USE OF MODEL MUNICIPAL JOB DESCRIPTIONS

**Important Disclaimer:**

 These model municipal job descriptions are provided to member towns/cities for use as a guideline and template for the creation of, or revision to, the town’s/city’s job descriptions. We have attempted to present comprehensive model municipal job descriptions, including all legally required aspects of each job. Those towns/cities who have labor unions may have to negotiate the implementation, or the impact, of these model municipal job descriptions.

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fire Chief**

**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | **Fire Chief** | **Number/Code:** |  |
|  |  |  |  |
| **FLSA:**  | **Exempt** | **Salary Range:** |  |
|  |  |  |  |
| **Union:** | **N/A** | **Created:** |  |
|  |  |  |  |
| **Revised:** |  | **Revision No.:** |  |

**Elected \_\_ Appointed \_\_ Hired \_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Summary:**

Performs a variety of complex administrative, supervisory and professional work in direct oversight and control of the activities of the Fire Department. Responsible for planning, organizing, directing and implementing fire prevention, suppression and rescue [add “emergency medical services (“EMS”)” if applicable] to prevent or minimize the loss of life and property by fire [“and emergency medical conditions”].

**Supervision Received:**

Receives general direction from, and reports to [insert chief administrative/executive officer AND/OR Fire Commission as appropriate].

**Supervision Given:**

Supervises the following departments/divisions:

Supervises all Fire Department personnel either directly or through subordinate supervisors [insert other emergency services personnel as appropriate].

**Examples of Essential Functions:**

1. Plans, coordinates, supervises and evaluates Fire Department [“and EMS”] operations.
2. Exercises all authority provided to, and meets all responsibilities imposed upon, Fire Chiefs by local, State or Federal law.
3. Develops operating policies and procedures for the Fire Department to ensure efficient operation of the department or implements directives from the [insert chief administrative/executive officer/legislative body or Fire Commission as appropriate].
4. Plans, develops and implements fire programs as necessary to implement the policies and goals of [insert chief administrative/executive officer/Fire Commission as appropriate]; reviews Department performance and effectiveness, formulates and implements programs or policies to alleviate deficiencies.
5. Supervises and coordinates the preparation and presentation of a proposed annual budget for the Fire Department; directs the implementation of the Department's adopted budget; analyzes and recommends improvements to equipment and facilities, as needed.
6. Directs the development and maintenance of systems, records and documents that provide for the proper evaluation, control and documentation of Fire Department activities and operations [“and billing for EMS”].
7. Plans departmental operations with respect to equipment, apparatus and personnel; supervises the implementation of such plans.
8. Coordinates and supervises the recruitment, selection, training, development, evaluation, assignment and scheduling of subordinate employees.
9. Administers personnel rules and regulations and collective bargaining agreements for the Fire Department; maintains departmental discipline, conduct, general behavior and performance of assigned personnel.
10. Ensures that fire stations, grounds, apparatus and equipment are in proper working order and well maintained.
11. Responds to alarms and may direct activities at the scene of major emergencies, as required.
12. [“Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention and related safety laws and ordinances”].
13. Prepares and submits periodic reports, including narrative and statistical reports upon request to the [insert chief administrative/executive officer AND/OR Fire Commission as appropriate] regarding the Department's activities, and prepares a variety of other reports as appropriate for local, State and Federal officials.
14. Meets with elected or appointed officials, other fire officials, community and business representatives, the media and the public on all aspects of the Fire Department's activities for the purposes of promoting fire prevention and suppression and maintaining favorable public relations.
15. Reviews, recommends and implements new and innovative technology relating to Fire [“and EMS”] service.
16. Cooperates with local, State and Federal agencies and courts as appropriate where activities of the Fire Department are concerned
17. Attends or designates personnel to attend conferences and meetings to keep abreast of current trends in the Fire [and EMS] field; serves or designates personnel to serve on town, regional or State organizations and committees to promote or enhance Fire suppression and prevention [“and EMS”].
18. Performs the duties of subordinate personnel as needed.
19. Identifies and pursues funding and other resources; directs, reviews, drafts as necessary, and approves grant proposal packages; assists in the preparation, review and administration of vendor contracts and agreements.

**Other Job Functions:**

1. Perform all related work as needed.

**Minimum Qualifications:**

**Required Education & Experience:**

1. Graduation from an accredited college or university with a Bachelor's degree with a major field of study in Fire Science, Public Administration, Management or a closely related field.
2. \_\_ years of experience in Fire and Emergency Medical Service work, \_\_ years of which must have been in a rank equivalent to [captain/lieutenant/command capacity] or higher.
3. Suitable experience may be substituted for education attainment if deemed appropriate by the [Town/City Manager/Fire Commission] or his/her designee.

**Knowledge, Skill and Ability:**

1. Thorough knowledge of fire suppression and prevention and emergency medical principles and techniques.
2. Thorough knowledge of relevant local, State and Federal laws and regulations.
3. Thorough knowledge of building construction and fire prevention codes and standards including building design and construction plan reviews.
4. Thorough knowledge of the principles and practices of fire prevention promotion.
5. Considerable knowledge of the principles and practices of public administration.
6. Skill in the use of fire suppression tools and equipment.
7. Skill in financial and human capital management.
8. Skill in the use of computers, including [insert specific software].
9. Ability to plan, organize and direct the work of employees performing varied operations connected with Fire activities.
10. Ability to establish and maintain effective working relationships with subordinates, public officials, other local, State and Federal governmental agencies, the media, community businesses, leaders and organizations and the general public.
11. Ability to compose clear and correct written correspondence and reports; ability to effectively present information verbally and respond to questions from public officials, the media, citizens, and the general public.
12. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and government regulations.
13. Ability to exercise sound judgment in evaluating situations and making decisions.
14. Ability to manage projects.
15. [Ability to meet all physical demands of fire duty].

**Additional Eligibility Requirements:**

1. Fire Officer III, Fire Instructor II, Incident Safety Officer, Health and Safety Officer, CPAT, Connecticut CDL with A, B or Q equivalent, Certified Connecticut EMT.
2. NIMS 100, 200, 300, 400, 700 and 800 training.
3. Executive Fire Officer and Chief Officer Certifications [preferred].
4. Valid, active Motor Vehicle Operator’s license is required.

**Physical Demands:**

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

While performing the essential functions of this job, the employee is frequently required to stand, walk; use hands and fingers, handle or operate objects, controls or standard fire services, tools and equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to **X** pounds, and occasionally lift or move up to **Y** pounds. 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:**

This job operates in a professional office environment with [regular or occasional] related field work. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

While performing the duties of this job, the employee may occasionally work in outside weather conditions. The employee may occasionally work near moving mechanical parts; in precarious places; and with explosives; may occasionally be exposed to wet and/or humid conditions, extreme cold, extreme heat, fumes or airborne particles, toxic or caustic chemicals and vibration and life threatening situations, including possibly being assaulted by others. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of his/her duties. The noise level in the work environment is usually quiet in the office, and moderately noisy to noisy in the field.

**Position Type/Expected Hours of Work:**

This position is [choose one]:

[at will]

[collective bargaining unit member]

[town contract]

[elected]

This is a full time position and hours of work and days are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This position [occasionally/regularly] requires long hours beyond those scheduled hours, including evening and weekend work as job duties demand.

**Travel:**

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

EEOC STATEMENT:

It is the policy of the [Town/City] of \_\_\_\_\_\_\_\_\_ to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the [Town/City] of \_\_\_\_\_\_\_\_\_ will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.