

Town of Allenstown Job Description Fire Department Chief

General Position Description: Perform responsible administrative and technical supervisory work as head of the Fire Department including the supervising of all firefighting, fire training, fire prevention, and rescue activities in the jurisdiction. Perform related work as required.

Under the ICS system, serves as the incident commander, provides leadership during any given emergency response.

Engages directly in these activities to protect and safeguard lives and property.

The Chief directs the Department's supervisory team, exhibits a strong, continuing commitment to the organization's mission, vision, philosophy, goals and objectives. Performs other related work as required.

Hiring Authority: The Chief is hired or promoted by the Select Board, pursuant to RSA 154:1, I(b), and may be removed by the Select Board, pursuant to RSA 154:1.

Supervision Received: Assumes complete operational control of the department, and/or an emergency scene. Establishes policies and procedures.

Ensures that assigned activities are accomplished through the proper chain of command.

Supervision Exercised: Supervises all assigned Fire Department personnel. As the Incident Commander of an emergency, shall be responsible for assuring the health and safety of all emergency personnel operating at the scene.

Accountability: Reports directly to and is accountable to the Select Board; works under the general administrative direction of the Town Administrator.

Duties and Responsibilities: The following are indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive.

1. Duties are complicated, detailed and involved, including administrative work (budget preparation, personnel and costs), firefighting (training, equipment and on the job supervision), fire prevention (inspection of and issuance of licenses and permits regarding fire hazards in public places), fire alarm/ Communications and Computerized Information System, and rescue (responsibility for emergency medical services and rescue capabilities of person(s) trapped from all types of disasters and accidents, both natural and resulting from human activity).
2. Continuous judgment and resourcefulness required in evaluating needs of the department in terms of members and equipment, and in estimating fire protection needs immediately when faced with fire or emergencies.
3. Make frequent contacts with the public, town officials and state and federal agencies to insure cooperation and accuracy of concerns and difficulties in all areas of fire department responsibilities including but not limited to fire protection, fire investigation, all hazard/hazardous materials planning and response.
4. Directly supervise all activities of the fire department including organization, development and training of personnel with the department.
5. Considerable physical effort is required when it is necessary to participate in firefighting activities and/or other emergencies.
6. Organize, train, and supervise the fire department personnel in all phases of firefighting, fire prevention work and emergency rescue work.

7. Supervise operations and maintenance of buildings and equipment.
8. Prepare, present and operate under the fire departments fiscal budget.
9. Maintain a complete record of all fire apparatus and fire equipment (including costs), and associated records of equipment maintenance and operating expenses.
10. Maintain up to date fire department records as required by the municipality and RSA 33:3-a, State Fire Marshal's Office, New Hampshire Fire Academy, New Hampshire Office of Emergency Management and any other state or federal agency as required.
11. Prepare annual report of fire department activities.
12. Administer and implement the Town's Health and Safety Program in the department.
13. Research, apply for, administer and manage grants.
14. Administer the Department's Training and Personnel program. Develop training programs and courses.
15. Deliver training programs to fire department personnel and other internal as well as external customers.
16. Develop strategic planning for the department.
17. Develop continuity of operations plans for the department.
18. Administer and implement the Town's personnel plan, including, without limitation, drafting and reviewing department evaluations of employees.
19. Carry out duties in conformance with federal, state, county and town laws and ordinances.
20. Supervise the operation of departmental in-service training activities.
21. Review grievances from officers and firefighters. Maintain departmental discipline and the conduct and general behavior of personnel by enforcing and complying with directives, standard operating procedures, and other operating policies and procedures. Issue verbal and written warnings to subordinates. Recommend termination of subordinates to the Town Administrator for referral to the Select Board.
22. Create and promote the Department mission, vision and philosophy.
23. Create and implement material for directives, rules, regulations and manuals of operations and procedures.
24. Supervise planning schedules for subordinates.
25. Prepare and submit, monthly and annual reports to the Town Administrator regarding the Department's activities.
26. Assign personnel and equipment to such duties and uses as the service requires.
27. Take personnel action in accordance with personnel plan and evaluations.
28. Assign work, monitor resources.
29. Assure staffing at authorized levels.
30. Liason with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Department's activities.
31. Attend conferences and meeting to keep abreast of current trends in the field. Represent the Department in a variety of local, county, state and other meetings.
32. Perform the duties of command personnel as needed and fulfill obligations during duty days or duty weeks.
33. Serve as a liaison to various employee committees in the Department.
34. Perform other related duties as assigned or required by the Select Board.
35. Respond to fire alarms and other emergency calls; at scene of emergency, conducts initial size-up and supervises personnel until relieved by a superior officer; may direct initial placement of equipment at emergency scene and participates in emergency control activities.
36. Exercise authority in RSA 154:7.

Knowledge, Skills, and Abilities Required:

- Considerable knowledge of modern fire suppression, fire prevention, training, rescue, hazardous materials, and emergency medical services principles, procedures, techniques, and equipment.
- Considerable knowledge of applicable laws, ordinances, standards, departmental Standard Operating Procedures and Rules/Regulations.
- Skill in the operation of the following tools and equipment: emergency medical equipment, fire apparatus, fire pumps, hoses and other standard firefighting equipment ladders, radio, pager, personal computer, phone.

