



**TOWN OF FRAMINGHAM
MASSACHUSETTS**

**RFP#16-157
June 28, 2016**

**NOTICE OF VACANCY
June 28, 2016**

POSITION: Assistant Chief of Operations

DEPARTMENT: Fire

SALARY: \$92,104 – \$112,571

Statement of Duties: At the discretion of the Chief, serves as Executive Officer to the Chief in the management of the affairs of the Fire Department on a daily basis. In the absence of the Chief assumes the responsibilities of the Chief of the Department.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- 1) Carries out the policies and directives of the Chief and assures compliance
- 2) Prepares periodic reports on the various operations and activities of the Department as required
- 3) Makes recommendations to the Chief from time to time on matters affecting the efficient and proper operation of the Department
- 4) Assists the Chief in the planning, direction and coordinating the daily activities of each of the bureaus and divisions of the Department as well as all special projects
- 5) Assists in the preparation of the annual budget for the department
- 6) Responsible for the daily scheduling of departmental personnel in order to ensure that staffing levels are in compliance with policy and contractual requirements
- 7) Oversees staff and participates in performance review and management
- 8) Expected to respond to emergencies and fires.
- 9) Deals with Union issues and grievances
- 10) Oversees the office functions of the Department including payroll, purchase orders, time and attendance records, periodic reports record keeping functions and the like.
- 11) Other related duties and responsibilities as prescribed by the Chief.

Work schedule is at the discretion of the Chief

This position is not eligible to earn overtime or compensatory time

Selection of candidates is limited to the rank of Deputy Fire Chiefs and Captains. All applicants will be considered; the most qualified will be interviewed

Supervision Required:

Under administrative direction from the Chief, working from municipal policies and objectives; individual establishes short-range plans and objectives, own performance standards and may act as an appointed official over a department. Consults with supervisor for direction with consequential decisions. The employee assists in the responsibility for the development and implementation of departmental policies, goals, objectives and budgets. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

Supervisory Responsibility:

Employee shares accountability for the direction and success of all department programs accomplished through others. The employee is responsible for analyzing program objectives, providing the Chief with information to support the various work operations, estimating the financial and staff resources required, reporting periodically on the achievement and status of the program objective; and recommending new goals. Determines organizational structure operating guidelines and work operations; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives, assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

Accountability:

Duties include department level responsibility for technical processes, service delivery, and contribution to municipal wide plans and objectives and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations or have extensive financial and/or legal repercussions to the municipality.

Judgment:

Limited guidance for performing the work required. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area with guidance from the Chief.

Complexity:

Work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments involve studying trends in the field for application to the work; assessing services and recommending improvements.

Nature and Purpose of Relationships:

Duties involve constant contact with local, state and federal government officials, community leaders and any other individuals to protect and promote the municipality's overall interest. Employees must possess a high degree of diplomacy and judgment and must be able to work effectively with and influence all types of persons. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations which may influence the well-being of the municipality.

Confidentiality:

Has regular access at the departmental level to a wide variety of confidential information, including official personnel files, law suits, criminal records/investigations, client records, department records, and client conversations in accordance with the state public records law.

Recommended Minimum Qualifications:

Education and Experience:

Bachelor's degree with 7-10 years of supervisory experience, or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Knowledge, Abilities and Skill:

Knowledge: Extensive knowledge of the principles and practices of modern fire administration; extensive knowledge of the standards by which the quality of fire service is evaluated and the use of their application to fire administration; thorough knowledge of statutes and ordinances relating to fire service; the ability to plan, organize, and direct the work of a large number of subordinates performing varied operations connected with police and emergency medical activities.

Abilities: Ability to supervise subordinates in a positive and effective manner, ability to support and maintain harmonious and productive working relationships with City officials, law enforcement officials, and the public; ability to plan, assign, direct and review the work of subordinates and to direct operations of personnel and equipment making sound judgments under stressful situations; ability to deal with disgruntled members of the public in a diplomatic and effective manner.

Skill: Excellent organizational and personnel management skills. Excellent data processing skills in the use of personal computers and office software including word processing, data base and spreadsheet applications.

Work Environment:

Work requires a high degree of individual tolerance to combinations of extremely unpleasant elements, such as those listed above or constant conflicting urgent time and attention demands of the utmost priority. The nature of the physical environment may be such that the employee's personal well-being and/or safety may be compromised such as Fire and Police personnel. The employee is required to respond on a 24/7 basis to emergency situations

Occupational Risk:

Essential functions regularly present potential risk of injuries from improper exposure which could result in loss of time from work. Examples of injury include burns from chemicals, steam or fire, severe muscular strains from working with extremely heavy material, falls from heights in excess of three feet and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats or boots may be required.

Physical, Motor and Visual Skills:

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 individuals with disabilities to perform the position's essential functions.

Physical Skills: Work requires moderate intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing or walking for the full work day may also be involved. A great deal of physical effort must be exerted at this level. Travel, particularly during adverse weather conditions and troublesome road conditions and at times during the evening, is required.

Motor Skills: Essential functions involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions which may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed in making repairs to delicate electronic instruments or complex equipment, conducting laboratory tests, performing microscopic experiments, administering injections, firing a gun, operating marine vessels, or operating Class B vehicles or safety vehicles at high speeds.

Visual Skills: Position requires routine reading of documents, computer screens, and reports for understanding and analytical purposes. Color vision is required for this position.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.