Open Position: **Fire Chief**
Salary Range: **$140,000 - $160,000 commensurate with experience**
Fringe Benefits: **YES**
Supervision Received: **Reports directly to the Mayor**

ABOUT OUR TOWN

Stratford, Connecticut is a historic coastal town in Fairfield County**,** located on Long Island Sound at the mouth of the Housatonic River in southwestern Connecticut. It was founded by Puritans in 1639 and named after Stratford-upon-Avon in England. The town combines a long colonial heritage with a modern community feel and is known for its riverfront and shoreline**,** beaches**,** and outdoor recreation opportunities. Stratford also has a notable industrial and technological presence, including being the longtime home of Sikorsky Aircraft**,** a major helicopter manufacturer.

Stratford's attractions include parks, marinas, nature preserves, and cultural sites like Boothe Memorial Park and the National Helicopter Museum**,** reflecting both its natural beauty and innovation history. It's part of "Connecticut's Gold Coast" and is situated about an hour from New York City, making it both a residential community and a destination for visitors.

GENERAL DESCRIPTION:

This is highly responsible managerial work involving the overall administration of the Fire Department. Work involves responsibility for the overall operation of the Fire Department, including fire suppression, fire prevention, emergency medical response, rescue, and special operations, as assigned, and coordination with other fire departments, public safety agencies, and municipal departments.

REPORTS TO:

Works under the administrative direction of the Mayor.

EXAMPLES OF ESSENTIAL DUTIES:

- Establishes goals and objectives for the Fire Department; plans strategies for achieving goals; establishes operating policies and procedures.
- Directs the activities of the Deputy and Assistant Chiefs; holds staff meetings, plans and coordinates departmental activities.
- Directs the preparation and implementation of the Fire Department budget; presents budget proposals to Town officials; and formulates short- and long-term goals.
- Evaluates staffing, deployment, training, apparatus, equipment, and facility needs; develops supporting operational and financial analyses; and provides Town officials with clear recommendations and an explanation of associated service and safety impacts.
- Attends meetings with other department heads, public officials and community leaders; sits as a member of, or chairs, various task forces and committees.

- Participates and collaborates-closely with the Town's Emergency Management team.
- Hears and resolves labor relations grievances and participates in contract negotiations.
- Maintains regular communication with recognized bargaining representatives and works proactively to address workplace concerns and resolve disputes at the earliest appropriate level.
- Consults with affected personnel and bargaining representatives regarding proposed operational and workplace changes, consistent with applicable collective bargaining agreements and legal obligations.
- Reviews and approves personnel actions: hiring, transfers, promotions, demotions and disciplinary actions.
- Promotes a professional workplace characterized by integrity, respectful communication, consistent expectations, and fair and impartial personnel decisions.
- Supports employee development, succession planning, and fair and transparent promotional processes consistent with applicable agreements and Town procedures.
- Maintains liaison with civic, business, community and professional organizations; attends meetings; makes presentations on fire prevention, fire safety and fire suppression.
- Oversees grants procurement.
- Oversees training program development and implementation.
- Analyzes problems and develops effective solutions to operational and administrative challenges.
- Is innovative in approach to problem solving, considers applications of approaches applied in different settings.
- Participates in the selection of the Deputy Chief.
- Is available outside normal business hours and responds to significant emergency incidents, including multiple-alarm fires, fatal fires, and large-scale incidents, in accordance with departmental response procedures; ensures continuity of executive leadership through designated command coverage.
- Communicates clearly and effectively with the public and media regarding Fire Department operations, emergency incidents, public safety initiatives, and other matters of community interest.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of fire service administration, including personnel management, fiscal affairs, program planning, labor relations and training.
- Thorough knowledge of fire suppression and fire prevention theories, principles, techniques, and equipment.

- Ability to acquire and apply knowledge of Stratford municipal government. (Not sure this is a requirement- can be learnt)
- Considerable knowledge of planning and policy research.
- Considerable ability to direct the operations of a similar size or larger-career fire department under routine and emergency circumstances.
- Considerable ability to make decisions, often under pressure or crisis conditions, that may involve life, property or the operations of the entire department.
- Considerable ability to identify, select, train, and delegate work to managers and supervisors.
- Considerable ability to identify, analyze and develop solutions to a variety of problems.
- Considerable ability to conduct effective meetings.
- Considerable ability to express ideas clearly and concisely, both verbally and in writing.
- Considerable ability to establish and maintain effective working relationships with superiors, associates, subordinates, vendors, officials of other agencies, and the general public.
- Demonstrated ability to maintain positive and constructive working relationships with Fire Department union representatives. Considerable ability to represent the department before the public and media, providing clear, accurate, and timely information during routine operations, special events, and emergency incidents.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Fire Services Management or a closely related field from an accredited college or university; Master's degree preferred.
- Considerable experience serving as a Chief Officer, including Assistant Chief, Deputy Chief, or Fire Chief, in a municipality of similar or greater size-career fire department with operational and organizational complexity comparable to Stratford.
- Demonstrated experience providing innovative, collaborative,-and effective leadership within a career fire service organization, including coordination with emergency medical services and other public safety partners.
- Certification as Fire Officer II or higher.; Fire Officer III or IV preferred.
- Completion of NIMS certifications 100, 200, 300, 400, 700, and 800.
- National Fire Academy Executive Fire Officer certification-preferred.
- Ability to travel locally for municipal business purposes.
- Possession of and ability to maintain a valid Connecticut driver's license.

Annual Salary – $140,000 - $160,000 commensurate with experience

Fringe Benefits:

- Health and Dental Insurance
- Life insurance
- Retirement Plan

This job description is not, nor intended to be, a complete statement of all duties, functions, responsibilities, and qualifications that comprise this position.

Applications can be found on the Town's website, http://www.stratfordct.gov/page/human-resources and should be submitted along with a resume (if available), to the Town of Stratford, Human Resources Department, 2725 Main Street, Stratford, CT 06615 or via email humanresources@townofstratford.com .

The Town of Stratford is an equal opportunity employer. Female and minority candidates are encouraged to apply.