

## Town of Shutesbury

<b>Job Title:</b>	Fire Chief/Emergency Management Director
<b>Department:</b>	Fire Department
<b>Reports To:</b>	Selectboard via the office of the Town Administrator
<b>Exempt/Non-Exempt:</b>	Exempt
<b>Grade Classification:</b>	Grade 10
<b>Salary Range:</b>	Contract
<b>Hours:</b>	40 hours per week
<b>Hiring/Appointing Authority:</b>	Selectboard
<b>Job Description Approved:</b>	November 12, 1995
<b>Reviewed:</b>	December 1999
<b>Updated:</b>	June 2002, October 2002, June 2004 March 2006, April 2006, April 2007, April 2012 May 2018, July 2018

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### **Position Summary:**

Pursuant to Massachusetts General Laws, Chapter 48, Section 42, the Fire Chief shall have full and absolute authority in the administration of the Fire Department. Responsible for supervising and coordinating all department operations, including fire suppression, emergency medical response, purchase and maintenance of equipment and apparatus, hiring, firing and training of personnel and code enforcement. The Chief is appointed by the Selectboard, reports to the Selectboard, through the office of the Town Administrator, and works within town-approved policies and practices. Also pursuant to Massachusetts General Laws, Chapter 48, Section 43, the Fire Chief shall act as the Forest Warden with all due powers and responsibilities. The Fire Chief is also the designated Emergency Management Director for the Town. In this capacity, the EMD takes the lead in coordinating all emergency preparedness activities between the local, regional and state level. The EMD coordinates the preparation and response to local large scale emergencies and acts as the Incident Commander during these responses. In the absence of any other person filling the role, the Emergency Management Director will designate an E911 Municipal Coordinator and Database Liaison, or take on those responsibilities. The Chief shall reside within 35 travel minutes of the Shutesbury Town Hall.

### **Examples of Essential Duties and Responsibilities:**

The 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.

#### **Administrative**

1. Drafts fire services policies, implements fire department policy and fire suppression plans. Plans for short-term and long-term resource and scheduling requirements.
2. Plans for short-term and long-term equipment and apparatus requirements.
3. Directs the operations of the Fire Department and evaluates and administers such functions as: requisitioning of supplies; maintenance of reports, records, repairs, and equipment.

4. Ensures all existing Memorandum of Agreements, Memorandum of Understandings, Certifications, Registration, Radio Licenses and Contracts for Service are kept in force and up to date.
5. Hires, fires, trains, supervises, directs and departmental personnel. Meets with fire fighting personnel to review and evaluate their performance, provide feedback and supervision and listen to complaints and suggestions.
6. Assures that Fire Department personnel complete and maintain all required training.
7. Prepares and administers grants for firefighting equipment and activities.
8. Prepares annual department budget. Presents and defends budget before the Selectboard, Finance Committee and Town Meeting.
9. Directs and controls the expenditure of the approved budget.
10. Prepares Annual Report
11. Ensures prompt and proper completion of required paperwork.

#### **Activities/Operations**

1. Performs firefighting duties including combating and extinguishing fires, rescuing victims, saving property, and operating fire apparatus. Provides first responder medical service at all emergency incidents. Responds to hazardous materials incidents, including carbon monoxide emergencies.
2. Responds to fire alarms, medical and other emergencies and requests for assistance both within the Town of Shutesbury and to other towns within the Tri-State Mutual Aid response area.
3. Plans procedures; assigns personnel and equipment to effect proper fire control, fire suppression and rescue operations; directs firefighting operations.
4. Maintains familiarity with road locations and conditions, the location of hydrants, standpipes and other water sources.
5. Ensures maintenance of hydrants, standpipes and other sources of water and the access to these sources. May mean repair or replacement of equipment and physical cleaning of intake screens etc.
6. Maintains familiarity with the location and layout of buildings and the types of building construction and other information important to the department in emergencies.
7. Confers with town officials, other departments and the public to provide fire safety education and problem solving as needed.
8. Enforces fire codes.
9. Performs plan reviews for building permits.

10. Conducts, or ensures completion of MGL Chapter 148 Section 26F1/2 inspections for all transfer or sales of property (single and two family dwellings).
11. Must be reasonably available to the public via phone or in person to answer any and all questions relating to fire codes, fire safety, fire department operations or other general information.
12. Engages in public relations activities and shall foster good relationships with the public.
13. Participates in training exercises and classes to enhance job-related skills and abilities.
14. Maintains familiarity with changes to 780 CMR State Building Codes where they pertain to or effect fire safety and/or fire behavior in structures.
15. Remains vigilant and educated on changes in the firefighting community/industry; such as changes to laws, regulations and codes, changes in tactics and protocols, and emerging threats (opioids, active shooter, etc.)
16. Ensures all personnel are aware of and where necessary trained and properly equipped to respond to these emerging threats such as fentanyl awareness, hostile MCI, tactical medic and warm zone operations.
17. Participate in the following organizations, Franklin County Fire Chiefs, and Tri-State Fire Mutual Aid Association

