



**TOWN OF TOPSFIELD
FIRE CHIEF
(FIRE AND RESCUE)**

Position Purpose:

Responsible for managing, supervising and directing all administrative and technical aspects of fire protection, emergency medical services, and Emergency Management for the Town of Topsfield; includes duties as Fire Chief, Forest Fire Warden, and Emergency Management Director. The Fire Chief was established in 1998 as a strong chief pursuant to Chapter 48 Section 42. Performs all other related duties as required. FLSA exempt.

Supervision:

Supervision Scope: Performs highly responsible duties requiring independent judgment and initiative in planning, organizing and directing the work of the department and in the enforcement of federal, state and local laws, and town and departmental bylaws.

Supervision Received: Works under the administrative direction of the Town Administrator, and in accordance with the applicable provisions of the Massachusetts General Laws.

Supervision Given: Responsible for the supervision and performance of all personnel within the operating units under his/her direction and control.

Job Environment:

Work is performed primarily in offices, vehicles, and outdoor settings; is performed under variable weather conditions, including temperature extremes; incumbent is exposed to alarms and hazards associated with fighting fires, rescue, hazardous materials, and rendering emergency assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. Some work is performed in emergency and stressful situations. The Chief is on call at all times to respond to major fires and other emergencies.

Regularly operates motor vehicle; when in the office, operates computer and standard office equipment such as telephone, copier, and facsimile machine; when at a fire or emergency, may be required to operate some or all of the following equipment: light trucks, various power tools, and hand tools, fire and emergency apparatus to include engines, ladder truck and ambulance, radio, and all standard firefighting and rescue equipment and tools.

Has frequent contacts with town, state, and federal officials, other fire departments, the media, insurance companies, and other town departments, Fire/EMS and EMA associations; contacts require excellent customer service and communication skills.

Has access to an extensive amount of highly confidential information such as personnel records, criminal investigations and records, litigation, personal information about citizens, and homeland security information.

Errors can be costly in terms of decreased or less efficient protection to persons and property, confusion and delay, and result in direct financial and legal repercussions, injury or loss of life to the Town and individuals.

Essential Functions:

(The essential functions, or duties listed below are intended only as illustrations of the various types of work that may be 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.)

Responsible for the formulation, organization, direction, supervision, and coordination of the Town's Fire and Rescue Department to ensure effective and efficient provision of emergency and non-emergency fire and Emergency Medical Services, including fire suppression, prevention, education, disaster planning, and related programs.

Develops and maintains a strategic plan for operations and facilities under his/her control.

Responsible for the complete operation and control of Fire and Rescue Department, officers, firefighters, and other personnel, firefighting equipment and apparatus, records and reports; and provide training programs and refresher courses for employees and other personnel.

Directs the investigation of all fires and emergency calls and recommends prosecution or further investigation of all suspicious fires; and maintains related records of departmental activities. Formulates departmental rules, regulations, and procedures, safety programs, implements fire prevention programs and in-service inspections.

Directs the inspection of all buildings, schools, hospitals, convalescent homes and business buildings within the Town; issue related permits; and make recommendations for the prevention of fires.

Through the Essex County Fire Chiefs Association and the Massachusetts Fire Chief Association, works with the state and national officials on issues pertinent too the fire service; and coordinate efforts with local businesses and citizens to interpret rules, answers and questions and resolves problems.

Remains on-call 24 hours per day to respond to all fires and emergencies and to investigate and determine causes; works with local police and Fire Marshal's office when required and also is responsible to coordinate the mutual aid system.

Responsible for ensuring proper training of EMTs and Paramedics and oversees the review and approval of all plans for new buildings in the Town as to sprinkler systems, smoke detectors, building inspections and water supply.

Oversees the preparation of the departmental budget; presents and discusses budget with the Town Administrator and the Board of Selectmen; monitors departmental performance; manages issues or concerns with the union and the Labor Relations Commission.

Serves as the Town's Emergency Management Director.

Serves as the Compliance and Quality Assurance Officer for the Commonwealth of Massachusetts Service Zone Plan and Ambulance Services operating in the Town of Topsfield.

Attends conferences, meetings, seminars, training programs, and reads related publications dealing with the fire service; and performs other related duties as required.

Oversees the issuance of permits; reviews applications and makes on-site inspections prior to issuance as required; oversees the collection of fees for permits and ambulance use and the maintenance of associated records.

