

TOWN OF GREENFIELD
APPOINTED FIRE CHIEF

JOB SUMMARY

Responsible for the day to day Fire and EMS operations of the Greenfield Fire Department. Performs supervisory and administrative work in planning, organizing, budgeting, staffing, managing, and directing all administrative and tactical operations of the department. Will have a good working knowledge of and exercise good judgment of best practices consistent with the policy and procedures of the Town of Greenfield and the Greenfield Fire Department.

SUPERVISION RECEIVED

Works with considerable operational independence and personal judgment under the administrative direction of the Selectboard. Uses judgment and initiative in interpreting orders, rules, regulations, procedures, laws, and in meeting emergency situations. Work is reviewed by conferences and observation of effectiveness of work performed. Confers regularly with the Town Administrator and the Selectboard.

SUPERVISION EXERCISED

Supervises directly or through subordinates all members of the Fire Department and provides administrative direction and training to assure the delivery of effective fire suppression and emergency medical programs for the Town. Responsible for the selection, evaluation, and discipline of staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Establishes Department goals, objectives, policies, procedures, and regulations to assure the maximum readiness to respond to the Town's needs for emergency services; compiles and maintains records; reviews reports of others to assure progress toward the established goals and takes corrective action where necessary.
2. Coordinates and directs the activities of the Fire Department in all areas of fire protection and emergency medical services including, but not limited to, firefighting, fire prevention, fire service training, EMS training; hazardous materials, natural disaster, and emergency rescue operations; assisting the emergency medical providers as needed, and maintenance of Department equipment and facilities. Strives continually to improve efficiency and effectiveness of fire prevention and firefighting resources. Consults with the Selectboard on major policy issues and priorities and meets with various Town, community, and departmental personnel to explain and carry out these objectives.
3. Supervises, schedules, and assigns duties to Fire personnel. Assigns areas of responsibility to subordinate Fire Department officers and delegates to officers the assignment of duties to individual firefighters. Supervises in-service educational programs.
4. Responsible for responding to fire and medical calls on his/her duty shift as well as whenever possible at all other times day or night. Responds directly to the scene in his/her own vehicle to evaluate the situation and make decisions as to required personnel, apparatus and alarm status. Acts as the Incident Commander (IC) on calls. Directs operations through instructions to subordinates; engages directly in firefighting, takes charge of emergency situations, directly provides primary emergency medical care as necessary, or directs and guides other providers through the call. Defers to more highly certified medical providers with respect to medical care rendered. Provides auto extrication and rescue services as needed.

