

TOWN OF COLCHESTER

JOB DESCRIPTION

Position: Fire Chief

Reports to: Town Manager

Department: Fire

Classification: Exempt

Pay Grade: 18

Job Function: The Fire Chief is responsible for all aspects of the Colchester Fire Department, including efficient and effective operations, the provision of equitable fire service throughout the Town, the safety of the firefighters, development and implementation of policies, development and execution of the annual operating and capital needs, and long range planning for the department.

Essential Functions:

- Develop and direct the preparation of the Department's strategic plans, goals, and objectives.
- Prepare and administer Department annual budget; monitor department expenditures, redefining Department goals and reallocating funding and related staffing as necessary.
- Administer operations improvement and maintenance of the Town's Fire Stations.
- Serve as bridge between the Department and Administration as well as the public.
- Manage and evaluate Department staff including hiring and discipline of employees.
- Strong written and oral communication skills.
- Establish Department work rules and oversee Department morale.
- Perform field inspections to monitor performance, taking corrective action as necessary.
- Allocate Department staffing to Department functions on the basis of skill, resources, job classification and budgetary limitations.
- Hear and adjudicate grievances.
- Research, monitor and approve major Departmental purchases and equipment to achieve maximum operational efficiency and minimize costs.
- Prepare and update standards and long-range plans for the Town Fire Department on the basis of town-wide goals and objectives.
- Maintain current working knowledge of municipal fire suppression and prevention as well as EMS and Emergency Management programs and technologies through participation in professional associations.
- Represent the Department to the Selectboard, Town Manager, other Town Departments, elected officials, State and Federal agencies, and the general public.

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- Work with Department staff and the Town Manager's office to evaluate and recommend staffing needs as Department workload fluctuates.
- For all operational areas managed, perform periodic reviews and make recommendations to maximize public and employee safety.
- Serve as Emergency Management Co-Coordinator; assist the Town's Emergency Management Team and act as liaison between State and Federal agencies and Town employees and the general public.
- Provide the public with information regarding the operations, duties, responsibilities, activities, and programs of the Department.
- Assist the public in resolving service problems.
- Review statistical reports and call trends; recommend appropriate risk reduction strategies to local businesses, organizations, residents, etc.
- Investigate formal complaints against the Department.
- Respond to emergency incidents.
- Oversee Department recruitment practices and update as needed to meet changing Department goals.
- Ensure that Department performance and professional development objectives are met and implemented consistently.
- Serve as The Authority Having Jurisdiction as outlined in Chapter 7 of the Colchester Code of Ordinances and support The State of Vermont Fire Marshall and Town Building Inspector in matters regarding residential or business permitting and complaints.
- Ensure all Department and Town policies, procedures and information are understood.
- Mediate disputes or differences between employees and/or members of the public.
- Meet regularly with Department Heads to ensure smooth operation and coordination of Labor/Management initiatives
- Participate in Oral Boards for Department promotions.
- May act as Emergency Incident Commander.
- Coordinate mutual-aid agreements with other agencies.
- Supervise personnel by recommending the selection and training of personnel, setting standards for hiring and establishing / monitoring employee performance objectives.
- Work collaboratively with the Town Manager, other Town Department Heads and staff in delivering coordinated town-wide services in a fiscally constrained environment.
- Maintain the commitment to volunteerism through recruitment, training, engagement, participation, encouragement, respect and honor.

Non-Essential Job Functions:

- Performs other duties as required.

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Qualifications/Basic Job Requirements