Responsible for the recruitment and training of all firefighters.

Serves as a Forest Warden.

Manages all grant administration for the department and various programs.

Responsible for Commonwealth of Mass DPH Service Zone Plan compliance.

Responsible for Fleet Maintenance requiring testing and certifications by UL annually.

Responsible for overseeing building maintenance and cleaning, upgrades to structure and systems.

Responsible for ALS Ambulance Licensing and Food and Drug licensing for narcotics and other controlled substances.

Responsible for Topsfield's Comprehensive Emergency Plan, Collaborative Operating Group.

Responsible for National Incident Management program.

Oversees community's disaster recovery through FEMA for expenditure reimbursement.

Responsible as the Fire Chief and EMD for Public Safety Operations at the Topsfield Fair.

Represents the town in matter related to regional dispatch. Plans, directs and exercises general supervision over the work of the entire department to include the management of staffing, technology, physical facility, vehicles and apparatus, record keeping and equipment.

Establishes policy and enforces departmental rules, regulations, work methods and procedures.

Prepares and administers the Department annual budget; monitors budget to ensure adherence to budgetary control; oversees personnel administration function within Department including reviewing time sheets/run sheet, preparation of payroll and auditing payments.

Acts as representative of the Department before Board of Selectmen, MEMA, FEMA, and citizen groups; represents the Department at community, civil, and social events.

Attends professional meetings and conferences for purposes of emergency management planning/homeland security issues, regional discussions, and information gathering and exchange; several of the organizations/agencies involved include: the Massachusetts Association of Fire Chiefs, the International Association of Fire Chiefs, the New England Fire Chiefs Association; Massachusetts Emergency Management Agency; Federal Emergency Management Agency.

Participates in mutual aid with other area municipalities.

Oversees the maintenance of all Department records and statistics, responsible for Public Safety Communications and serves on the Advisory Board at the Essex County Regional Emergency Communication Center.

Keeps abreast of developments in the field and technology of firefighting equipment, procedures and emergency preparedness.

Plans, implements and promotes public information programs in fire prevention, emergency preparedness, and safety including speaking at public events, civic groups, and schools.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree required in Public Administration, Fire Science or related field; Master's Degree highly preferred; 7 to 10 years of related work experience and a minimum of 7 years in a supervisory capacity; or any equivalent combination of education and experience.

Special Requirements:

Fire Chief – Massachusetts Credentialed

Fire Chief Officer Certification

EMT Certification

Massachusetts driver's license

Firefighter I & II

AED & CPR Certification

Hazmat Technician desirable

CDL license desirable

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of modern firefighting principles, equipment and techniques; thorough knowledge of the Town, fire and emergency risks and other potential emergency exposures; knowledge of various fire department maps. Working knowledge of Massachusetts state laws and regulations pertaining to Fire services. Comprehensive knowledge of the State fire laws, Town bylaws, building codes, and hazardous materials. Knowledge of Federal and State laws related to homeland security. Knowledge of computer systems and communications equipment applicable to fire departments. Good knowledge of the principles and practices of planning, budgeting, administration, supervision, and coordination of a fire department.

Ability: Ability to quickly and prudently exercise command authority in life-threatening situations, taking into account a wide variety of factors and concerns. A demonstrated ability to formulate goals and objectives and to establish and maintain effective contacts with a variety of groups and organizations in and outside the government. Ability to read and understand blueprints, building and subdivision plans, fire alarm plans, fire sprinkler plans and perform hydraulic calculations. 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.

Skill: Creativity, innovation and judgment relating to planning and achieving department goals. Financial management skills. Excellent planning, time management and organizational skills. Proficient in computer skills. Must be highly skilled and proficient with Microsoft Word, Microsoft Windows, Microsoft Excel, PowerPoint, Outlook, Fire House Software, Zoll PCR, WEB Page, Adobe Reader, Google, Chrome, and Internet Explorer

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.

Performance of work may involve standing, walking and sitting for long periods of time. Physical ability required to operate ladder trucks, pumpers, and other emergency vehicles. Ability to use hoses, forcible entry tools, and other equipment. Physical agility is required to access all areas at the scene of the fire. Work involves pushing, climbing, stooping, kneeling, crawling, reaching with hands and arms. May be required to lift/carry equipment or persons weighing more than 100 pounds. May be required to wear protective equipment which weighs up to 50 pounds while climbing a ladder. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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

**Approved September 2019
Town Administrator**