**Town of Bolton**

**Fire Department Chief**

The Town of Bolton is seeking applicants for the position of full-time Fire Chief. Job Description is available on the Town of Bolton web site or by request. You may contact Linda Day (secretary@townofbolton.com) or 978-779-2297. Please send your resume to Donald Lowe, Town Administrator, Town Hall, 663 Main Street, Bolton, MA 01740 no later than 1:00 p.m. on Thursday, September 6, 2018.  Competitive fringe benefits. EEO/AA

**Town of Bolton**

**Fire Department Chief**

**Job Description**

**DEFINITION**

Position is responsible for planning, directing, and coordinating the activities and operations of the Town's Fire Department to ensure the effective and efficient provision of emergency and non-emergency fire services, including fire prevention, suppression, public education inspection, emergency management and planning, and related programs.

**ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

* Directs, evaluates, and disciplines all full-time, call and per diem members in the Fire Department in accordance with state and federal laws and Town policies and procedures
* Responds to and takes charge of emergency calls, in accordance with departmental incident command protocols
* Monitors and supervises actions of fire service personnel in response to fire and non-fire emergencies to ensure the safety of personnel, ensure compliance with State and local medical and firefighting protocols, and identify training needs
* Prepares and submits departmental payrolls and operating and capital budget requests and administers approved budget
* Writes grants to increase departmental resources and oversees implementation
* Directs fire prevention and arson investigation activities and coordinates activities involving insurance companies and state and federal agencies
* Supervises the development and implementation of training in fire suppression, fire prevention, and emergency response
* Implementation of training in all essential fire department emergency services skills including fire supresssion
* Prepares specifications for fire apparatus
* Ensures the department provides regular fire safety education to members of the public
* Performs communications and public relations activities and prepares and disseminates departmental news releases
* Interviews and recommends personnel for hiring and promotion
* Supervises tests of equipment and makes inspections of personnel, equipment, and facilities
* Supervises the preparation and maintenance of records and reports, and ensures staff maintain accurate and thorough records
* Provide assistance to neighboring governments per mutual aid agreements
* Maintenance and repair of apparatus, vehicles and equipment
* Developing and maintaining department Rules and Regulations, policies and SOPs

**SUPERVISION RECEIVED**

Under administrative direction, the incumbent works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The incumbent exercises control in the development of departmental policies, goals, objectives and budgets and is expected to exercise whatever means are necessary resolve conflict that cannot be addressed at the department level.

**SUPERVISION EXERCISED**

Fire Chief is accountable for the direction and success of programs accomplished through others. Responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The Fire Chief formulates or recommends program goals and develops plans for achieving short-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

**ACCOUNTABILITY**

Duties include primary responsibility for a major functional section of the organization for technical processes, service delivery, and contribution to organizational plans and objectives and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations or have extensive financial and legal repercussions. Poor judgment could have a continuing adverse effect.

**JUDGMENT**

Guidelines only provide limited guidance for performing the work which may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The incumbent is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

**COMPLEXITY**

The work consists of managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating, integrating activities and programs for a major town department. Certainly, an aspect of the job that makes it complex is the need to often have to make decisions with limited information based on experience and training in a very short timeframe.

**NATURE AND PURPOSE OF CONTACTS**

Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance. The employee may represent to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

**CONFIDENTIALITY**

Incumbent has regular access at the departmental level to a wide variety of confidential information, including personnel records, collective bargaining negotiations, lawsuits and client records.

**EDUCATION AND EXPERIENCE**

Bachelor’s degree in Fire Science or closely related field and five or more years of experience in fire suppression, fire prevention, and emergency medical response or any equivalent combination of education and experience. Massachusetts Firefighter 1-2 and Emergency Medical Technician (EMT) certification required.

