TOWN OF STOCKBRIDGE & WEST STOCKBRIDGE, MASSACHUSETTS

POSITION DESCRIPTION

Fire Chief / Director of Fire and Emergency Medical Services

Position Title:	Fire Chief / Director of Fire and Emergency Medical Services
Department:	Fire and Emergency Medical Services
Employment Status:	Full-Time, Department Head
Appointing Authority:	Stockbridge Select Board
Reports To:	Town Administrator
Service Area:	Stockbridge and West Stockbridge, pursuant to applicable IMA
Work Schedule:	Full-time administrative; emergency and after-hours duties
FLSA Status:	Exempt

Position Summary

The Fire Chief / Director of Fire and Emergency Medical Services is responsible for the leadership, administration, supervision and operation of the Town of Stockbridge Fire Department and integrated emergency medical services. The Chief ensures effective, professional and financially responsible fire suppression, emergency medical response, rescue, fire prevention, public education and emergency preparedness.

The Chief oversees full-time, part-time and volunteer personnel, recognizing the continuing role of volunteer fire companies. As Stockbridge serves as Lead Town for the regional Fire/EMS program with West Stockbridge, the Chief coordinates regional operations consistent with the Intermunicipal Agreement (IMA), approved budgets and applicable policies.

Supervision and Administrative Authority

The Chief is appointed by the Stockbridge Select Board, reports administratively to the Town Administrator, and exercises statutory authority under M.G.L. c. 48, §42, as applicable. The Chief coordinates with both Town Administrators, the regional Oversight Board and respective Select Boards within the authority established by the IMA.

The Chief establishes a documented chain of command, delegates appropriate duties to Deputy Chiefs and officers, and remains accountable for departmental performance.

Essential Duties and Responsibilities

A. Department Leadership and Administration

- Plan, organize, direct and evaluate Fire/EMS operations; establish goals, procedures and performance standards.
- Supervise career, part-time and volunteer personnel; recommend hiring, promotion, discipline and termination consistent with applicable requirements.
- Administer evaluations, professional development, SOPs/SOGs, schedules and duty assignments; maintain clear communication and effective delegation.

B. Fire Suppression and Emergency Operations

- Direct fire suppression, rescue, hazardous materials and other emergency operations; implement incident command procedures.
- Maintain readiness of personnel, apparatus, equipment and facilities; develop pre-incident plans and emergency response procedures.
- Serve as incident commander or designate qualified command officers; coordinate mutual and automatic aid, incident reporting and after-action reviews.

C. Emergency Medical Services

- Direct EMS first response and ambulance operations as authorized by licensure and agreements; ensure compliance with Massachusetts OEMS requirements and medical protocols.
- Oversee EMS staffing, certifications, continuing education, equipment, medical supplies and vehicle readiness.
- Coordinate with transport providers, hospitals, medical control, dispatch and regional partners; oversee billing, revenue reporting, quality assurance and patient information safeguards.

D. Regional Fire/EMS Administration

- Implement the Stockbridge–West Stockbridge IMA and coordinate staffing, response coverage, equipment deployment and service delivery across both communities.

- Provide operational and financial reports to the Town Administrator and Oversight Board; recommend staffing, schedules, capital needs and improvements.
- Support the transition to continuous 24-hour Fire/EMS staffing and long-term regional program sustainability.

E. Personnel Management and Training

- Establish staffing schedules and assignments to maintain approved coverage and comply with employment policies and applicable agreements.
- Maintain certification and training records, annual training plans and operational competencies for career and volunteer personnel.
- Promote a respectful, accountable workplace; develop leadership succession and ensure delegated authority during absences.

F. Fire Prevention, Inspections and Public Education

- Administer fire prevention inspections, permits and code enforcement under applicable Massachusetts law.
- Coordinate with inspectional services and investigative authorities; maintain records and provide public education.

G. Financial Management and Procurement

- Prepare annual operating budgets and a five-year capital plan; monitor expenditures, revenue and appropriations.
- Oversee lawful procurement, equipment inventories, EMS billing coordination, grant opportunities and regional financial reporting.

H. Facilities, Apparatus and Capital Planning

- Oversee inspection, maintenance and readiness of facilities, vehicles and equipment; establish replacement schedules.
- Participate in planning and design of future Fire/EMS facilities and advise the Fire Station Building Committee and municipal officials.

I. Emergency Management and Interagency Coordination

- Coordinate with the Emergency Management Director, police, public works, public health, dispatch, hospitals and neighboring agencies.
- Participate in preparedness exercises, regional planning, public meetings and professional organizations.

Minimum Qualifications

Education and Experience: High school diploma or equivalent; at least ten (10) years of progressively responsible fire/EMS service experience, including five (5) years in supervisory or command roles; demonstrated administrative, operational, personnel and budget experience; EMS operational knowledge. Equivalent combinations of education, training and experience may be considered.

Required: Massachusetts Firefighter I/II or recognized equivalent; Fire Officer I or equivalent documented command qualifications; Massachusetts EMT-Basic or higher; Fire Prevention Officer I or ability to obtain within a Town-established period; appropriate ICS training or ability to obtain within a Town-established period; valid Massachusetts driver's license. Maintain required credentials.

Preferred: Associate's or bachelor's degree in a related field; Fire Officer II or higher; Fire Instructor I; Advanced EMT or Paramedic; experience with combined career/volunteer operations, regional services, municipal finance and organizational change.

Knowledge, Skills and Abilities

Knowledge of firefighting, rescue, EMS, fire prevention, applicable Massachusetts regulations and relevant NFPA standards.

Demonstrated leadership, communication, delegation, emergency judgment, budgeting, procurement, records management and ability to work with officials, employees, volunteers and regional partners.

Work Schedule and Availability

The position requires a regular full-time administrative schedule plus meetings, training, consultation and emergency response outside normal hours. The Chief shall maintain appropriate departmental presence and uninterrupted command coverage. The role is primarily administrative and command-oriented and is not intended as a routinely scheduled shift position except as operational circumstances require.

Physical Requirements and Working Conditions

Work includes office duties and occasional emergency field operations with potentially hazardous conditions. The Chief must perform essential functions consistent with assigned responsibilities and certifications; reasonable accommodations will be considered as required by law.

Performance Evaluation

The Town Administrator conducts an annual evaluation addressing leadership, emergency service delivery, personnel management, finances, compliance, communication, regional coordination and progress toward departmental goals.

Other Duties

Perform other related duties consistent with the office, applicable law and regional service needs. This description is not an employment contract and may be modified consistent with law and applicable agreements.