

POSITION DESCRIPTION**Employee Contract****Town of Needham****Fire Chief****12/2016*****Duties:***

The essential functions or duties listed are intended as illustrations of various types of work that is performed. The omission of specific statements of duties does not exclude the from the position if the work is similar, related or a logical assignment to the position. The position functions as a part of the overall municipal team to ensure effective and efficient municipal operations.

Under the general direction of the Town Manager, responsible for the formulation, organization, direction, supervision and coordination of the Town's Fire Department to ensure effective and efficient provision of emergency and non-emergency fire services, including fire suppression, prevention, education, emergency medical services, emergency management and planning, and related programs.

Responsible for complete operation and control of the Fire Department, officers, firefighters, and other personnel, firefighting equipment and apparatus, records and reports; and provide training programs and refresher courses for employees and other personnel.

Investigate all fires and emergency calls and recommend prosecution or further investigation of all suspicious fires; and maintain related records of departmental activities.

Work with federal, state and local government agencies to develop and update local and regional disaster plans based upon specific government requirements.

Responsible as the Superintendent of Fire Alarms for the maintenance and operation of fire alarm systems for the Town; serve as Petroleum Inspector, Hazardous Waste Coordinator, and, under M.G.L. Chapter 148, function with delegated authority to act for the State Fire Marshal; and serve as Forest Warden.

In consultation with the Deputy Chief of Operations, evaluate the present condition and type of equipment and supplies; recommend purchase of required equipment and supplies; and, upon budgetary approval, purchase firefighting equipment and supplies and ensure proper maintenance of same.

Formulate departmental rules, regulations and procedures and ensure compliance with same; and direct the establishment and implementation of fire prevention programs and in-service inspections.

Direct the inspection of all buildings, schools, hospitals, convalescent homes and business buildings within the Town; issue related permits and licenses; and make recommendations for the prevention of fires.

Through the Massachusetts Fire Chief Association, work with State senators and representatives and federal legislators on issues pertinent to the fire service; and coordinate efforts with local businesses and industrial groups, emergency management personnel, and citizens to interpret rules, answer questions and resolve problems.

Remain on-call 24 hours per day to respond to all fires and emergencies, and to investigate and determine causes; work with local and state police on all fires; and coordinate the mutual aid system

with 34 cities and towns.

Responsible for ensuring proper training paramedics, of E.M.T.'s, and first responders; and oversee the review and approval of all plans for new buildings in the Town as to sprinkler systems, smoke detectors and water supply.

Oversee the preparation of departmental budgets; present and discuss budget with Town Manager, Board of Selectmen and Finance Committee; monitor departmental performance; manage issues or problems arising with the union, Labor Relations Commission and Civil Service.

Participate in the Town Manager's periodic senior management group meetings to coordinate plans and operations of the Town.

Attend conferences, meetings, seminars, training programs, and read related publications dealing with the fire service; serves on relevant boards and committees as assigned. Perform other related duties as required.

Basic Knowledge:

Position requires extensive knowledge of current firefighting tactics, equipment, methods and techniques equivalent to a college degree in Fire Science or Administration with preference for graduates of National Fire Academy EFO Program; must have a valid Massachusetts driver's license.

Experience:

Position requires at least 10 years of firefighting and command experience. A valid Massachusetts motor vehicle license is required for this position.

Independent Action:

Establish standards of performance for the fire department; develop and implement new programs and techniques; and review major problems or concerns with the Town Manager.

Supervisory Responsibility:

Responsible for supervising all departmental supervisory and non-supervisory personnel, totaling 74 FTE's.

Physical and Environmental Standards:

- Occasional periods supervising or inspecting in non-office environments, including fire scenes and areas involving the outpouring of fumes and toxic chemicals.
- Responds to emergencies involving fairly constant exposure to fire and health hazards, with intermittent strenuous activity.
- Some work is performed under adverse weather and road conditions.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Some travel within the Town to plan, oversee, or provide departmental services.

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

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