

TOWN OF SHARON

JOB DESCRIPTION

Title of Position: Fire Chief

Department/Appointing Authority: Board of Selectmen per Chapter 48 sec. 42 of MGL's

Date: November 17, 2010

Originator: Ben Puritz

Personnel Board Use Only

Classification: E-1

Effective Date of Classification: Unknown

Classification Authority: ☒ **Personnel Board** ☐ **Collective Bargaining**

1. Summary Description

Administrative, supervisory, and technical work in planning, directing and managing the operations of the Sharon Fire & Emergency Medical Service's Department

2. 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.

Directs, supervises and coordinates the municipal fire and EMS service for the town; ensures effective and efficient provision of emergency and non-emergency services. Serves as Emergency Management Director and maintains Town's compliance related thereto.

Supervises the day-to-day operation of the fire department in the extinguishing of all fires in the municipality, and protecting life and property in the event of fire; oversees the operations of all fire divisions, including apparatus, maintenance, fire alarms, inspections and training.

Directs the firefighting operations at all major town fires and emergency incidents.

Formulates and develops fire department operational procedures and standards and other rules and regulations and ensures compliance by all firefighters.

Prepares, presents and manages the Fire Department budget; oversees the purchase, maintenance and replacement of equipment and apparatus.

Supervises, trains, and evaluates subordinates; participates in the collective bargaining and union contract negotiations as a management representative; resolves personnel issues related to injuries, illnesses, transfers, and health and safety concerns.

Oversees the assignment of members of the force to shifts and daily routines; determines disciplinary action, as required.

Reviews plans for major projects in the town, such as subdivisions and industrial and manufacturing facilities.

Conducts investigations into the causes of fires, in conjunction with local and State law enforcement officers in cases of fire-related criminal activity, such as arson; administers the enforcement of all codes, bylaws and laws relating to fire suppression and prevention.

Attends professional meetings and conferences for purposes of regional discussions and information gathering and exchange.

Represents the Fire Department at various meetings, such as town department head meetings, Town Meetings, law enforcement organizations, citizens groups and community events.

Performs duties of Ambulance Administrator, Hazardous Materials Coordinator, Right to Know Coordinator, Superfund Amendment Reorganization Act Administrator (S.A.R.A.), and Local Emergency Planning Administrator.

Performs highly responsible duties, requiring independent judgment and initiative in the planning, organizing and directing of the Fire Department. The Fire Chief is on call 24 hours a day to respond to all fires and emergency incidents which warrant direction. Work is accomplished in conformance with departmental regulations, applicable provisions of the Massachusetts General Laws, and professional standards.

Minimal physical effort generally required for work performed in the office. Moderate to strenuous physical effort occasionally required in the performance of work at the scene of fires or emergencies, which require long periods of time walking and standing. At fires, wears full protective equipment weighing approximately 50 pounds. On occasion will be required to lift fire equipment/apparatus, which may weigh up to 100 pounds. Physical agility required to access all areas of inspection and fire sites including a need to climb and balance on ladders.

Note: When in the office, operates computer and standard office equipment, such as telephone, copier, and fax; regularly operates motor vehicle; when at a fire or emergency the Chief may be required to operate some or all of the following equipment: light trucks, heavy equipment, various power tools, and hand tools, fire apparatus, radio, and all standard firefighting equipment.

In exercising the above functions the employee:

- * makes frequent contact with town and State officials, other fire departments, members of the building community, medical personnel, insurance companies, fire organizations and the general public; contacts are in person, in writing and by telephone. In conducting these contacts, the employee must establish and maintain effective and harmonious relationships with subordinates, the general public and town officials.

- * has access to extensive confidential information, such as personnel records, criminal investigations, medical records, lawsuits, and personal information about citizens, as well as collective bargaining negotiating positions.

Further, in exercising these functions errors could be costly in terms of injuries to firefighters and/or the public, decreased or less efficient protection to persons and property, and result in direct financial and legal repercussions.

3. Supervision

Has overall supervisory responsibility for approximately 26 full-time employees and 4 call employees.

4. Reporting Structure

Works independently under the policy direction of the Board of Selectmen, and the administrative direction of the Town Administrator, working from municipal policies and objectives, consulting with supervisor only where clarification, interpretation, or exception to municipal policy may be required; assumes direct accountability for department results.

5. Physical Environment

Majority of work is performed primarily in office and fire station; frequent emergency work is performed under variable weather conditions, including temperature extremes; exposure to loud noises and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils; the noise level in the work environment is usually quiet in office setting, and loud at an emergency scene; work is performed in emergency and stressful situations.

6. Education/Basic Knowledge

Bachelor's Degree in fire science or fire administration.

Thorough knowledge of modern firefighting principles, practices, equipment and techniques.
Working knowledge of building construction and all related codes.

Special Requirements:

Massachusetts Class D motor vehicle operator's license
Massachusetts EMT Certification

7. Experience

Ten years progressively responsible experience in a municipal fire department, five of which have been in an administrative capacity; or an equivalent combination of education (see above) and experience.

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.