill in the preparation of clear and precise reports.

- 3.12 Skill in oral and written communication.
- 3.13 Skills in Leadership and motivation.
- 3.14 Skills in recognizing and addressing controversial and confrontational situations and persons.

#### **4. SUPERVISORY CONTROLS**

- 4.1 The Town Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

#### **5. GUIDELINES**

- 5.1 Guidelines include department standard operating procedures, VOSHA regulations, National Fire Protection Association codes, state building and fire codes, and town policies and procedures. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

#### **6. COMPLEXITY/SCOPE OF WORK**

- 6.1 The work consists of varied management, fire suppression and emergency response duties. The necessity of responding to dangerous and life-threatening situations contributes to the complexity of the position.
- 6.2 The purpose of this position is to direct the provision of fire protection, emergency medical, and hazard response operations for the town. Success in this position contributes to the safety of life and property.

#### **7. CONTACTS**

- 7.1 Contacts are typically with co-workers, representatives of other area fire departments, representatives of state and federal agencies, elected and appointed officials, medical providers, school personnel, and members of the general public.
- 7.2 Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

#### **8. PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- 8.1 The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- 8.2 The work is typically performed in an office and in the field. Work requires the use of specialized equipment and protective devices.
- 8.3 Physically capable of interior firefighting and EMS duties in all weather and other adverse conditions.
- 8.4 Physically and medically capable of meeting the VOSHA requirements for interior firefighting and providing EMS services

#### **9. SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

- 9.1 This position has direct supervision over department personnel.

#### **10. MINIMUM QUALIFICATIONS**

- 10.1 Knowledge and level of competency commonly associated with at least an Associates Degree in a course of study related to the occupational field.
- 10.2 Minimum training as Fire Officer II (or equivalent) in accordance with NFPA 1021: Standard for Fire Officer Professional Qualifications by the National Board on Fire Service Professional Qualifications or the International Fire Service Accreditation Congress.
- 10.3 Minimum certification as EMT-B (Vermont EMT license).
- 10.4 Completion of the National Fire Academy Executive Fire Officer Program is highly desirable.
- 10.5 Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- 10.6 Possession of a valid driver's license for the type of vehicle or equipment operated.
- 10.7 Must reside within a 15 minute response time to the fire house.

Approved: \_\_\_\_\_  
Herbert A. Durfee, III  
Town Manager

Effective Date: February 2, 2018