



Town of Belmont Job Description

Fire Chief

Department: **Fire**

Unit: Non-Union

FLSA Category: Exempt

Hours-per-week: 40

Last Revised: August, 2020

PURPOSE OF POSITION

The purpose of this position is to plan, direct and control all Fire Department Services and operations including administration, firefighting /suppression, prevention and Fire Safety, investigations, training, communication and Emergency Medical Response. The work is performed under the direction of the Town Administrator.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Directs and administers the Fire Department for the Town of Belmont; develops and implements goals, policies, procedures and programs; establishes short- and long-range plans for the department including equipment, buildings, manpower, ranks, divisions, etc.; ensures compliance of operations with applicable laws, regulations and codes. Oversees all department operations through subordinate staff.
- Supervises all Fire department staff, directly and through chain of command; selects and hires new personnel; provides training and instruction; plans, coordinates, assigns and reviews work activities; allocates personnel; acts on problems and concerns; maintains standards; evaluates performance and recommends or approves transfers, promotions, disciplinary actions, discharges and salary increases.
- Develops, prepares, implements and monitors the annual Fire Department budget; monitors expenditures. Prepares specifications for new equipment; ensures access to proper equipment, materials and supplies including apparatus, communications equipment, and vehicles.
- Responds to and takes charge of serious incidents and fires in Belmont; responds to medical emergencies as needed; investigates fires and other serious incidents for cause.



- Monitors Emergency Medical Technician training to ensure all training requirements are met.
- Responds to questions, concerns and complaints from the public; meets with other departments and agencies on issues related to the Fire Department; responds to union needs, problems, questions and grievances. Refers unresolved matters to the Town Administrator.
- Monitors the Fire Prevention Bureau and Fire Suppression services for performance and quality.
- Prepares and oversees the preparation of a variety of reports, records and correspondence, fire incident reports, rosters, alarm operation reports, and others; prepares reports for the Town Administrator, Board of Selectmen, other departments, agencies and organizations.
- Develops pre-fire plans and procedures for the treatment, handling and removal of hazardous materials or conditions.
- Maintains round-the-clock on-call availability to respond to emergencies.
- Maintains current professional knowledge skills and abilities.
- Establishes training programs and guidelines.
- Ensures that buildings, apparatus and equipment are properly maintained.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Fire Science, Business or Public Administration required, Master's degree preferred. Seven to ten years of progressively responsible fire fighting and command experience; or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job. Position requires possession of a valid Massachusetts driver's license.

PERFORMANCE APTITUDES

Data Utilization:

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.



Human Interaction:

Requires the ability to provide formal instruction in a classroom or other structured setting.

Requires the ability to communicate orally and in writing with Executive Secretary, subordinate personnel, other emergency response personnel, Town Administrator and Board of Selectmen, other departments, local 1637 union, the media and the public.

Equipment, Machinery, Tools and Materials Utilization:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer and other office machines, fire vehicles, radios, video equipment and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as medical reports, payroll and overtime reports, reports to the media, budgets, policy manuals, laws, regulations, codes, union contract, architectural drawings, NFPA, MGL 148, CMRs, technical operating manuals, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to utilize basic algebra and descriptive statistics.

Functional Reasoning:

Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches to major problems.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

ADA COMPLIANCE

Physical Ability:

Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twenty to fifty pounds.



Sensory Requirements:

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

Environmental Factors:

Requires the ability to work under conditions which require exposure to environmental factors such as temperature and lighting variations and extremes, strong odors, toxic/poisonous agents, smoke, dusts, wetness, animals/wildlife, disease/pathogens, electric currents, explosives, violence, noise extremes, vibrations, machinery or traffic hazards. This exposure may cause some discomfort and presents a risk of injury.

The Town of Belmont, Massachusetts is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.