

Town of Bowdoinham

Job Description

TITLE: Fire Chief
Emergency Management
Director

DEPARTMENT: Fire & Rescue Department

Work Schedule: ~~Volunteer, Annual Stipend~~ Full-time

FLSA: Non-Exempt

Revised: 06/11/2024

Approved Date: 10/22/2019

Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing Fire, Emergency Medical Services and Emergency Management.

REPORTS TO:
Town Manager

SUPERVISES:
Deputy Fire Chiefs
EMS Director
Captains
Other FD/EMS staff through
subordinate officers

General Expectations and Position Summary:

The person filling the position must:

1. Be committed to the vision statement of the Town.
2. Work as a member of a team in the performance of duties.
3. Work in harmonious relationships with all Town staff and members of the public.
4. Perform duties in a conscientious, cooperative manner.
5. Perform required amount of work in a timely fashion with a minimum of errors.
6. Be neat and maintain a professional appearance.
7. Possess a valid driver's license.
8. Understand and work within the Town of Bowdoinham's Ordinances, Policies and Procedures.

General Duties & Responsibilities:

The Fire Chief:

1. Manages all administrative activities of the Fire and EMS Department.
2. Responsible for Emergency Management Director duties.
3. Plans, coordinates, supervises and evaluates ~~Fire and EMS~~ Department operations.
4. Establishes policies and procedures for the ~~Fire & Rescue~~ Department to comply with local, state and federal standards.
5. Review departmental performance and effectiveness and formulate programs and policies to alleviate deficiencies.

6. Implement directives from the Town Manager or Board of Selectmen.
7. Plans and implements Fire and EMS programs for the Town in order to better carry out the policies and goals.
8. Prepare, present and ~~implement~~ administer the annual budget for the ~~Fire & Rescue~~ Department
9. Develop or review specifications for new or replaced equipment.
10. Responds to incidents and directs activities as appropriate.
11. Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances.
12. Directs the operation of departmental in-service training activities.
~~Controls the expenditure of departmental appropriations.-(see #6)~~
13. Maintains departmental discipline, conduct and general behavior of assigned personnel.
14. Prepares and submits monthly reports to the Town Manager regarding the Departments' activities and prepares a variety of other reports as appropriate including the annual report of activities.
15. Prepares a variety of reports for state, local, and federal agencies and prepares and administers grants.
16. Plans departmental operation with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.
17. ~~Assigns personnel and equipment to such duties and uses as the service requires.~~ Responsible for all administrative and supervision of department personnel. Maintains all records including employee, Maine BLS, Training, and personnel records.
18. Recommend and purchase of new equipment and supplies as needed for continued daily operation.
19. Ensures compliance with Maine EMS requirements as well as other applicable local, state and federal standards.
20. Coordinates the maintenance and repair of all department equipment and facilities.
21. Coordinates, plans and implements Town's safety programs.

Peripheral Duties:

1. Meets with elected or appointed officials, other Fire officials, community and business representatives and the public on all aspects of the Departments' activities.

2. Attends conferences and meetings to keep informed of current trends in the field; represents the ~~Fire & Rescue~~ Department in a variety of local, county, state and other meetings.
3. Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.
4. May serve as a member of various employee committees.

Desired Minimum Qualifications

1. Education and Experience:
 - A. Graduation from high school or GED equivalent.
 - B. ~~Four (4) years prior work experience of a progressively responsible nature in fire fighting and prevention, including supervisory duties.~~ Minimum of five years of progressive experience in the fire service with at least 2 years in a supervisory role.
2. Necessary Knowledge, Skills and Abilities:
 - A. ~~Thorough~~ Extensive knowledge and experience of modern fire suppression and prevention principles, practices, methods, procedures, techniques, and equipment;
 - B. ~~Working knowledge of first aid and resuscitation techniques and their application; emergency medical services.~~ Knowledge of Maine Emergency Medical Services rules and regulations, as well as department and individual licensing requirements.
 - C. Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
 - D. Skill in the operation of department ~~listed~~ tools and equipment.
 - E. Ability to train and supervise the work of subordinate employees;
 - F. Ability to perform work requiring good physical condition;
 - G. Ability to communicate effectively orally and in writing;
 - H. Ability to exercise sound judgment in evaluating situations and in making decisions;
 - I. Ability to effectively give and receive verbal and written instructions;
 - J. ~~Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and (see M below)~~
 - K. Thorough knowledge of the geography of the Town, including the location of streets, hydrants, and major fire hazards.

- L. Working knowledge of the municipal budget process ability to develop and administer a budget.
- M. Ability to establish and maintain effective working relationships with subordinates, other Town officials/employees, and the general public.
- N. Ability to meet the special requirements listed below.

Special Requirements

- 1. Must possess ~~Maine certification of~~ Firefighter I and II certification. ~~And certificate of Emergency Vehicle Operator Course training;~~
- 2. Must possess Ambulance Vehicle Operator training (AVOC)
- 3. Must possess a valid Maine EMS license at the EMT 1 level or higher.
- 2.4 Must possess, or be able to obtain by time of hire, a valid Maine State Driver's License without no current record of suspension or revocation in any state (current record is any occurring within the past 11 years)
- 3.5 No felony convictions or disqualifying criminal histories within the past seven years;
- 4.6 Ability to read and write the English language
- 5.7 Ability to meet Departmental physical standards.
- 6.7 ~~Must possess a valid Maine Emergency Medical Technician or higher level license issued through Maine EMS~~

Tools and Equipment Used

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone

Physical Demands

The physical demands described here are representative of those that must be met by an employee to safely perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to safely perform the essential functions.

While performing the duties of this job, the employee is frequently required perform the following tasks without limitation: sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

Selection Guidelines

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination. NOTE: Appointees will be subject to completion of a standard probationary period.

The examples of duties are intended only as illustrations of the various types of work 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.

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