- Bachelor's Degree in Fire Science or related field and ten years of progressively responsible firefighting experience with a minimum of five years in the administration of a Fire Department while holding a command level position within that Department. Consideration given for equivalent fire service experience, education and training.
- Experience working in a diverse community is preferred.
- Experience utilizing technology and data-driven approaches to community safety is preferred.
- Completion of the National Fire Academy Executive Fire Officer program preferred.
- Fire Officer II certification preferred.
- EMT basic certification preferred.
- Ability to maintain valid Driver's License required.
- Ability to operate in a Windows computer environment and effectively use word processing, spreadsheet and database programs.
- Ability to maintain working knowledge of hazardous-material mitigation and operation procedures required.
- Knowledge of state and local emergency medical system policies and procedures required.
- Knowledge of local, state and federal laws, departmental rules, regulations and policies and related programs required.
- Knowledge of Town Personnel policies required.
- Knowledge of firefighting tactics, strategies and principles required.
- Knowledge of organizational policies that direct all members of the Department in the discharge of their duties required.
- Knowledge of current labor/management philosophy required.
- Knowledge of mediation principles and practices.
- Ability to work in a municipal environment and balance organizational/safety/ and public needs to ensure smooth implementation of events required.
- Ability to work in a diverse environment treating all with respect and dignity required.
- Ability to mentor, coach, and guide employees.
- Ability to communicate policies to staff to ensure consistent implementation required.
- Knowledge of Town's emergency operations in conjunction with the state emergency management plan required.
- Ability to work nights, weekends, holidays required.
- Ability to actively support Town diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced in ongoing trainings and professional development.

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- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with Town standards, safety rules and personnel policies.

Physical Requirements:

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a Reasonable accommodation, the organization may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

<input checked="" type="checkbox"/> Seeing	<input checked="" type="checkbox"/> Ability to Move Distances	<input checked="" type="checkbox"/> Lifting (specify)
<input checked="" type="checkbox"/> Color Perception	Within and between	75Pounds
<input checked="" type="checkbox"/> Hearing/Listening	Facilities/Offices	<input checked="" type="checkbox"/> Carrying (specify)
<input checked="" type="checkbox"/> Clear Speech	<input checked="" type="checkbox"/> Climbing	175 Pounds
<input checked="" type="checkbox"/> Touching	<input checked="" type="checkbox"/> Ability to Mount and	<input checked="" type="checkbox"/> Driving (local/over
<input checked="" type="checkbox"/> Dexterity	Dismount Equipment	the road)
<input checked="" type="checkbox"/> Hand	<input checked="" type="checkbox"/> Pushing/Pulling	
<input checked="" type="checkbox"/> Finger	<input checked="" type="checkbox"/> Typing	
<input checked="" type="checkbox"/> Standing		
<input checked="" type="checkbox"/> Sitting		
<input checked="" type="checkbox"/> Reading - Simple	<input checked="" type="checkbox"/> Writing-Complex	<input checked="" type="checkbox"/> Analysis/Comprehension
<input checked="" type="checkbox"/> Reading – Complex	<input checked="" type="checkbox"/> Clerical	<input checked="" type="checkbox"/> Judgment/Decision Making
<input checked="" type="checkbox"/> Writing – Simple	<input checked="" type="checkbox"/> Complex Math Skills	<input checked="" type="checkbox"/> Stress
<input type="checkbox"/> Shift Work	<input checked="" type="checkbox"/> Outside	<input checked="" type="checkbox"/> Pressurized Equipment
<input checked="" type="checkbox"/> Works Alone	<input checked="" type="checkbox"/> Extreme Heat	<input checked="" type="checkbox"/> Moving Objects
<input checked="" type="checkbox"/> Works with Others	<input checked="" type="checkbox"/> Extreme Cold	<input checked="" type="checkbox"/> High Places
<input checked="" type="checkbox"/> Verbal Contact w/Others	<input checked="" type="checkbox"/> Noise	<input checked="" type="checkbox"/> Fumes/Odors
<input checked="" type="checkbox"/> Face-to-Face Contact	<input checked="" type="checkbox"/> Mechanical Equipment	<input checked="" type="checkbox"/> Hazardous Materials
<input checked="" type="checkbox"/> Inside	<input checked="" type="checkbox"/> Electrical Equipment	<input checked="" type="checkbox"/> Dirt Dust

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel to be classified. Nothing in this job description should be construed as a promise of employment at a particular level or for any particular time frame. This position is an “at will” position. The Town of Colchester reserves the right to determine, in its sole discretion, which functions are performed by which employees and to make changes to functions or responsibilities at any time, with notice to employees of such changes.