

# Town of Southington



## Position Description

**POSITION:** Fire Chief

**SALARY:** \$119, 824

**UNION:** N/A

**FLSA:** Exempt

**REPORTS TO:** Board of Fire Commissioners

### **DISTINGUISHING FEATURES OF THE CLASS:**

The Fire Chief reports to the Board of Fire Commissioners and oversees all aspects of the entire Department. This position requires management of resources, knowledge of employee relations, budgeting, ability to respond to the public and a strong background of leadership experience within a combination fire department. It's important that this position manages both career and volunteer firefighters in the most effective and efficient manner in order to respond and safely meet the emergency services of the Town of Southington.

### **DUTIES AND RESPONSIBILITIES (illustrative only):**

- Responsible for the protection of life and property from the direction of all firefighting activity;
- Highly responsible administrative duties include purchasing of supplies and equipment, preparation of budget estimates, and effecting efficient policy formulation and recommendation in the use of personnel and equipment in carrying out firefighting activities;
- Responsible for administrative and operational decisions pertaining to firefighting and fire prevention standards as well as training within the limitations of the law, regulations and established policies;
- Plans, organizes, assigns and directs departmental operations with respect to equipment, apparatus, and personnel. Develops fire service policies and strategic plans, recommends policy to the Board of Fire Commissioners, and implements approved Fire Department policy, including rescue, fire suppression and life safety policies;
- Directs operation of Department through supervision of all personnel. Participates in personnel actions such as hiring, termination, assignment, evaluation, and labor relations; promotes equal opportunity in hiring; oversees and ensures integrity of Department promotion processes; administers labor contracts including grievance procedures, and provides discipline as necessary;
- Plans for short- and long-term personnel; material resources and scheduling requirements to meet objectives;
- Administers, oversees and evaluates the effectiveness of such functions as: personnel management, budget expenditures, maintenance and repair of equipment, apparatus and fire stations, maintenance of public and departmental records, and implements policies and procedures to alleviate any deficiencies;
- Directs the preparation and analysis of fire records and reports to secure efficient operations, to meet service demands and to comply with authorized requests for information regarding activities and personnel of the Department;
- The chief is available 24 hours/day and on call every other weekend;

- Supervises and coordinates the preparation and presentation of a proposed annual budget for the Fire Department; directs and controls the implementation of the Department's adopted budget; analyzes and recommends improvements to equipment and facilities as needed;
- Reports to the Board of Fire Commissioners on a regular basis;
- Attends meeting of Town boards, commissions and other community organizations to represent the Department, answer questions and present reports, plans and recommendations;
- Maintains a current knowledge of developments in the field of emergency services, fire prevention, firefighting operations and administration, and emergency management, and
- Performs related duties as required.

## **QUALIFICATIONS:**

- Considerable knowledge of fire suppression and prevention and emergency medical principles and techniques.
- Considerable knowledge of relevant local, State and Federal laws and regulations.
- Considerable knowledge of building construction and fire prevention codes and standards including building design and construction plan reviews.
- Considerable knowledge of the principles and practices of fire prevention promotion.
- Considerable knowledge in financial and human capital management with an emphasis on ensuring that public dollars are spent in the most efficient manner benefiting the town.
- Considerable knowledge of the principles and practices of public administration.
- Knowledge of the physical layout of the Town including fire hydrants, water supply and street system.
- Ability to command a fire scene, including planning attack; directing personnel in fire and rescue operations. Skill in the use of fire suppression tools and equipment.
- Experience with collective bargaining negotiations and agreements.
- Ability to plan, organize and direct the work of employees performing varied operations connected with fire activities.
- Ability to establish and maintain effective working relationships with subordinates, public officials, other local, State and Federal governmental agencies, the media, community/businesses leaders and organizations and the general public.
- Ability to compose clear and correct written correspondence and reports.
- Ability to effectively communicate information verbally and in writing to questions from public officials, the media, citizens, and the general public.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and government regulations and laws.
- Ability to exercise sound judgment in evaluating situations and making decisions.
- Ability to manage complex projects such as master plans and strategic planning.
- Proficient in the use of computers, fire service software, social media platforms, Microsoft Office Suite, and other related programs.

## **MINIMUM EXPERIENCE AND TRAINING REQUIRED:**

- A Bachelor's degree (A Master's Degree highly preferred) in Fire Science, Emergency Management, Homeland Security, Business Management or Public Administration is required;
- A minimum of fifteen years of municipal fire/rescue progressive experience;
- Five years of experience in a senior command position (rank of Captain or above);
- Candidates must have recent experience managing personnel in a combination fire service environment;
- Certification to the level of Fire Officer II and Incident Safety Officer is required within one year of appointment;

- A history of successful team building experience, including working with a combination staffing model and developing positive relationships with both career and volunteer personnel;
- The willingness and ability to commit to the position for a minimum of 5 to 7 years;
- Strong finance and analytical skills with experience in managing a municipal or similar budget;
- Experience in collective bargaining negotiations and agreements;
- A commitment to technology advancement and efficiency;
- The ability to invite and engage partners while advocating for the Fire Department's needs and services.
- Strong public speaking, presentation, and promotional skills;
- Desire to be active and visible within the community and the fire department stations;
- Humility, integrity, and a strong public ethic;
- A "Big Picture" orientation and the ability to create strategic long-range plans;
- Respect and appreciation for the Board of Fire Commissioners and other elected officials who may have diverse opinions and attitudes.

### **PREFERRED EXPERIENCE AND TRAINING:**

- Master's degree in Fire Science, Management, Public Administration or related field
- Fire Instructor II certification

### **PHYSICAL DEMANDS:**

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

While performing the essential functions of this job, the employee is frequently required to stand, walk; use hands and fingers, handle or operate objects, controls or standard fire services, tools and equipment, reach with hands and arms; climb, balance, stoop, kneel, crouch, crawl; and taste or smell.

The employee must frequently lift and/or move up to 50 pounds, and occasionally lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The position requires use and operation of a motor vehicle, fire apparatus and related equipment, all terrain and water vehicles, medical equipment, rescue and power tools, ladders, pumps, various size fire hoses, self-contained breathing apparatus, communications, safety and standard office.

Work is performed both in the office and in the field under adverse weather. The employee may occasionally work near moving mechanical parts; in precarious places; and with explosives; may occasionally be exposed to wet and/or humid conditions, extreme cold, extreme heat, fumes or airborne particles, toxic or caustic chemicals and vibration and life-threatening situations, including possibly being assaulted by others, and traversing rough terrain by foot. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of his/her duties. The noise level in the work environment is usually quiet in the office, and moderately noisy in the field.

### **RESIDENCY/OTHER:**

The Fire Chief must reside within a town or city, any part of which falls within a twenty (20) mile radius of Fire Headquarters. Applicants from outside the residency area will be given a six-month period to obtain residency. The employee shall be a non-smoker and not constitute a threat to his/her own health or safety or that of others in the workplace.