**KNOWLEDGE, ABILITY, AND SKILLS**

**Knowledge:** Thorough knowledge of modern fire prevention and inspection methods, techniques, and problems including those involved in residential structures and large fuel fires. Knowledge of fire administration including organization, staffing, financing, equipment management and maintenance, records and reports. Knowledge of state and national fire safety codes, state fire safety laws and regulations, relevant building code regulations, and fire protection standards, in addition to emergency medical care, rescue procedures and technology, hazardous materials operations, and radio communications. Knowledge of the chemistry and physics of fire, including the science of fire, fire conditions, and fire development/spread of heat and smoke. Knowledge of fire ground operations/fire suppression, including size up, engine company operations, ladder company operations, search and rescue, ventilation, hydraulics, ladder operations, rural water supply, pump and hose operations, driving fire department apparatus and vehicles, overhaul and salvage, firefighter safety and survival, incident scene management and communications, post-incident activities, and incident command. Knowledge of building design, construction, and materials, including concepts of construction/methods and materials of construction, building codes, ordinary, wood frame, and heavy timber/mill construction, non-combustible construction and fire-resistive construction, vacant and abandoned structures, features of fire protection and other building design details and hazards, and structure collapse. Knowledge of the capabilities and limitations of a wide range of firefighting equipment. Knowledge of fire protection, including, extinguishing systems and agents (i.e., sprinklers, standpipes, foam, wet chemical, dry chemical, clean agent, and carbon dioxide) and fire detection and alarm systems, and equipment maintenance and drill procedures.

**Abilities:** Ability to plan, schedule and review the activities of the Fire Department and to maintain discipline. Ability to command and control emergency situations under emergency conditions. Ability to enforce building, sanitation (Not enforced by the FD), and life safety codes. Ability to inspect the effectiveness of a firefighting organization and to institute improvements. Ability to establish and maintain effective working relationships with subordinates, other officials and the public. Ability to operate heavy fire apparatus and operate apparatus equipment. Ability to operate power and hand-operated equipment used by the Fire Department. Ability to investigate and analyze fire and explosion incidents and to render opinions as to their origin, cause, responsibility and how they could have been prevented. Ability to communicate effectively and persuasively, orally and in writing. Ability to address an audience effectively. Ability to speak before groups and to present fire safety programs to groups of varying age and type of interest. Ability to operate personal computers using the internet, word processing, spreadsheet and fire and EMS service computer programs such as MFIRS and NFIRS – these are not software applications in themselves. There are a reporting framework and process for the state and federal government. Tritech’s IMC Public Service software is a software application that would be used. Ability to perform mathematical calculations and interpret results. Ability to make informed decisions based on broad knowledge, good judgment, and common sense.

**Skills:** Skill in the evaluation of tactical and operational requirements of situation involving large, destructive fires. Skill in the application, enforcement, and revision of building, sanitation and life safety codes. Skills in the use of firefighting and emergency medical equipment including, but not limited to, firefighting tools, jaws of life, fire trucks, generators, saws, pumps, and medical equipment. Skill in the application of administrative and management methods and procedures to departmental activities.

**WORK ENVIRONMENT**

Administrative work is conducted in a typical office setting. Work in the field requires a high degree of tolerance to combinations of extremely unpleasant elements, constant conflicting urgent time and attention demands. The nature of the physical environment may be such that the employee's personal well-being and/or safety may be compromised.

**PHYSICAL, MOTOR, AND VISUAL SKILLS**

**Physical Skills**

Work is typically in an office setting, involving sitting, with intermittent periods of stooping, walking, and standing. When in the field, may require some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them (up to 50 lbs.). There may be need to stretch and reach to retrieve materials. When working a fire, moderate to strenuous physical effort required in the performance of work at the scene of fires or emergencies which require long periods of walking and standing. At fires, wears full protective equipment weighing approximately 50 pounds. During emergencies, the employees is required to climb, stoop, crouch, kneel, run, roll, and climb a ladder.

**Motor Skills**

Essential functions involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions which may require extreme accuracy may be critical.. Required to sit, talk, and hear; use hands to handle, feel or operate objects, tools, or controls, and reach with hands and arms as in physically picking up files, papers and other common office objects. Employee must possess the ability to operate a keyboard at a moderate speed. When working a fire, a great deal of motor skill is required to use the proper equipment.

**Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes, and for working a fire.

 *April 2018*