

## **FIRE CHIEF**

### **Basic Function**

The Fire Chief is a key leadership position within the Town of Leverett, responsible for directing and managing all operations of the Fire Department, including fire suppression, emergency medical services (EMS), rescue operations, hazardous materials response, fire prevention, public education, training, and administration. The Fire Chief also serves as the Town's Forest Warden and is a member of the Emergency Management Team.

The Chief ensures the department operates in compliance with applicable local, state, and federal regulations, and embodies a culture of safety, integrity, service, and continuous improvement.

### **Essential Duties and Responsibilities:**

*The essential duties and responsibilities listed include the minimum requirements for the position. The position also includes other duties as discussed in the Additional Duties section below.*

Perform all the duties of a firefighter, which includes responding to calls for assistance for fire, medical or disaster aid, driving and operating fire trucks, moving and operating hose, wearing SCBA and backpack pumps, and using hand tools for several hours.

### **Leadership and Management**

- Plan, lead, and oversee all activities and operations of the Fire Department
- Establish departmental goals, objectives, and policies aligned with community needs and industry standards
- Ensure compliance with all applicable laws, codes, regulations, and standards including MGL Chapter 148 and 527 CMR (NFPA 1)
- Develop and maintain comprehensive Standard Operating Guidelines (SOGs)
- Recruit, train, mentor, and supervise department personnel, promoting a positive, inclusive, and professional team environment
- Foster succession planning and career development pathways within the department
- Ensure that proper apparatus responds to each incident and is used in the appropriate manner
- Delegate duties to other department personnel as appropriate, and supervise their execution
- Assist the State Fire Marshall with arson investigations
- Complete personnel evaluations of all members of the Fire Department and oversee disciplinary actions
- Coordinate with other town departments and employees on projects, grants, new equipment needs, and building needs
- Attend legal proceedings at the Courthouse as summoned
- Develop and implement a plan to recruit new members for the department and recommend their appointment to the Selectboard
- Maintain good public relations
- Responsible for creating and contributing to a mutually supportive teamwork environment within the department, with residents and vendors, and in interactions with all town departments
- Use of all equipment, knowledge and ability to complete all tasks required to professionally perform the municipal Fire Chief position

### **Fire Prevention and Community Risk Reduction**

- Oversee fire prevention, code enforcement, and inspection activities in accordance with state and local regulations
- Coordinate and promote fire safety education programs, including but not limited to, SAFE and Senior SAFE initiatives
- Support public education efforts and serve as a visible and engaged leader in the community

### **Administration and Budgeting**

- Prepare, present, and manage the annual department operating budget and capital planning
- Administer procurement and inventory of equipment, supplies, and apparatus
- Maintain accurate records including incident reports, personnel training, certifications, payroll, and compliance documentation
- Oversee maintenance of the Fire Department vehicles and other equipment
- Submit required state and federal reports and the annual report to the Selectboard and other reports/plans as requested by the Selectboard
- Coordinate and perform safety inspections in any structure within the Town as required
- Inspect new construction and renovations for sprinkler system compliance
- Issue permits and perform inspections according to the NFPA 1 according to established guidelines (which may include reading and understanding blueprints)
- Prepare and submit payroll and invoices to the accountant
- Maintain Fire Department communication system
- File all forms and surveys as required by state and federal laws and regulations

### **Grants and Intergovernmental Coordination**

- Identify and apply for public safety and infrastructure grants
- Represent the department at local, regional, and state meetings including Tri-State Mutual Aid, Franklin County and Western Massachusetts Fire Chiefs Associations

### **Emergency Management**

- Participate in the town's Emergency Management Team
- Coordinate with departments and officials on disaster response planning and preparedness
- Serve as the Town's Forest Warden and coordinate wildfire mitigation efforts
- Coordinate and respond to hazard incidents

### **Additional Duties**

*The position includes additional duties that are a natural progression from that position's essential duties. The omission of specific statements of duties does not exclude them from the responsibility of the employee in the position if the work is similar, related, or a logical assignment to the position.*