- Ability to train and supervise subordinate personnel in the duties of their position.
- Ability to apply standard firefighting, emergency medical aid, hazardous materials, and fire prevention techniques.
- Ability to perform strenuous or peak physical effort during emergencies, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
- Ability to act effectively in emergency and stressful situations.
- Ability to follow verbal and written instructions.
- Ability to act effectively verbally and in writing.
- Ability to establish effective working relationships with employees, other town agencies and the general public.
- Medical screening /examination is required.
- Immunization such as Hep-B may be required.

Minimum Qualifications Required:

- Shall have a high school diploma or G.E.D.
- Associate's degree in Fire Science or related field preferred.
- Must have ten (10) years experience with a recognized fire department of which five (5) years experience must be as an officer at the rank of captain or above.
- Must have a background in personnel administration.
- Must attain course experience in leadership series training as soon as practical.
- Valid NH-CDL-B license.
- NH Firefighter Level II Certificate
- CPAT certified within 12 months of employment (not required for call Chief).
- National Registry, EMT-Basic
- Must complete ICS 300 & 400 level training within 12 months of employment and other NIMS standard courses.
- Will be required to enroll in and complete Company Officer I & II, and certified NH State Fire Instructor starting within the first year of becoming Lieutenant and completing prior to the end of probation (Not required for call Chief).
- Thorough knowledge of departmental rules, regulations, SOG's, codes, equipment, general equipment repair and geography of the town including fire alarm boxes and hydrants.
- Additional course completion in advanced firefighting and rescue techniques highly desirable, or any equivalent combination of education and experience, which demonstrates the required knowledge, skills and abilities.
- Background investigation (no conviction for any crime).
- No conviction for major motor vehicle violations.
- No history of frequent motor vehicle violations of any kind.
- Must submit to periodic, random drug-testing.
- May not belong to an organization which advocates the violent overthrow of the governments of the United States, the State of New Hampshire or the Town of Allenstown.

Summary of Occupational Exposures:

- Extended periods of exposure to sunlight, wind, snow, rain, and extreme temperature. Exposure to hazardous materials, fuels, lubricants, solvents and fluids.
- May be exposed to solid waste components, herbicides, pesticides, paints, solvents, hydraulic fluids, and fertilizers.
- May be exposed to long periods of sunlight and unfavorable climatic conditions.
- May be exposed to poison ivy, oak or sumac, and insects such as wasps, hornets, bees, etc.
- Blood borne pathogens: Category 2 (Some emergency procedures may entail Category 1 exposure risks)

Add other occupational exposures from Guidebook.

Here insert "Specific Vocational Preparation Requirement(s):" and mark this position 2.

Here insert "On the Job Preparation Requirement(s):" and mark this position ?.

Specific Requirements for the Position:

- Residency requirement is fifteen minutes response time to one of the Town's fire stations within one (1) year of employment.

Schedule:

Hourly Employee:

- 45 hours per week, weekdays
- Overtime, after 53 hours worked, if and when needed or required; may be expected to work shifts of up to 16 hours.

Salaried Employee:

- The position of fire chief is an executive position requiring substantial judgment and discretion. The fire chief has flexibility in setting the chief's weekly schedule. The understanding is that this flexibility notwithstanding, the chief will be available for coverage during regular business hours. The standard work-week in Allenstown is 40 hours per week.

Call Fire Chief

- There are no set hours for a call fire chief. The fire chief is expected to be available as needed.

The following are applicable to the fire chief, regardless of employment status:

- Must be available for recall on weekends, holidays and other unscheduled time.
- Required to attend a minimum of 24 hours per year for firefighter training and 48 hours per year of continuing education for EMT-B.
- Notwithstanding the above, if the position is filled by a call employee, then employee must meet the requirements as outlined in the job description of a call firefighter.
- Must conduct Board of Officers' meetings.

Date of Creation: February 28, 2011

Revised Date:

Created by: Paul Apple, Town Administrator

Revised by:

POSITION PHYSICAL ACTIVITY REQUIREMENTS

COGNITIVE and SENSORY REQUIREMENTS

Talk: Necessary.
Hear: Necessary.
Sight: Meet NFPA 1582 Standard.
Smell: Necessary.

PRIMARY PHYSICAL REQUIREMENTS

LIFTING:

Lift up to 10 lbs: Regularly required.
Lift 11 – 25 lbs: Regularly required.
Lift 26 – 50 lbs: Regularly required.
Lift over 50 lbs: Regularly required.

CARRYING:

Carry up to 10 lbs: Regularly required.
Carry 11 – 25 lbs: Regularly required.
Carry 26 – 50 lbs: Regularly required.
Carry over 50 lbs: Regularly required.

REACHING:

Reach above shoulder height: Regularly required.
Reach at shoulder height: Regularly required.
Reach below shoulder height: Regularly required.

HAND MANIPULATION:

Grasping: Regularly required.
Handling: Regularly required.
Torquing: Regularly required.
Fingering: Regularly required.
Controls & Equipment: Regularly required.

OTHER PHYSICAL CONSIDERATIONS:

Twist: Regularly required.
Bend: Regularly required.
Crawl: Regularly required.
Squat: Regularly required.
Kneel: Regularly required.
Crouch: Regularly required.
Climb: Regularly required.
Balance: Regularly required.

WORK SURFACES:

Desks, floors, uneven surfaces, sloped surfaces, snow, ice, grass, pavement, vehicle interiors and exteriors, structures and structural components.

DURING A TEN HOUR DAY, THE EMPLOYEE IS REQUIRED TO:

Sit: Five consecutive hours, up to a total of ten hours.
Stand: Five consecutive hours, up to a total of ten hours.
Walk: Five consecutive hours, up to a total of ten hours.