

Fire Chief

Working under the direction and supervision of the Prudential Committee, pursuant to District By-Laws and Massachusetts General Law, the Fire Chief is the Chief Executive Officer of the Fire Department.

1. Scope: The Chief provides leadership to the staff of the fire department, career and call firefighters. Provides vision to the department. Performs or oversees a variety of technical, administrative, and supervisory work regarding the planning, organizing, directing, and implementing of fire prevention, suppression, and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions. Additionally, the Chief performs or oversees the performance of training, public education, disaster managements, hazardous materials mitigation, code enforcement, fire suppression, and technical rescue services. The Chief serves as the only official spokesman for the Fire Department regarding all instances or events.

The Chief acts as municipal manager for the department. Oversees capital improvements and repairs. Serves as chief procurement officer to the department, and handles purchasing and bidding. Acts as superintendent of buildings and grounds.

The Chief will report monthly to the Prudential Committee, detailing department activities and project updates.

The Chief supervises all career and call members of the department, either directly or through subordinate officers.

2. Leadership: The Chief will provide emergency and non-emergency leadership, at all times demonstrating integrity, initiative, innovative thinking, and problem solving, insight, interests in all aspects of the department, and provide inspiration for staff members.

The Chief will provide staff with the benefit of information and knowledge gained through his/her study and experience.

The Chief will demonstrate positive skills and recruiting and retaining members, and at leading a combination department by developing and maintaining a strong working relationship between call and career members.

3. Essential duties and responsibilities:

Supervises subordinate officers in their assigned duties, Delegates responsibility and duties as appropriate.

Performs or oversees the reviews, evaluation, development, and implementation of programs, policies, and procedures for various department operations.

Directs and participates in major departmental programs.

Responds to emergency incidents as needed. Assumes command in accordance with the SOPs of the department and NIMS.

Carries out duties in conformance with Federal, State, Town, and District laws and ordinances.

Prepares and submits annual operations and capital needs budgets and plans, and administers the expenditure of department funds.

Participates in negotiation of staff contracts on behalf of the District, and manages the bargaining agreements in effect at any given time.

Handles grievances from citizens, officers, and firefighters, and the conduct and general behavior of staff.

Supervises the administrative details of the department, including the selection, assignment, utilization, and discipline of personnel.

Assigns personnel and equipment to such duties and uses as the department requires.

Oversees the maintenance of fire department buildings, equipment, and property, including oversight of building maintenance and repairs.

Handles purchasing, bidding, and procurement, including preparation of Request for Proposals (RFP) and Invitations for Bids (IFB).

Performs or oversees the performance of all code enforcement activities, including plans review and approval, inspections, development of enforcement orders, and developing, filing and prosecuting court actions as needed.

Prepares and submits grant applications and administers ay grant awards.

4 Additional Duties: The Chief attends conferences and meetings to keep abreast of current trends in the field; represents the District/Department in a variety of local, county, state, or national level meetings.

Actively participates in local, regional, and state Chiefs organizations and/or fire related organizations, including but not necessarily limited to Franklin County, Western Mass, and Mass Fire Chiefs Associations, and Tri-State Fire Mutual Aid.