

**FIRE CHIEF**  
**(Town of Yarmouth, Massachusetts)**

**Definition:**

Technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions; work is performed in accordance with municipal and state laws; all other related work as required.

**Supervision:**

Works under the administrative direction of the Town Administrator and in conformance with departmental regulations, applicable provisions of the general laws, and professional standards.

Performs highly responsible functions of a complex nature requiring considerable initiative and judgment particularly in emergency situations which do not fall clearly within established practices or precedents; ability to anticipate and react under extremely stressful situations.

Directly supervises the Deputy Fire Chief, Fire Prevention Captain, EMS/Training Supervisor, four Shift Commanders (Captains), and two clerical positions. Supervises directly and through subordinates a total employees of 65 full-time and 19 part-time (paid on call).

**Job Environment:**

Work is performed primarily in office, vehicles, and outdoor settings; work is performed under variable weather conditions, including temperature extremes; incumbent is exposed too hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid 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; the fire chief is on call 24 hours a day to respond to all fires and emergency incidents.

Regularly operates motor vehicle; when in the office, operates computer and standard office equipment such as telephone, copier, and fax; 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.

Makes frequent contact with municipal and state officials, and other fire departments, the media, insurance companies, the general public, and other town departments.

Has access to a wide variety of department-related confidential information including personnel records, law suits, criminal investigations and records, etc.

Errors could endanger persons and property, cause considerable delay and confusion, and have serious financial and/or legal repercussions for the town.

**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.)*

Formulates, organizes, directs, supervises and coordinates the municipal fire service for the town; ensures effective and efficient provision of emergency and non-emergency services, including but not limited to fire suppression, emergency medical services, disaster planning and implementation, hazardous material management, fire prevention and education, and emergency management programs for the town.

Directs the overall firefighting effort and training of personnel; plans, organizes, assigns, directs and inspects the operations of the fire department; functions involve the responsibility for extinguishing all fires in the municipality and protecting life and property in the event of fire; consults with town officials in developing policies for the protection of life and property.

Responsible for the administration, assignment and discipline of personnel.

Provides all levels of training and refresher programs for all firefighters, permanent and call, and associated program development and record keeping.

Directs or performs inspections of buildings for fire hazards.

Prepares and submits departmental budget recommendations for equipment, personnel, capital improvements, ambulance and special services and furnishes documentation to support requests.

Formulates departmental rules and regulations and procedures and ensures compliance by all firefighters; directs the establishment and implementation of fire prevention programs and in-service inspection programs; directs the inspections of all buildings, schools, businesses and makes recommendations for compliance with appropriate codes, and the prevention of fires, and other hazardous conditions.

Supervises the requisition and purchase of equipment and supplies, and the care and maintenance of equipment, apparatus and stations.

Maintains control of department expenditures and submits regular and special reports on department activities to the Town Administrator.

Responds to alarms and directs activities at the scene of major fires and related emergencies. Acts as hazardous materials coordinator and serves as the forest warden for the town. Supervises dispatch facility.

Responsible for all recommendations for licenses and issuance of all permits.

Oversees and performs arson investigations.

Attends conferences, meetings, seminars, and training programs with regards to professional development.

Performs similar or related work as required or as situation dictates.

**Recommended Minimum Qualifications:**

**Education:**

Bachelor's degree in fire science or fire administration and, completion of the National Fire Academy Executive Fire Operations Program or MA-CFO III/IV Certification.

**Experience**

Requires a minimum of 10 years of experience in an organized fire department with at least 5 years of experience in a command capacity; or any equivalent combination of education and experience.

**Special Requirements:**

A Massachusetts Class D motor vehicle operator's license.  
Massachusetts EMT Certification to be obtained within 18 months of hire.

**Knowledge, Ability and Skill:**

*Knowledge.* Thorough knowledge of firefighting and fire prevention principles, practices and equipment. Thorough knowledge of the geography of the town. Comprehensive knowledge of the state fire laws, town bylaws, building codes, hazardous materials, and town water systems.

*Ability.* Ability to prepare and manage budgets. Ability to perform effective capital planning. Ability to direct the operations of personnel and equipment under emergency conditions. Ability to establish and maintain effective and harmonious relationships with subordinates, the general public, and town officials. Ability to organize, assign and direct the work of subordinates. Ability to communicate clearly and concisely in writing and orally and to speak publicly on behalf of the town in crises situations.

*Skill.* Skill in the operation of all fire equipment and tools.

**Physical Requirements:**

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. During emergencies may be required to stoop, kneel, crouch, crawl, reach with hands and arms, climb and balance on ladders at the scene of a fire. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

*(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.)*