



**TOWN OF BERLIN**  
**Job Description**

<b>Title:</b> Fire/EMS Chief	<b>Reports to:</b> Town Administrator
<b>Department:</b> Fire/EMS 221	<b>FLSA Status:</b> Full-time Salaried Exempt

**GENERAL SUMMARY:**

Under general policy direction of the Board of Selectmen and administrative oversight of the Town Administrator as agent of the Board, the Fire/EMS Chief is responsible for complete administrative control of the operation of the Fire/EMS & Emergency Management Department per M.G.L. Chapter 48, §42. The Fire/EMS Chief is the highest-ranking officer of the department. When necessary, the Fire/EMS Chief will assume the responsibilities of Incident Commander. The Fire/EMS Chief will lead all facets of the Fire, EMS and Emergency Management Department. The Fire/EMS Chief is a full-time FLSA exempt position.

**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 fire fighters, permanent and call, and associated program development and record keeping.
- Prepares and submits departmental budget requests 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 fire fighters; directs the establishment and implementation of fire prevention programs and in-service inspection programs; directs the inspections of all building, schools, businesses and makes recommendations for compliance with appropriate codes, and the prevention of fires, and other hazardous conditions; issues various permits as for blasting, storage of explosives and flammables.
- Supervises the requisition and purchase of equipment and supplies, and the care and maintenance of equipment, apparatus and stations in concert with the Chief Procurement Officer.
- Maintains control of department expenditures and submits regular and special reports on department activities to the Board of Selectmen and the Town Administrator.
- Directs activities at the scene of major fires and emergencies.
- Makes periodic reports to town and state officials on the number of fires, causes and losses incurred.
- Serves as direct representative of the State Fire Marshal's office under provisions of Chapter 148 of the General Laws.
- Responds to calls and alarms, training activities, and meetings as required for the position.
- Attends conferences, meetings, seminars, and professional development training programs as required or assigned by the Town Administrator.
- Follows all rules, regulations, SOPs, and lawful orders.
- Operates in any command function needed at all emergency incidents.

- Directs all necessary work to return all department apparatus and equipment to the “ready” status at the completion of all emergency responses.
- Maintains up to date certification as required for Emergency Medical Technician as per protocols.
- Retains (as best as possible) knowledge of streets, roads, and water supplies in town and/or know how to obtain such information in the event of an emergency.
- Maintains a workable knowledge of the capabilities of the Fire/EMS Department apparatus and equipment.
- Assumes leadership of the organization during both emergency and non-emergency situations.
- Assumes the duties of Forest Warden consistent with M.G.L. Chapter 48, §10, and Emergency Management Director in accordance with the town appointment for the Fire/EMS Chief position.
- Directs and is responsible for all Fire/EMS Department training activities (fire and EMS) as well as monitoring all programs for safety and quality.
- Administers the annual budget and capital expenditures of the Fire/EMS Department, within appropriation.
- Develops plans and specifications for apparatus and equipment.
- Directly reports to the Town Administrator as an agent of the Board of Selectmen.
- Provides a monthly report to both the Town Administrator and the Board of Selectmen, meeting with the Board of Selectmen (at least monthly) as they require and with other town boards and committees as requested.
- Promotes and supports a department succession plan.
- Performs such other duties as may be required in accordance with Town policies, procedures, by-laws or State and Federal statutes.

**QUALIFICATIONS AND SKILLS:**

- Must reside within a 30-minute automobile commute from the Berlin town border at time of hire.
- Must serve in a Chief Officer’s position for at least two years and must have a minimum of 10 years of fire service experience and a familiarity of all positions within a Fire/EMS Department command structure.
- Must have a minimum of a bachelor’s degree in Fire Science or Business Administration. A Master’s degree in a related field is preferred.
- Must have completed, Incident Command ICS-400 and 800a with Certificate.
- Must have credentialing of Chief Fire Officer through the Massachusetts Fire Service Commission or Executive Fire Officer (EFO) designation through the National Fire Academy, or must have satisfactorily completed an equivalent combination of courses for Fire Officer I, II, III, Incident Safety Officer, Tactics and Strategy for the Company Officer, Leadership, Command and Control, and other courses that provide the required knowledge, skills and abilities to perform the essential functions of the job.
- Must attain Fire Officer IV Certification within 12 months of hire.
- Must attend, at a minimum, forty (40) hours of continuing education provided by the Massachusetts Firefighting Academy or the National Firefighting Academy annually or equivalent.
- Must possess and maintain an active Massachusetts Class D motor vehicle operator’s license without record of suspension or revocation in any state.
- Must possess active Massachusetts EMT Certification
- Must satisfactorily pass a CORI background check before being hired and annual CORI checks thereafter.
- Must satisfactorily pass a Town-procured pre-employment physical before being hired, pursuant to the delineated “Physical Requirements” stated below.

**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 to hearing alarms 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; some 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.

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

**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. Excellent public relations skills.

**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, standing, and exerting oneself. 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. Pursuant to the state's Cancer Presumption Law, candidate must successfully pass a physical examination prior to entry into service or official Town employment that shows there is no evidence of cancer (MGL Ch. 32, Sec. 94B and Ch. 41, Sec. 111F). Prior to hire, must sign affidavit that there has been no undisclosed pre-employment cancer diagnoses (if any, must be disclosed with medical documentation proving that the window between diagnosis and present is greater than five (5) years.

*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.*

Approved:

Board of Selectmen on 1-7-2019; rev. 8-5-2019; rev. 8-19-2019  
Personnel Committee on 1-16-2019, rev. 6-26-2019, rev. 8-7-2019; rev. 8-21-2019