**Emergency Management Director**

1. Develops local government emergency plans outlining what each governmental force and supporting group will be responsible for.
2. Develops an Emergency Operating Center/facility (EOC) and emergency shelters.
3. Develops training exercises/activities for municipal employees for a wide variety of potential emergencies/disasters.
4. Represents the Town on the Franklin County Regional Emergency Planning Committee (REPC).
5. Prepares and administers grants related to Emergency Preparedness/Management.
6. Ensures proper level of ICS training for all applicable town employees and maintains records of training (copies of training certificates where possible).
7. Chairs Emergency Management Team Meetings.
8. Oversees the annual review and update of the Emergency Action Plan (EAP) for the Lake Wyola Dam and serves as the Incident Commander and primary contact person responsible for all emergency actions needed.
9. Ensures that all holders of copies of the Emergency Action Plan receive and implement all updates as issued.

10. Works with the Dam Keeper on the on-going monitoring of the water level at Lake Wyola.
11. Periodically reviews and updates all emergency plans.
12. Develops and maintains a comprehensive confidential contact list of all members of the Emergency Management Team.
13. Monitors weather conditions during times of predicted severe weather. Ensures notification of Town residents via Reverse 911 system when necessary.

**E911 Coordinator**

14. Maintains database in reverse 911 system.
15. As E911 Municipal Coordinator and Database Liaison, works with the State 911 NextGen Commission to ensure all address, house numbers, street name and locations are correct.
16. Assigns house numbers pursuant to E911 best practices.
17. Processes E911 ALLI discrepancy forms generated by Shelburne Control and submits to State E911 board for correction to database when necessary.
18. Works/coordinates with Assessors office to ensure correct information is in both agencies database.
19. Coordinates with Town Boards such as Planning, Zoning, Town Clerk and County Buildings Department to ensure proper house numbering throughout any new building, addition or change of use processes.

**Supervisory Responsibilities:** Supervises all personnel in the Fire Department.  
 Supervises Deputy and Assistant Emergency Management  
 Directors

**Education, Experience and License Requirements:**

- High School diploma required; Associates degree preferred.
- Specialized training in firefighting administration, fire prevention and inspection.
- Minimum of five years experience in Fire Service field service.
- Minimum of two years in supervisory position.
- Must complete training to the level of ICS-400.
- Must obtain certification for First Responder and health care provider level CPR with Automatic External Defibrillator certification. EMT certification is not required but is desirable.

**Necessary Knowledge:**

- Has a thorough knowledge of building construction.
- Has a thorough knowledge of building HVAC systems.
- Has a thorough knowledge of fire alarm systems.
- Has a thorough knowledge of radio communication systems
- Has a thorough knowledge of Laws, Regulations and Codes pertaining to Fire Prevention and safety: 527 CMR 1.00, MGL Chapter 148 and MGL Chapter 48 as an example.
- Has a strong working knowledge of the Nation Incident Management System.
- Possesses valid Massachusetts driver's license.
- Has thorough knowledge of the principles and practice of municipal fire service administration.

- Has thorough knowledge of firefighting apparatus and equipment maintenance practices and procedures.
- Has a thorough knowledge of electrical systems: DC vehicle electrical systems, AC household systems, AC transmission/distribution, and Photovoltaic generation systems

### **Skills & Abilities:**

- Has ability to work well with the public.
- Must have the ability to get people of different backgrounds, abilities and personalities to work together as a team, often in life threatening situations.
- Must have the ability to be a good leader
- Has ability to react quickly and calmly in an emergency.
- Has ability to command a fire scene, including planning attack, directing personnel, and directing rescue operations.
- Has ability to make difficult decisions involving the safety of others and protection of property.
- Has a strong mechanical background and mechanical abilities.
- Familiar with small engine maintenance practices.

### **Physical Demands:**

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Duties often involve extreme physical exertion such as lifting heavy objects or persons and climbing several flights of stairs while wearing protective gear and self-contained breathing apparatus.
- The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move up to 150 pounds.
- While performing the duties of this job, the employee is regularly required to sit, stand, walk and run; use hands to finger, handle or feel objects, tools or controls; reach with hands or arms, climb or balance, stoop, kneel, crouch or crawl and talk and hear and taste and smell.
- Specific vision abilities required by this job include close vision, distance vision, night vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 regularly works in outdoor weather conditions and near moving mechanical parts, occasionally works in high, precarious places and in high heat and is occasionally exposed to stress, personal danger, toxic or lethal gases, fumes or airborne particles, and pathogens, blood borne pathogens, biohazards, toxic or caustic chemicals and risk of electrical shock.
- The noise level in the work environment is occasionally loud.

**Selection Guidelines:**

This job description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer if there is a change in the needs of the employer and requirements of the job.

**Affirmative Action:**

The Town of Shutesbury is an Equal Employment Opportunity\Affirmative Action Employer.

**Approved by Selectboard:** \_\_\_\_\_ **Date:** \_\_\_\_\_