



# Town of Pepperell

## Fire Chief Job Description

**Job Title:** Fire Chief

**Department:** Fire – Public Safety

**Supervisor:** Select Board/Town Adm

**Salary:** Per Contract

**Hours Worked:** Full-Time

**FLSA Status:** Exempt

### **FIRE CHIEF**

#### **Position Purpose:**

The purpose of this position is to plan, organize, manage and direct the operations and personnel of the Pepperell Fire Department, including its EMS services. The Fire Chief is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her control. This is a strong Fire Chief position as per M.G.L. Chapter 48, Section 42. Performs other related work as required.

#### **Supervision:**

*Supervision Scope:* Performs complex and highly responsible duties requiring independent judgment and a high level of initiative in enforcing federal/state/local laws; in the planning, administration and execution of the Department's program and services, and in the direction of personnel, including directing/assisting the on-scene firefighting and emergency medical response of the Fire Department. Works independently in formulating decisions regarding department policies, procedures, operations and plans.

*Supervision Received:* Works under the policy direction of the Select Board and the administrative direction of the Town Administrator with considerable latitude for independent judgment and action, and in accordance with applicable provisions of the Massachusetts General Laws and local bylaws. The Fire Chief consults with the Town Administrator regarding departmental personnel issues. This position is subject to review and evaluation according to the Fire Chief's employment contract.

*Supervision Given:* Supervises all full-time, part-time, on-call, and per diem firefighters, EMTs, paramedics and administrative assistants. Also supervises firefighters/paramedics and EMTs at the scene of a fire/emergency.

## **Job Environment:**

Work is performed primarily in office, vehicles, and outdoor settings; firefighting work is performed under variable weather conditions, including temperature extremes; incumbent is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, oils, and blood borne pathogens; the noise level in the work environment is usually quiet in office setting, and loud at an emergency scene; some work is performed in emergency and stressful situations. Fire Chief is required to work outside of normal business hours, including attending evening meetings. He/she may also be contacted at home at any time to respond to fires, emergencies and other important situations.

Regularly operates motor vehicle; when in the office, operates computer and standard office equipment such as telephone, copier, and fax machine; when at a fire or emergency may be required to operate some or all of the following equipment: light trucks, heavy equipment, various power tools, and hand tools, fire apparatus, radio, and standard firefighting equipment.

Makes frequent contacts requiring perceptiveness and discretion with the general public, Town departments and boards, members of the business community, and officials in other municipalities.

Has access to department-related confidential information such as personnel records, criminal investigations and personal information about citizens' property, which requires the application of appropriate judgement, discretion and professional protocols.

*Errors could be costly in terms of decreased or less efficient protection to persons and property, could cause confusion or delay, possible personal injury and have direct financial and legal repercussions.*

## **Essential Functions:**

*(The essential functions or duties listed below 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.)*

Serves as Chief Administrative Officer and Senior Emergency Services Administrator for the Fire Department.

Plans, organizes, assigns, directs, and manages the operations of the Fire Department for the protection of persons and property from fire, medical, natural/weather, and homeland security emergencies.

Supervises the operation of the Fire Department including the preparation of duty assignments of all full-time, part-time, on-call, and per diem firefighters, EMTs, paramedics and administrative

assistants; the care and maintenance of stations, apparatus, and the communications system; the requisition of equipment and supplies; and is responsible for the formulation of policies/procedures with regard to emergency operations of the Department.

Prepares and submits Fire Department budget to administration. Manages the Department's budget, including both operating budget and capital budget. Monitors and administers all related revenues and expenditures as they relate to the budget. Answers various questions from various sources regarding the preparation, analysis, and financial impact of the annual budget. May be required to attend finance committee meetings.

Manages Fire Department union issues including collective bargaining agreements and matters related to collective bargaining for the Department.

Performs and/or schedules a variety of fire and life safety inspections per local bylaw, state and federal regulations; issues related permits/certificates and collects and records associated fees for smoke detectors, blasting, occupancy, tank installation and removal, sprinklers, all public buildings and nursing homes, ammunition storage and rocket storage, fuel carriers, burning, and fire prevention. Required to document the fire and life safety inspections and attend trainings to stay proficient in order to carry out these inspections per state and national fire and building codes.

Supervises and controls all equipment and motor vehicles belonging to or used by the Fire Department, including maintaining records and coordinating servicing.

Prepares purchase orders; creates and monitors all accounts payable; supervises a running balance on all accounts. Submits and approves biweekly and monthly payrolls.

Oversees the recording of attendance for incidents and training to ensure proper compensation for firefighters and EMTs; resolves any attendance or payroll issues submitted for approval.

