	Job Description Allenstown Fire Department			
	<i>Title</i> Fire Chief			
	<i>Policy No</i> JBD 1	<i>Original Adoption Date</i> 5/8/2018	<i>Revision – No. & Date</i>	<i>Page No</i> Page 1 of 4

JOB SUMMARY:

Performs highly responsible supervisory and administrative work in planning, organizing, coordinating and directing all activities of the Fire Department.

Performs responsible administrative technical supervisory work as head of the Fire Department including the supervising of all firefighting, fire training, fire prevention, and emergency medical services in the jurisdiction. Perform related work as required.

SUPERVISION RECEIVED:

Is appointed and reports directly to the Board of Selectmen. Works in tandem and under the general administrative direction of the Town Administrator on various fire department initiatives. Establishes departmental operating policy and works independently in supervising all technical operations of the department and in accomplishing desired work results. Work is reviewed through submission of reports and through policy discussions with the Board of Selectmen.

SUPERVISION EXERCISED:

Supervises directly or through subordinates all employees of the Fire Department and provides administrative direction to assure maintenance of an effective fire prevention training and fire suppression program for the Town. Has responsibility for the hire, separation and discipline of personnel subject to approval of the Board of Selectmen.


Responds to emergencies as dictated by current conditions and assumes complete operational control of the department and emergency scenes when required. Ensures that assigned activities are accomplished through the chain of command.

EXAMPLE OF DUTIES:

(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

1. Establishes department policies, procedures and regulations to assure maximum readiness to respond to the Town's needs; review reports to assure progress toward established goals and takes corrective action where necessary.
2. Consults with the Board of Selectmen and the Town Administrator on major policy issues and priorities and meets with various Town, community and departmental personnel to explain and carry out these objectives.

Approved: _____
Date: _____

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3. Assigns areas of responsibility to subordinate officers and delegates to officers the assignment of duties to individual firefighters. Assures personnel receive optimum training and drilling in modern firefighting techniques and equipment operations.
4. Evaluates performance of subordinates and reviews probationary reports; personally or with subordinate officers, deals with problems in assignments, discipline, morale, training, labor relations or any other problems regarding departmental policy.
5. Plans and prepares annual operating budget and directs expenditures of department funds.
6. Represents the department and Town at various high-level meetings such as Selectmen, Safety Committees, Emergency Management Groups, State of N.H. Legislative hearings, and at state and regional associations related directly to fire service organizations.
7. Exercise authority as detailed in RSA 154:7 Authority of Fire Officer in charge and other RSAs which involve fire department organizations.
8. Serves as Fire Warden for the town which involves fire loss reporting, record keeping and training of Deputy Wardens.
9. Performs other related duties as required and assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Extensive knowledge of the principles and practices of modern fire department leadership, administration, extensive knowledge of the principles, practices, procedures, equipment and apparatus used on modern firefighting and in the protection of life and property from fire.


Ability to plan, install and carry out programs of training and development, municipal budgeting, strategic planning, fire prevention, and investigative activities.

Ability to establish and maintain effective working relationships with civic groups and the public, as well as to command and hold the respect and discipline of subordinates.

Ability to express ideas clearly, orally and in written form.

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MINIMUM QUALIFICATIONS REQUIRED:

1. High School Diploma or equivalent
2. Shall have an Associate’s Degree with major course work in Fire Science, Business Administration or Leadership. (Graduation from the National Fire Academy EFO program and a four (4) year college or university preferred)
3. Must have demonstrated experience in Fire Prevention, Management, EMS, or a closely related field; and progressively responsible experience in fire suppression and prevention work, including supervisory and administrative experience equivalent to ten (10) year’s experience in a major fire department, at least five (5) of which has been in a high-level supervisory position.


OR

Any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities as determined by the Allenstown Board of Selectmen.

4. Must be Firefighter II certified equivalent to National Professional Qualifications Board (NPQB) or International Fire Service Accreditation Congress (IFSAC).
5. Must be Hazardous Materials Operations certified equivalent to National Professional Qualifications Board (NPQB) or International Fire Service Accreditation Congress (IFSAC).
6. Must be Fire Officer I & II certified equivalent to National Professional Qualifications Board (NPQB) or International Fire Service Accreditation Congress (IFSAC) within 18 months of employment.
7. Must have Incident Command System (ICS) 400
8. Must have State of NH EMS Providers License; minimal of EMR level, license is required to be maintained for this position.
9. Must have a valid NH Commercial Driver's License (CDL) with airbrake and tank endorsement.
10. Must successfully complete a background investigation with no convictions for any crime.
11. No conviction or history of frequent motor vehicle violations of any kind.

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PHYSICAL EXERTION/ENVIRONMENTAL:

Frequent physical effort required while engaged in combating emergency situations. Working conditions are disagreeable with exposure to all the weather's elements as well as exposure to hazards resulting from firefighting and EMS that could result in total disability or death.