5. Develops and administers Department's operating budget; makes projections and recommendations for additional personnel and purchase of equipment. Attends budget hearings, town meeting, and other information meetings to answer questions and concerns by residents.
6. Hires, outfits, teaches, counsels, evaluates, and provides organizational leadership and support to staff. Handles problems in assignment, discipline, morale, training, or any other problems regarding departmental policy. Hears grievances and settles complaints. Establishes chain of command.
7. Keeps abreast of new fire fighting, rescue, and fire prevention techniques and equipment maintenance through workshops, seminars, and publications. Reviews departmental compliance with regulatory matters. Maintains Department membership and skill level in keeping with the needs of the community in a degree of readiness for all activities at all times.
8. Responsible for, or overseeing others, in preparing NFIRS, TEMSIS and all other reporting in a timely and compliant manner.
9. Responsible for interacting with many other outside agencies including mutual aid partners, the Police Department, Highway Department and numerous State and Federal authorities. Acts as liaison with State Fire Marshall's Office.
10. Works with the department Training Officer to coordinate and provide appropriate Fire and EMS training for the department members.
11. Participates in public education on the department's Fire and Emergency Medical Services, including presentations at senior housing, community groups, schools and other organizations.
12. Responsible for working with the Planning Board to prepare a Capital Improvement Plan.
13. Responsible for personnel issues including promotion, training opportunities, discipline, hiring and dismissal. Works as a member of the department's management team to promote a positive and inclusive work environment.
14. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Thorough knowledge of the principles and practices of modern fire department administration; thorough knowledge of modern firefighting duties, methods, and techniques; thorough knowledge of the operation of fire equipment, tools, and apparatus used in modern fire suppression; thorough knowledge of fire prevention and thorough knowledge of training methods and the ability to instruct others in the use of machines and equipment. Knowledge of emergency medical care and rescue operations; knowledge of sprinkler systems and fire alarm systems; knowledge of Town ordinances, State laws, and relevant codes; knowledge of budgetary practices and procedures. Skill in driving and operating specialized fire equipment and trucks; skill in emergency management. Ability to assess and direct fire and rescue operations; ability to exercise judgment and resourcefulness in correcting hazardous conditions; ability to operate both as a member of a team and independently at incidents of uncertain duration; ability to supervise others; ability to plan, organize, evaluate, and direct the work of others; ability to develop training and instructional procedures; ability to inspect and operate, fire and emergency medical equipment and apparatus; ability to operate two-way radio equipment; ability to read plans and blueprints; ability to maintain computer records, and to prepare and present oral and computer generated material relating to the activities of the Department; ability to communicate effectively with others and to establish effective working relationships with other Town officials, State and federal authorities, civic leaders, employees, and the general public. Ability to face life or death decisions during emergency conditions; ability to sustain physical activity and intense concentration under emotionally stressful situations for

long periods of time; ability to perform complex tasks during life-threatening situations; ability to carry 150 pounds greater than 100 feet; ability to make rapid transitions from rest to near maximal exertion without warm-up periods; ability to spend extensive time outdoors exposed to the elements; ability to tolerate extreme fluctuations in temperature (up to 400°) and humidity (from dry to 100%) while performing duties and wearing equipment that significantly impairs body cooling mechanisms; ability to wear personal protective equipment weighing approximately 50 pounds, including positive pressure breathing equipment; ability to be on-call 24 hours per day to meet emergency situations.

MINIMUM QUALIFICATIONS REQUIRED

High School graduate or GED with at least eight (8) years experience actively responding to fire and EMS calls, six (6) years of which are in a supervisory role at progressive Officer levels. Firefighter II (or higher) or EMT (or higher) may be substituted for up to two years of experience; OR any equivalent combination of education and related work experience, which demonstrates possession of the required knowledge, skills, and abilities. Working knowledge of TEMSIS and NFIRS reporting. Computer skills required. Must be a resident of the Town of Greenfield or live within 10 minutes response time of the Greenfield Fire Department. Possession of valid New Hampshire driver's license without suspension or limitation. The availability 24 hours per day to meet emergency situations.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(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 nature of the position requires the employee to be in, and maintain, sound physical condition. Work is performed in a variety of environmental conditions, including heat, cold, wet, icy, slippery, muddy, noisy, etc., and in environments of poor visibility, limited mobility, at heights, and in enclosed or confined spaces. Employee may be exposed to fire, smoke, toxic fumes, dusts, chemicals, solvents, substances, fuels, and fluids, as well as grotesque sights and smells associated with major trauma and burn victims. Tasks and procedures performed in some emergencies may involve risks classified by Center for Disease Control as Category I, Category II, and Category III. Work may involve emotional stress and hazards of traumatic or thermal injury, disability, or even death when fighting fires and dealing with hazardous rescue situations. Employee must rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic, and potentially life threatening environment through the duration of the operation. Required to use hands to finger, handle, and feel objects, tools, or controls; handle or operate equipment; required to reach with hands and arms, climb and balance, stoop, kneel, crouch, crawl; required to sit, talk or hear, stand, walk, taste or smell. Required to frequently lift and/or move up to 50 pounds and occasionally lift and/or move 150 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

The successful candidate may be asked to provide a letter from their primary care physician attesting to the above, or alternatively be required to take a workplace physical at the department's expense.

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