Receives all mail and correspondence for the Department; responds appropriately. Responds to all inquiries and provides information about the policies and procedures of the Fire Department.

Investigates fires of suspicious origin to determine cause in conjunction with the State Fire Marshall and local police; recommends prosecution of suspected violators of fire codes and statutes; submits reports to the State Fire Marshall's Office for further action when necessary.

Maintains and monitors fire alarm systems within the Town and assists the Communications Center with fire alarm problems. Schedules and oversees the maintenance of the fire alarm system.

Completes state approved fire reports on all incidents.

Maintains and updates the maps in the Communications Center of all housing locations in Town and their setbacks, etc.

Provides for the establishment and implementation of suitable training programs for firefighters and paramedics/EMTs on medical, homeland security, firefighting techniques and maintenance and testing of equipment.

Maintains credentialing of EMT; required to attend certain trainings; this includes, but is not limited to: ALS/BLS Interface Training every two years, Blood Glucose Monitoring, BLS Nasal Narcan, Albuterol Assist, Infection Control and annual updates on statewide treatment protocols.

Attend trainings in order to maintain certification, including BLS Healthcare.

Manages all EMS operations.

Responsible for maintaining the Department's Paramedic license through the Commonwealth of Massachusetts.

Reviews and approves maintenance agreements for medical equipment.

Attends department meetings and meetings with the Select Board/Town Administrator and Finance Committee; attends other public meetings as required.

Responds to all fires and emergencies as required. Directs emergency operations by assuming command or coaching subordinate personnel.

Attends seminars and training programs to further education and skill.

Regular attendance and punctuality at the workplace is required.

Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

Bachelor's degree in fire science or related field; and a minimum of ten (10) years of experience in a fire service area, including five (5) years of increasingly responsible command experience in firefighting and EMS, and experience with on-call or combination fire departments; or equivalent combination of education and experience.

**Special Requirements:**

Possession of a valid motor vehicle operator's license

Firefighter I and II, or equivalent

Emergency Medical Technician Certification

Certification in CPR

Massachusetts Fire Chief Credential (FCC) or ability to obtain within 1 year of signed contract  
ICS-100, 200, 300, 400 and IS-700 Certification

Any other licenses or certifications required by Massachusetts state law

Residency within 15 miles of Pepperell border (within 1 year of signed contract)

Knowledge, Ability and Skill:

*Knowledge:* Thorough knowledge of firefighting and fire prevention principles, practices, policies, and equipment; and emergency medical service response in a municipal setting. Comprehensive knowledge of the state fire laws, fire behavior, fire codes, and emergency medical care. Thorough knowledge of incident command system and hazardous materials response.

*Ability:* A demonstrated ability to quickly and prudently exercise command authority in life-threatening situations, taking into account a wide variety of factors and concerns. Ability to formulate goals and objectives and to establish and maintain effective contacts with a variety of groups and organizations in and outside the government. Ability to remain calm, concentrate and perform all responsibilities in a competent manner at all times. Ability to communicate effectively and efficiently verbally and in writing. Ability to delegate responsibility and work well with subordinates. Ability to perform complex and highly responsible duties requiring a high level of initiative and independent judgment in the planning, administration and execution of the department's programs and services, and in the direction of personnel. Ability to work independently in formulating decisions regarding department policies, procedures, operations and plans.

*Skill:* Imagination, innovation and judgment relating to planning and achieving Department goals. Finance management skills and expert skill and knowledge in municipal budgeting. Skill in conducting presentations and training events for the Department and the public.

Physical Requirements:

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

Moderate to strenuous physical effort required in the performance of work at the scene of fires or emergencies which require long periods of time walking and standing. At fires, wears full protective equipment weighing approximately 50 pounds. On occasion may be required to

lift/drag/carry/move objects weighing more than 100 pounds. Physical agility required to access all areas of inspection and fire sites. During emergencies may be required to stoop, kneel, crouch, crawl, reach with hands and arms, climb and balance on ladders at the scene of a fire. Vision and hearing at or correctable to normal ranges. Employee must be able to detect odors and have temperature sensitivity.

Minimal physical effort generally required for work performed in the office. Must be able to communicate in person and via the phone. Required to sit, talk, and hear; use hands to finger, 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.

### **Equal Employment Opportunity (EEO) Employer**

The Town of Pepperell provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Town of Pepperell expressly prohibits any form of workplace harassment based on race, color, religion, gender, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Pepperell's employees to perform their job duties may result in discipline up to and including discharge.

*(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.)*