



Town of Marion
Two Spring Street
Marion, Massachusetts 02738

Fire Chief/Emergency Medical Services Director Job Description

Position Definition:

The purpose of this position is to administrate, supervise, plan, direct and manage the operations of the Marion Fire/EMS Department, its staff, and equipment in the protection of life and property, in the prevention and extinguishing of fires and in the safe handling of hazardous materials, and all other related work as required. The Fire Chief/EMS Director is responsible for maintaining the support and development of a call/volunteer fire/EMS department. He/she shall continue improving upon the efficiency and effectiveness of all areas under his/her direction and control. The Fire Chief/EMS Director is responsible directly to the Board of Selectmen. As a salaried employee, that responsibility is on a 24 hour, 7 day a week basis. He/she is responsible for the overall objectives of the Fire/EMS Department and should be reasonably available for situations of fire suppression requirements.

Fire Chief/EMS Director Distinguishing Characteristics:

The individual in this position performs highly responsible duties requiring independent judgment and initiative in planning, organizing, training, and direction of work of the Fire/EMS Department, and in the enforcement of statute law, Town By-laws, and departmental rules and regulations. This position is appointed under the "Strong-Chief" provisions of Chapter 48 of the Massachusetts General Laws.

The Fire Chief/EMS Director is responsible for:

- The continued and efficient operation and the enforcement of rules and regulations within the Department,
- The completion and forwarding of any and all reports as may be required by proper authorities, the Board of Selectman, or the Town Administrator,
- The Department's relations with local citizens, the local government and other related agencies.

The Fire Chief/EMS Director has contact with public officials and the general public which requires considerable persuasion and discretion. The Fire Chief/EMS Director is considered a community leader and shall act accordingly so as to not reflect poorly in any manner upon his/her office or department. The Fire Chief/EMS Director makes frequent contact with other municipal fire departments, other town departments, the general public, utility companies, regional and/or state officials and the media. These contacts can be in person, in writing and/or by telephone and require discussing complex administrative matters. These contacts must be performed and maintained in the utmost professional manner possible.

The Fire Chief/EMS Director has access to confidential information, the disclosure of which could have legal and/or personal repercussions. Errors could be costly and very serious in terms of a decreased or less efficient protection of persons and property, confusion and delay, possible personal injury/death, and result in direct financial and legal repercussions for the Town of Marion.

Most work is performed under typical office and Fire/EMS Department conditions; some work is performed at firefighting operations under varying weather conditions and under conditions that may involve considerable personal danger, with exposure to fumes or toxic substances. The Fire Chief/EMS Director will frequently be required to work outside normal business hours and may be contacted at home at any time to respond to important situations and emergencies.

Supervision:

- **Supervision Received:**
 - Works under the policy direction of the Board of Selectmen and the Town Administrator in accordance with provisions of the General Laws. The position is subject to review and evaluation according to the town's personnel plan
- **Supervision Given:**
 - Has overall supervisory responsibility for all firefighters and EMS personnel. Directly supervises officers and other personnel.
 - Develops job direction, assigns tasks and instruction, and monitors personnel performance evaluations both directly and indirectly through subordinates

Essential Functions:

The Fire Chief/EMS Director appoints all members of the Department as established by the "Strong-Chief Act. The Fire Chief/EMS Director plays a leadership role in recruiting members of the Department in order to maintain the volunteer aspect of the operation. He/she enlists the suggestions of the members/employees of the Department to ensure maximum relevance and acceptance of all departmental regulations. The Fire Chief/EMS Director keeps himself/herself informed as to the affairs of the Department, ensuring that the duties and responsibilities of the members/employees are being properly discharged. The Fire Chief/EMS Director responds to and investigates all cases of alleged or apparent misconduct by departmental personnel. He/she may assign, detail or transfer any member/employee of the Department to or from any unit or assignment whenever he/she shall deem such action to be in the best interest of the efficiency, discipline or morale of the Department. The Fire Chief/EMS Director determines disciplinary action, as required following both the Department's and the Town's policies and procedures.

The Fire Chief/EMS Director:

- Attends meetings and conferences for purposes of public relations, regional discussions, information gathering and exchange. The Fire Chief/EMS Director investigates all complaints and concerns registered in regards to the department. The Fire Chief/EMS Director plans and administers all educational and civic action programs. The Fire Chief/EMS Director maintains positive relations with citizens and the community.
- Is responsible for the Department remaining in compliance with the mandates of the Massachusetts Department of Public Health Office of Emergency Medical Services Ambulance Regulation Program.

