



TOWN OF BRADFORD

NEW HAMPSHIRE 03221



OFFICE OF
SELECTMEN

Position Purpose:

Provides highly responsible supervisory and administrative work in planning, organizing, budgeting, staffing, managing and directing all administrative and technical aspects of the Fire and First Response Emergency Medical Services. This requires the coordination of fire prevention, fire suppression and emergency medical response in order to provide fire-rescue services to the Town of Bradford. Performs all other related work as required.

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.)

- Responsible for the application of NH Fire Laws as authority having jurisdiction within the boundaries of the Town of Bradford.
- Administers and directs rescue, fire suppression, fire prevention and fire administration. Provides enforcement of Fire Codes per NFPA 1031.
- Directs and oversees training, development and evaluation of department personnel.
- Oversees and directs fire prevention program which includes public education, inspections, to determine compliance with building and fire codes and reviews building and development plans for compliance to established codes.
- Develops and maintains efficient fire suppression operations with the ability to rapidly confine and extinguish fires.
- Directs and coordinates preparation and implementation of fire and emergency annual budgets.
- Directs and commands fire/rescue personnel and equipment at all major fires and/or other emergency situations.
- Oversees the specifications/requirements, purchases and maintenance of equipment and the maintenance of facilities.
- Responsible for the mitigation of emergency situations, Fire/EMS/Rescue. Often serves as Incident Commander at significant emergency incidents
- Provides the investigation of all fire-related incidents.
- Ensures the Fire/Rescue department is administered in an effective and efficient manner to provide fire services to the community.
- Ensures Fire/Rescue department personnel are selected, trained and developed to meet emergency and hazardous situations and to perform Fire Prevention and Public Education activities diplomatically.
- Ensures policies, rules and regulations, practices and procedures meet department objectives for efficient operation of the department.

- Identifies and obtains grant funding; administers grant programs that have been obtained through successful grant application
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Associate's Degree in Fire Science, Public Administration or related field (Bachelor's Degree desirable); plus 10 years of progressively responsible experience in firefighting, fire prevention and inspection work, including five years in a supervisory rank; or any equivalent combination of education and experience. Valid New Hampshire Motor Vehicle Operator's License, EMR Certification (EMT desirable), Level II Firefighter, Fire Inspector, Fire Investigator and possession of NH Commercial Drivers License.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the administrative practices and procedures as related to fire, rescue, emergency medical services and emergency management; Extensive knowledge of the operating principles, practices, procedures, equipment and apparatus used in modern firefighting, emergency medical services (EMS), hazardous materials (HAZMAT) mitigation, rescue and response to man-made and natural emergencies; Considerable knowledge of the applicable laws, ordinances and codes; Knowledge of the Incident Command/Incident Management Systems and their application to various situations; and thorough knowledge of current literature, sources of information, trends, best practices and developments in municipal fire service administration.

Ability: Ability to plan, implement and monitor programs supporting departmental operations and activities including employee training and development, and fire prevention and investigation activities and inspection services; Ability to plan for municipal needs, to delegate and distribute personnel, and to direct, coordinate and review the work of operating divisions; Ability to express ideas effectively orally and in writing; and Ability to establish and maintain effective working relationships, as well as to command and hold the respect and discipline of subordinates.

Skill: Operates Fire and EMS tools and equipment; and proficiency with Microsoft Word, Excel, PowerPoint, the internet and various commonly recognized fire, haz-mat and EMS software programs, and excellent written and oral communication skills.

Physical Requirements:

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

Minimal physical effort is required to perform administrative duties. The employee is frequently required to stand, walk, sit, speak and hear and use hands to operate equipment. Moderate to strenuous physical effort is required when responding to emergencies. Must occasionally lift and/or move more than 100 pounds. Vision requirements include the ability to read and analyze

documents, make fine visual distinctions, use a computer and operate motor vehicles and other equipment.

Supervision:

Supervision Scope: Performs highly responsible duties requiring independent judgment and initiative in planning, organizing and directing the work of the fire/rescue department and in the enforcement of federal, state and local laws.

Supervision Received: Works under the direction of the Bradford Board of Selectmen.

Supervision Given: Responsible for the supervision and performance of all people within the department.

Job Environment:

- Work is performed in offices, some work is performed at emergency scenes and is performed under variable weather conditions, including temperature extremes; incumbent is exposed to alarms and hazards associated with fighting fires, rescue, hazardous materials, and rendering emergency assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. The Fire Chief is on call at all times to respond to major fires and other emergencies.
- Regularly operates motor vehicle; when in the office, operates computer and standard office equipment such as telephone, copier, and facsimile machine; when at a fire or emergency, may be required to operate some or all of the following equipment: light trucks, various power tools, and hand tools, fire and emergency apparatus, radio, standard firefighting and rescue equipment and tools.
- Has frequent contact with town, state, and federal officials, other fire departments, town departments. Contacts are by phone, in person, in writing and by email and involve an information exchange dialogue.
- Has access to an extensive amount of confidential information such as HR records, criminal investigations and records, litigation, and personal information about citizens.
- Errors can be costly in terms of decreased or less efficient protection to persons and property, personal injury, injury to others, confusion and delay, and result in direct financial and legal repercussions to the Town and individuals.

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.