



**NOTICE OF VACANCY  
December 7, 2015**

**POSITION: Fire Chief**

**DEPARTMENT: Fire**

**SALARY: \$122,000 - \$155,000**

**Position Purpose:**

Provides supervisory and administrative work in planning, organizing, budgeting, staffing, managing and directing all administrative and technical aspects of the Town Fire Department. Performs all other related work as required.

**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.)*

- Plans, develops and oversees the Department and the delivery of major municipal fire services to ensure safe and efficient operations, Establishes standards for performance and safety, ensures an adequate number of staff are available, trained and properly supervised to fulfill responsibilities.
- Oversees and administers Department activities and functions including the appointment of new firefighters. Provide staff with the appropriate equipment, supervision, and support.
- Prepares and administers the annual budget; monitors budget to ensure adherence to budgetary control and oversees staff budget; responsible for budget operations and capital projects.
- Plans, directs, and reviews activities of personnel performing suppression, prevention, investigation and EMS functions. Ensures the safety of personnel through policy and procedure development and enforcement.
- Oversees management of station, vehicle, and equipment maintenance and repairs.
- Supervises the generation, maintenance, and preparation of departmental records. Reviews and generates monthly reports for State NFIRS submissions.
- Oversees department payroll and staffing.
- Attends professional meetings and conferences for purposes of emergency management planning/homeland security issues, regional discussions, and information gathering and exchange.
- Maintains awareness of developments in the field and technology of firefighting equipment, procedures and emergency preparedness.
- Responsible for ensuring all capital equipment and facilities are functional and maintained properly.
- Conducts plan reviews and construction reviews.
- Responsible for personnel administration to include hiring, firing and disciplining.

- Interviews and evaluates new and current employees for employment or specialist positions within the Department.
- Prepares and manages bids and grants.
- Oversees public safety education and assists with the ensuring senior safety and well-being.
- Responsible for the preparation of all reports, issuing all required permits and conducting inspections.
- Performs similar or related work as required, directed or as situation dictates.

### **Recommended Minimum Qualifications:**

#### Education, Training and Experience:

Bachelor's Degree in Public Administration or Fire Science, Master's Degree, desirable; plus ten years of progressively responsible experience in supervision and management; or any equivalent combination of education and experience. Valid Massachusetts Motor Vehicle Operator's License, EMT Certification, and Emergency Management; and maintain Fire Chief Credentialing with the MA Fire Service Commission.

#### Knowledge, Ability and Skill:

*Knowledge:* Thorough knowledge of modern firefighting principles, equipment and techniques; thorough knowledge of the principles and practices of emergency medical services and hazardous materials; special operations, including pre and post detonation of an explosive device, and response to non-fire emergencies/civil disturbance/natural gas leaks/criminal or terrorist use of chemical, biological, or radiological agents; thorough knowledge of the town and its emergency and fire risks; comprehensive knowledge of State fire laws, town bylaws, building codes and fire inspection practices and procedures; knowledge of municipal financial and budgetary procedures.

*Ability:* Ability to plan, assign, direct and review the work of subordinates and direct operations of firefighters and equipment under emergency conditions; ability to establish and maintain effective and harmonious relationships and subordinates, the general public, and municipal officials; ability to manage and control emergency situations; ability to communicate clearly and concisely in writing and orally and speak publicly on behalf of the town in crisis situations; ability to develop and maintain budgets and financial controls.

*Skill:* Operates fire and EMS tools and equipment, Computers: MS Office, National Fire Incident Reporting Software, Financial Management, organization skills and written and oral communication skills. Skill in operating above mentioned equipment.

### **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 individuals with disabilities to perform the essential functions.*

Minimal physical effort is required to perform administrative duties. The employee is frequently required to stand, walk, sit, speak and hear and use hands to operate equipment. Moderate to strenuous physical effort is required when responding to emergencies. Vision requirements include the ability to read and analyze documents, make fine visual distinctions, use a computer and operate motor vehicles and other equipment.

**Supervision:**

*Supervision Scope:* Performs highly responsible duties requiring independent judgment and initiative in planning, organizing and directing the work of the fire department and in the enforcement of federal, state and local laws, and town and departmental bylaws.

*Supervision Received:* Works under the administrative direction of the Town Manager and in accordance with the applicable provisions of the Massachusetts General Laws.

*Supervision Given:* Responsible for the supervision and performance of all people within the operating units under his/her direction and control;

**Job Environment:**

- Work is performed primarily in offices, some work is performed at emergency scenes and is performed under variable weather conditions, including temperature extremes; incumbent is exposed to alarms and hazards associated with fighting fires, rescue, hazardous materials, and rendering emergency assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. The Fire Chief is on call at all times to respond to major fires and other emergencies.
- Regularly operates motor vehicle; when in the office, operates computer, iPad, and standard office equipment such as telephone, copier, and facsimile machine; when at a fire or emergency, may be required to operate some or all of the following equipment: light trucks, various power tools, and hand tools, fire and emergency apparatus, radio, standard firefighting and rescue equipment and tools.
- Has frequent contact with town, state, and federal officials, other fire departments, town departments, vendors, and the business community. Contacts are by phone, in person, in writing and by email and involve an information exchange dialogue.
- Has access to an extensive amount of confidential information such as HR records, criminal investigations and records, litigation, personal information about citizens, and homeland security.
- Errors can be costly in terms of decreased or less efficient protection to persons and property, personal injury, injury to others, confusion and delay, and result in direct financial and legal repercussions to the Town and individuals.

**Please visit our website:**

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

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