- Conducts inspections and issues permits and updates as appropriate of oil burners; oil tanks; kerosene heaters; gas storage facilities; and smoke detectors and other duties or regulations required under Massachusetts law.
- Reviews plans for major projects in the town, such as subdivisions and industrial and manufacturing facilities. Reviews plans and conducts periodic reviews of systems which provide water in emergency situations such as fire ponds.
- Maintains agreements and policies with surrounding municipalities regarding mutual aid.
- Conducts investigations into the causes of fires, in conjunction with local and state law enforcement officers in cases of fire-related criminal activity, such as arson; administers the enforcement of all codes, bylaws and laws relating to fire suppression and prevention.
- Oversees/performs regular performance evaluations of all members/employees.
- Observes members/employees performance and assesses training needs. Conducts formal and informal counseling sessions with subordinates to discuss performance.
- Ensures that all members/employees are properly trained to carryout assigned duties. Oversees the planning, development and evaluation of training sessions/drills. Approves Training Officer and Training committee's annual training schedule.
- Submits budget recommendations for equipment, personnel, training and special services and furnishes documentation to support requests. Prepares capital improvement program requests. Maintains control of department expenditures. Monitors appropriation account balances to ensure compliance with budgetary constraints. Approves payroll and overtime.
- Prepares and submits annual reports. Compiles uniform fire reports for the State Fire Marshall: maintains department records, prepares special reports for state, county, and federal officials as required.
- Develops and implements procedures for the care, inventory, maintenance, and replenishment of all department equipment.
- Performs all duties required of subordinates when required.
- Assists at emergency ambulance and police calls when called upon.
- Exercises general supervision and inspection of all licensed public places within the community.
- Plans and executes fire safety programs and modifies these programs to meet current trends.
- Performs all other duties to be assigned.

Appointed Forest Warden, Hazardous Material Coordinator, Emergency Medical Services Director, Gas and Fuel Storage Inspector.

RECOMMENDED MINIMUM QUALIFICATIONS:

Education, Training and Experience:

Preferably the candidate will have a Bachelor's Degree in fire science or fire administration or applicable field like Public Administration, eight years progressively responsible experience in a municipal fire department, preferably a call department, two of which have been in a supervisory capacity as officer in a fire department; or an equivalent combination of education and experience.

Knowledge, Ability, Skill:

Knowledge: Thorough knowledge of modern firefighting and rescue service principles, practices, equipment and techniques. Comprehensive knowledge of the state fire laws, town bylaws,

building codes, hazardous materials and town water systems. Thorough knowledge of the applicable provisions of the Massachusetts General Laws and Standard Operating Guidelines of the department.

Ability: Ability to establish and maintain effective working relationships with Town officials, subordinates, the general public and other fire officials. Ability to lead and supervise subordinates and to delegate authority. Ability to quickly and prudently exercise command authority in life-threatening situations, taking into account a wide variety of factors and concerns. Ability to remain calm, concentrate and perform all responsibilities in a competent manner at all times. Ability to communicate effectively and efficiently verbally and in writing at all times. Ability to delegate responsibility and work well with subordinates. Ability to plan, prepare, and manage a budget and capital expenditure program.

Required Qualifications:

- Eligibility for CORI certification
- Certification of fire fighter I/II
- CPR certification/First responder certification
- Possession of a valid driver's license (except motorcycle)
- Other licenses and certifications as required by State law

Preferred Qualifications:

- Certification as a fire instructor or ability to obtain within one (1) year
- Certification as a fire officer I or ability to obtain within two (2) years
- Certification from the Massachusetts Chief Fire Officer Management Program (CFO) or ability to obtain within three (3) years
- Graduate from an Executive Fire Officer Course
- Previous or current EMT certification
- Significant experience managing call and/or full time department (or some combination thereof)

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position involves physically hazardous functions under emergency conditions. Minimal physical effort generally required for work performed in the office. Moderate to strenuous physical effort occasionally required in the performance of work at the scene of fires or emergencies, requiring long periods of standing and walking. At fires, wears full protective equipment weighing approximately 50 pounds. Physical agility required to access all areas of inspection and fire sites. Specific vision ability required include close vision, distance vision, color vision, peripheral vision and depth perception; Required to use hands to finger, handle, or feel objects, tools or controls and to reach with hands and arms up to 2/3 of the time. Required to sit, stand, talk or listen, climb or balance, kneel or crouch.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the need of the employer and requirements of the job change.)