### **Supervision**

The Fire Chief works under the direction of the Selectboard

The Fire Chief supervises a department of approximately 15 emergency response personnel

The Fire Chief performs responsible duties requiring independent judgment and initiative in planning, organizing and directing the work of the Fire Department and in the enforcement of state and local laws, and town and departmental rules and regulations

### **Work Environment**

Administrative work is performed under typical office conditions

The employee may have to respond to weather-related and other emergencies and firefighting operations, which are performed under field conditions with exposure to extreme weather conditions, loud noise, confined spaces, hazardous elements and traffic and may involve considerable personal danger. The volume of work is subject to seasonal and weather-related fluctuations, specifically including evening, night and early morning hours during fires, medical calls and other emergencies. Errors could be costly in terms of decreased or less efficient protection to persons and property, damage to buildings, personal injury, confusion and delay, and have financial or legal repercussions.

The employee operates standard office equipment, motor vehicles, fire apparatus and equipment, medical equipment, power tools, ladders, pumps, various sized fire hose, self contained breathing apparatus, communication equipment, and safety equipment.

The employee is required to wear protective clothing at emergency locations and situations.

The employee has ongoing contact with firefighters, other public officials, other town departments, and the general public.

The employee has access to department-related confidential information and confidential personnel information.

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### **Essential Qualifications**

- High school diploma or equivalent (GED)
- At least five (5) years of progressively responsible experience in fire service, with a minimum of one (1) year in a supervisory role
- Possession of a valid Massachusetts driver's license
- Certification as an EMT or ability to become an EMT within a year
- Certification as a Firefighter I/II
- Current CPR and First Responder certification
- Completion of ICS 100, 200, 300, NIMS 700, 800
- Hazardous Materials Awareness certification
- Physically capable of performing firefighting duties, with physician clearance required prior to employment
- Satisfactory completion of state and federally mandated training
- Experience with planning, assigning, directing and reviewing the work of firefighters and controlling operations and equipment under emergency situations
- Ability to interact in a positive and effective manner and to establish and maintain positive work relationships with supervisors, coworkers, other departments, boards and commissions, the general public and personnel at all levels of authority using principles of good customer service. Must perform all aspects of job responsibilities with honesty and integrity
- Skill in the operation of equipment and apparatus
- Thorough knowledge of the principles and practices of emergency medical services
- Knowledge of building codes, and fire inspection practices and guidelines
- Extensive knowledge of modern fire suppression, prevention, rescue, and EMS techniques
- Strong leadership, decision-making, and organizational skills
- Experience managing staff and developing operational procedures
- Skilled in the use of fire service software, records management systems, and Microsoft Office or other similar application
- Ability to maintain confidentiality and exercise sound judgment under pressure
- Residency within 15 miles of the Town of Leverett

### **Preferred Qualifications**

- Associate's, Bachelor's, or Master's degree in Fire Science, Emergency Management, Public Administration, or related field
- Certification as a Fire Officer I or II
- Certification as a Fire Prevention Officer Level I or II
- Certification as a Hazardous Materials Operations Level Responder
- Completion of ICS 400
- Credentialed or eligible to be credentialed as a Fire Chief by the Massachusetts Fire Service Commission
- Knowledge of Leverett's geography and infrastructure
- Knowledge of sprinkler systems in new building construction

### **Physical Requirements**

*Physical Requirements are listed for informational purposes. Applicants may be requested to demonstrate the ability to perform the essential duties of the position during the application process.*

Minimal physical effort is required to perform administrative duties; moderate to heavy physical effort is required at emergency scenes to operate ladder trucks, pumpers, and other emergency vehicles. Physical agility is required to access all areas at the scene of the fire. Emergencies require walking, running, pushing, climbing, stooping, kneeling, crawling, and reaching. May be required to lift or carry equipment or persons weighing more than 100 pounds. Vision requirements include the ability to read routine and complex documents, use a computer and operate vehicles and other equipment.

A pre-employment physical will be required.

*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 requirements of the job change.*