

**SANDISFIELD
FIRE CHIEF/EMERGENCY MANAGEMENT SERVICES CHIEF**

DEFINITION

Position is responsible for all operations of the Fire Department to include the Fire Rescue response and Emergency Medical Services. Position is responsible for the overall management, preplanning, implementation and administration of the EMS department and the provision of emergency medical services in conformance with applicable provisions of the Massachusetts General Laws, professional standards and Sandisfield's EMS Policy and Procedure Manual. Under supervision of Town Manager (see Select Board/Town Manager Special Act).

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.

- General management of the department, direct oversight/supervision of employees, oversight of daily operations, fire suppression operations, fire prevention division, emergency medical services, administrative functions, disaster preparedness and all department related human resource related matters.
- Management of all FIRE/EMS equipment and maintains budget spending.
- Full responsibility for Fire/EMS department vehicles and equipment maintenance, inspections and ensures all vehicles and equipment are kept to the highest safety standards.
- Fiscal budget management - Review/approve departmental purchases and submit POs, review/sign off on bi-weekly bill schedules, review/sign off on bi-weekly payroll.
- Prepares and presents the annual department budget request to the Town Manager for review.
- Prepares Annual Town report.
- Coordinates with medical professionals, hospitals, and public health officials to develop mass casualty incidents and response plans.
- Prepares, submits and administers grant applications for the purpose of securing state or federal funds.
- Schedules, holds, and presides over weekly firefighter meetings, trainings, and monthly EMT squad meetings.
- Prepares monthly reports on the performance of Fire/EMS and submits reports to Town Manager.
- Coordinates a public outreach and education program in preparing for local emergency medical services.
- During emergencies, the Chief has the responsibility to ensure that proper coordination is taking place between town departments as well as state and federal agencies as

necessary and that all logistical needs are addressed. Advise and update the Town Manager to changes during emergencies and severe storms. Advise and prepare the Declaration of a State of Emergency for the Town of Sandisfield.

- Departmental policy development with periodic/annual review to ensure that all policies are relevant and reflect the current operational needs of the department.
- Public relations - Interact with the media and members of the public as needed.
- Performs other related job duties as required.

SUPERVISION RECEIVED

Under administrative direction, the Chief works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The Chief exercises control in the development of departmental policies, goals, objectives and budgets and is expected to exercise whatever means are necessary resolve conflict that cannot be addressed at the department level.

SUPERVISION EXERCISED

The Chief is accountable for the direction and success of programs accomplished through others. Responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The Chief typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations.

JUDGMENT AND COMPLEXITY

Guidelines only provide limited guidance for performing the work which may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The Chief is recognized as the authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies for a major functional section of the organization. The Chief accepts responsibility while exercising authority for planning, operating and oversight.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance. The Chief may represent to the public a functional area of the organization on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

CONFIDENTIALITY

The Chief has access to confidential information including official personnel files, lawsuits, criminal records/investigations, client records, and department records, as well as medical and psychological records.

EDUCATION AND EXPERIENCE

Associate or Bachelor Degree in Fire Science or related field preferred, and 7 to 10 years of related experience; or any equivalent combination of education, training, certification, licensure, and experience.

Certification as a Firefighter I/II, along with Class D Motor Vehicle License and Incident Command System (ICS) 100 and 200 levels, and Hazardous Materials (HazMat) Operational Level Responder. ICS 300 and 400 levels a plus. Ability to operate aerial equipment, including ladder truck, a plus. Emergency Medical Technician (EMT) certification preferred.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough knowledge of the current principles and practices of fire ground operations. Knowledge of the principles and practices of non-fire emergencies. Thorough knowledge of the operation of all firefighting/fire prevention equipment. Thorough knowledge of the operation of all firefighting/fire prevention equipment. Thorough knowledge of rescue principles and techniques utilized by the EMS/Ambulance operations as well as the correct use of all rescue and lifesaving equipment. Knowledge of grass, brush, and forest firefighting techniques. Working knowledge of the regulations, laws, and bylaws affecting fire department and emergency medical services operations. Thorough knowledge of hazardous materials response.

Ability: Ability to exercise command authority quickly and effectively in life-threatening situations, accounting for a wide variety of factors and concerns. A demonstrated ability to formulate goals and objectives and to establish and maintain effective contacts with a variety of groups and organizations in and outside governmental authority(ies). 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 at all times. Ability to delegate responsibility and work well with subordinates. Ability to plan, prepare, and manage a budget and capital expenditure program.

Skill: Skill in innovative planning and achieving department goals. Excellent financial and administrative management skills. Skill in operating above mentioned equipment.

WORK ENVIRONMENT

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work may be continually performed outdoors, regardless of weather conditions. May be required to be on call for 24 hours or being under prolonged pressure during emergency situations.

PHYSICAL, MOTOR, AND VISUAL SKILLS

The physical demands described here are representative of those that must be met by an Chief to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the 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 workday may also be involved. A great deal of physical effort must be exerted at this level.

Motor Skills

Essential functions involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions which may require extreme accuracy.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes; frequent computer use; routinely required to review non-written materials such as instrumentation for analytical purposes; regularly required to distinguish color differences.