

TOWN OF WILTON

FIRE CHIEF JOB DESCRIPTION

Job Summary

Serves as the Fire Chief for a volunteer fire department. Performs a full range of Fire Department duties including incident management, fire prevention, fire suppression, rescue, training, equipment maintenance and administrative duties. Strives to enhance, promote, and support the department as a volunteer organization. The Fire Chief will administer all local, state, and federal fire regulations. The Fire Chief will consult with the Town Administrator on issues of policy and planning, recruitment of personnel, control of expenditures, and preparation of budget estimates.

Supervision Received

Position reports to the Town of Wilton Town Administrator.

Supervision Exercised

The Fire Chief will work independently in supervising the department operations and the assignment of personnel and equipment.

Responsibilities and Duties

Responsibilities and duties of the Fire Chief shall include, but are not limited to the following:

- Administrative duties shall include National Fire Incident Reporting System, code enforcement records, safety inspection records, personnel training records, personnel health records, equipment maintenance records, preparation of department budget and Capital Improvement Plan in conjunction with the Town Administrator.
- Responsible for payroll, billing, expenditures, revenues, and any other records pertaining to department operations.
- Prepares and submits reports as requested by the Town Administrator and/or Select Board.
- Responsible for the enforcement of the NH State Fire Code and NFPA Life Safety Code.
- Establish and implement Operational Guidelines – Standard Operating Procedures based on best practices and NFPA standards.
- Responsible for the management, recruitment and training of department personnel in accordance with Town of Wilton policies including proper training in the Incident Command System, Fire Suppression Operations, Emergency Vehicle Operations, Rescue Operations, and Hazardous Material Response.

- Responsible for having training programs developed and implemented in accordance with accepted standards and best practices to improve the understanding and skill of all staff in firefighting and rescue procedures.
- Responsible for maintaining training records of all personnel.
- Responsible for maintaining the morale and professional attitude of all department personnel, and maintains the discipline, conduct and general behavior of personnel consistent with Fire Department by-laws and Town employee manual.
- Responsible for the inspection of buildings and other properties for fire hazards and enforces local, state, and federal fire prevention ordinances.
- Responsible for managing department personnel performance and addressing deficiencies.
- Develops and maintains excellent working relationships with chiefs in neighboring fire departments to ensure adequate mutual aid agreements are developed to include adequate resources for emergency incidents.
- Participate in local and regional emergency planning process.
- Maintain an effective working relationship with all Department Heads and the Town Administrator, as well as carry out additional duties as requested by the Town Administrator.
- Ensures that all local government policies and procedures are adhered to.
- Other duties as assigned.

Knowledge, Skills and Abilities Required

The necessary knowledge, skills, and abilities for this position are:

- Thorough knowledge of fire suppression and prevention principles, practices, procedures, equipment, apparatus and techniques used in modern firefighting and rescue operations.
- Considerable knowledge of applicable laws, ordinances, standards, and regulations.
- Knowledge of the codes, ordinances and statutes affecting the operation of the department, especially as they relate to occupancy of buildings, proposed construction, and development of new building sites.
- Knowledge of hazardous materials.
- Knowledge in the principles of organization, administration, and personnel management.
- Knowledge of administrative practices and principles including budgeting, reporting, and analysis.
- Skill in management and supervision under both routine and emergency situations.
- Skill in decision making and problem solving under emergency conditions.
- Skill in the operation and use of fire equipment and apparatus.
- Skill in public and interpersonal relations.
- Ability to plan, implement, and direct programs, operations, and activities including personnel training and development, fire prevention and investigation.
- Ability to develop appropriate firefighting strategies.
- Ability to quickly and prudently exercise command authority in life-threatening situations, consistent with safety to ensure the best possible outcome.
- Ability to perform work requiring good physical condition.
- Ability to communicate effectively, both orally and in writing.

Minimum Qualifications

- High School Diploma
- At least ten (10) years active volunteer or professional experience as a firefighter.
- At least five (5) years as a superior officer (Captain, Deputy Chief, Assistant Chief or Chief).
- Certified to NH Firefighter II or equivalent.
- Certified Fire Inspector I or the ability to obtain within 1 year of hire date.
- Successful completion of a recognized Leadership or Fire Officer Training Program or equivalent.
- Completed training in the Incident Command System.
- Completed FEMA National Incident Management System training.
- Emergency Vehicle Operations Course (EVOC).
- Hazardous Materials Awareness and Operations.
- Valid NH CDL-B driver's license with air brake and tank endorsement.
- Must successfully pass a background check and drug screen.

Preferred Qualifications & Experience

- Graduation from an accredited college or university with a bachelor's degree in fire science or a closely related field.
- At least fifteen (15) years active volunteer or professional experience as a firefighter.
- At least ten (10) years as a superior officer (Captain, Deputy Chief, Assistant Chief or Chief).
- Certified Fire Officer I and II
- Certified Fire Inspector II
- Certified Fire Instructor I.