

## **TOWN OF WAYLAND POSITION DESCRIPTION**

<b>Title:</b>	Fire Chief
<b>Department:</b>	Fire
<b>Appointing Authority:</b>	Town Administrator with Board of Selectmen Ratification
<b>Affiliation:</b>	Non-union
<b>Grade:</b>	N-13
<b>Personnel Board Approved:</b>	5/15/02
<b>Personnel Board Revised:</b>	2/04/04 **

### **Summary of Duties**

Serves as chief administrative and supervisory director in the operation of the Fire Department, in the protection of life and property and in the prevention and suppression of fires within the community; performs responsible duties requiring a high degree of judgement and initiative in planning, organizing and directing the work of the Fire Department and in the enforcement of statute law, Town By-laws and departmental rules and regulations.

### **Supervision Received**

Under the general direction of the Board of Selectmen on major policy matters, exercises wide discretion and independent initiative in the conduct and completion of duties; receives administrative direction and oversight from the Town Administrator.

### **Supervision Exercised**

Supervises sworn fire personnel, emergency medical technicians and any call or civilian personnel associated with fire department operations; supervises support staff as assigned.

### **Job Environment**

Work may be performed under extreme adverse weather conditions; high places; around toxic or caustic chemicals, fumes or airborne particles; under extreme heat or cold; near moving mechanical parts; under risk of electric shock or structural collapse. Environment may become very loud. Job involves many occupational risks such as building fires, hazardous material incidents, blood-borne pathogens or explosions. Other environmental conditions may occur such as windstorms - falling wires and tree limbs, snowstorms - slipping and sliding and lightning storms.

Has frequent contact with general public, department heads, town boards and committees and area fire departments. Contacts with the public require considerable patience, tact, understanding and courtesy; contacts are in person, by telephone and in writing. Communication is by means of telephone, personal discussion, and correspondence; contacts with the general public are for the purpose of explaining policies/procedures, providing departmental information including hazardous waste handling and disposal, safety issues, and Massachusetts Fire Codes and laws.

Has regular access to departmental and town-wide confidential information, the disclosure of which would cause poor public and employee relations and possible legal repercussions.

Misjudgments could result in serious personal injury/loss, loss of life or property, delay or loss of service and monetary loss.

Equipment used: Trucks in excess of 26,001 pounds, light trucks, automobile, heavy/light equipment, medical equipment, power/hand tools, office machines and computers.

### **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.*

Is knowledgeable with Massachusetts General Laws Chapter 48 Section 42 and is responsible for the efficient operation of the fire department and the supervision of on duty fire personnel in accordance with said law. Has full and absolute authority in the administration of the department. Establishes and enforces all rules and regulations for its operation. Reports to the Board of Selectmen through the Executive Secretary; reports annually to the Town on the conditions of the department with his/her recommendations.

Assigns duties and responsibilities to officers and fire/EMT personnel in the care and maintenance of apparatus, in performing their respective duties, shifts and daily routines. Ensures the observance and enforcement of applicable laws, by-laws and regulations. Ensures proper adherence to policies concerning safety, hazardous waste handling and disposal, fire suppression and emergency response.

Plans and supervises fire prevention programs, the training of subordinates in fire prevention, the maintenance of fire fighting equipment and corresponding maintenance records.

Determines all departmental hirings, firings and disciplinary action of subordinate in accord with established collective bargaining agreements, Town policies and Chapter 48 Section 42 of the general laws.

Prepares annual operating budget and administers all operating expenditures.

Maintains cooperative relations with town personnel for the purpose of enhancing proficiency, productivity and morale.

Serves as Co-Emergency Management Director, Forest Warden and Right-to-Know Coordinator.

Procures all equipment and supplies for the Department; maintains immediate control over all town property used by the department.

Is responsible for the issuance of permits and in collection and disposition of fees, fines or other payments as required or regulated by law, by-law or regulations.

Reviews site and building plans; performs inspection of sites and buildings.

Issues periodic reports to Town and State officials regarding the number of fires, causes and losses incurred; serves as representative to the State Fire Marshall's office; acts as Fire Warden.

Attends seminars and classes as needed.

Required to work outside the normal business hours as required; may work weekends.

### **Recommended Minimum Qualifications**

#### **Education:**

Associates Degree in Fire Science or a relevant field of endeavor; Bachelor's Degree in Public Administration or a relevant field of endeavor preferred.

#### **Experience:**

Over five (5) years supervisory or command experience as a fire officer is required. Must have a background supervising Emergency Medical Services.

#### **Licenses/Certificates Required**

Must have completed Hazardous Material Training – Operational Level.

EMT Certification preferred.

Must possess a valid driver's license to operate a motor vehicle.

#### **Knowledge, Abilities and Skills:**

Thorough knowledge of fire fighting, incident command and EMT principles, practices, methods and equipment.

Thorough knowledge of Massachusetts fire codes and laws.

Knowledge of building construction and design.

In-depth knowledge of a departments operations and functions.

Knowledge of the full scope of a departments activities and policies.

Ability to communicate effectively in oral and written form.

Ability to work with State and Federal officials, community groups Town Departments and the general public.

Ability to direct, lead, motivate and manage staff.

Ability to organize statistical information and records.

Ability to prepare and manage budgets.

Ability to interpret and enforce laws and regulations firmly, tactfully and impartially.

Excellent communication and customer service skills.

Skills in financial management.

### **Physical Requirements**

Maximum physical demands may be required. Standing, walking, sitting, talking/listening, climbing/balancing, stooping/kneel/crouch/crawling, reaching/dragging with arms and hands.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

**\*\* This job description was reviewed and revised on 2/04/04 for all the aforementioned components with the exception of Physical Requirements. Physical Requirements will be revised under a separate review.**