

**Town of Winslow, Maine
Position Description**

Position Title: FIRE CHIEF
Department: Fire
Reports to: Town Manager

OVERVIEW OF POSITION

This is highly responsible administrative and technical work planning, organizing, and directing all activities of the Winslow Fire Department.

Work involves responsibility for planning, directing, and coordinating all fire service activities including those pertaining to fire fighting, fire prevention, emergency medical and rescue operations, emergency and hazardous materials incident management, and fire code enforcement. Work includes determining overall plans and policies to be followed. Supervision is exercised through subordinate supervisors over all employees of the department. Work is performed under the administrative direction of the Town Manager, who reviews work through conferences and reports for overall program effectiveness.

Location: Position is located at the Winslow Fire Station.

ESSENTIAL JOB FUNCTIONS

(The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.)

Plans, organizes, directs, and evaluates fire suppression, fire prevention, emergency medical and rescue programs, and emergency and hazardous waste incident management strategies; develops program objectives and establishes goals and standard operating procedures; reviews incident reports to determine that proper procedures and protocols are followed.

Plans, organizes, directs, and evaluates fire code enforcement, NFPA101 Codes, and oil tank storage.

Determines personnel, equipment, and facility requirements; evaluates and recommends capital equipment and facility improvements and upgrades; directs the preparation of short and long range plans for the department.

Plans for the long-term needs of the Department, capital improvements, capital equipment, and manpower, and transmits those recommendations to the Town Manager and other appropriate local officials.

Holds the position of Emergency Management Director for the Town of Winslow.

Interacts with Departmental staff, other municipal department officials, other fire and emergency medical service personnel and agencies, and the public to establish the Department's programmatic goals and objectives. Reviews progress toward achievement of these goals and initiates such actions as needed to meet them.

Responsible for the development and implementation of the Department's training programs, ensuring that personnel are provided with the appropriate level of training to effectively provide service while remaining cognizant of liability issues.

Prepares and maintains, often through subordinate staff, a wide variety of records, reports and other documents to ensure compliance with local, State and Federal requirements and with sound management techniques.

Establishes and continually fosters strong ties to the community/civic groups, the school system and other municipal departments. Attends meetings of these groups as appropriate and makes presentations regarding issues facing the fire service and emergency medical service issues of the community.

EDUCATION AND EXPERIENCE

Must hold an undergraduate degree in fire science or a related field, with a good working technical knowledge of emergency medical response functions (training in fire schools or related educational settings may be substituted for the undergraduate degree). Must possess a minimum of ten (10) years of experience in a fire service area, with a minimum of five (5) years of increasingly responsible command positions. Advanced degree work or specialized schooling highly desirable.

In lieu of the above, any equivalent combination of training and experience that provides the following knowledge, abilities and skills may be considered at the discretion of the Town.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of modern fire department administration and fire science.

Thorough knowledge of the principles, practices, procedures, equipment, and apparatus used in modern fire fighting and emergency medical and rescue operations and in the protection of life and property from fire.

Thorough knowledge of the principles of organization, administration, and personnel management.

Full knowledge of Departmental Policies, Standard Operation Procedures and Rules and Regulations.

Considerable knowledge of the fire codes and NFPA101 regulations.

Considerable knowledge of the causes of fire and of arson techniques.

Considerable knowledge of hazardous materials incident management and containment strategies and principles, with supplementary technical knowledge pertaining to chemical reactions and their effect on humans and property.

Considerable knowledge of proper emergency medical response techniques and protocols.

Ability to plan, implement, and direct programs, operations, and activities including employee training and development, and fire prevention and investigation activities.

Ability to express ideas clearly, both orally and in writing, and to make effective public presentations.

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

Must be available 24 hours a day for emergency response.

Must be able to quickly and prudently exercise command authority in life-threatening situations, taking into account a wide variety of factors and concerns.

Physical Requirements: The position requires the ability to walk, sit, talk, hear, stand, bend and requires the use of hands/fingers to manipulate computer keyboard and other standardized equipment. The position may require the ability to bend, reach and lift or move up to 25 pounds.

Supervisory Responsibilities: Accountable directly or through subordinate officers for all activities, services and staff of the department

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

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.

Created: 3/23/2018