

Town of Hampstead, NH

POSITION: Fire Chief
FLSA STATUS: Exempt
LABOR GRADE: 17

DEPARTMENT: Fire
REPORTS TO: Board of Selectmen
DATE: March 2019

GENERAL SUMMARY

Responsible for planning, directing and coordinating all fire service activities including those pertaining to firefighting, fire prevention, emergency medical and rescue operations, and hazardous materials incident management; administers, supervises and enforces all phases of Fire Department policy, operations, equipment and building.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administers and directs the activities of rescue, fire suppression, fire prevention and fire administration.
- Directs and oversees the selection, training, development and evaluation of department personnel.
- Directs and oversees the fire prevention program which includes public education and inspections to determine compliance with building and fire codes and reviews building and development plans for compliance to established codes.
- Develops and maintains an efficient fire suppression operation with the ability to rapidly confine and extinguish fires.
- Directs and coordinates preparation and implementation of the annual budget.
- Directs and commands fire-rescue personnel and equipment at all major fires, and other emergency situations.
- Establishes and directs training programs providing basic fire training and training in new methods of firefighting, fire prevention and rescue techniques.
- Oversees the specifications/requirements, purchases and maintenance of equipment and the maintenance of facilities.
- Provides technical advice and guidance to the Board of Selectmen, makes presentations and writes reports.
- Participates in and provides leadership to area and regional agencies to coordinate mutual aid arrangements, disaster planning and establish shared services.
- Initiates needed action to change fire and building codes to reflect changes in construction materials and techniques.
- Establishes and maintains effective public relations with community groups, local and state agencies, and the media.
- Ensures the Fire/Rescue department is administrated and managed in an effective and efficient manner to provide fire/rescue 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.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as requested.

SUPERVISORY CONTROLS: The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for planning, designing and carrying out programs, projects, studies or other work independently. Results of the work are considered as technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence of the overall program, or the contribution to the advancement of technology. Recommendations

for new projects and alterations of objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals or organizational priorities.

GUIDELINES: Administrative policies and precedents are applicable but are stated in general terms. Guidelines for performing the work are scarce or of limited use. The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or to propose new policies.

COMPLEXITY: The work typically includes varied duties requiring many different and unrelated processes and methods such as those relating to well-established aspects of an administrative or professional field. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach and incomplete or conflicting data. The work requires making many decisions concerning such things as the interpreting of considerable data, planning of the work, or refining the methods and techniques to be used.

SCOPE AND EFFECT: The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical and economic well-being of persons.

PERSONAL CONTACTS: The personal contacts are with employees in Town. People contacted generally are engaged in different functions, missions and kinds of work. The contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants).

PURPOSE OF CONTACTS: The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

PHYSICAL DEMANDS: 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 job functions.

While performing the duties of this job, the employee is frequently required to stand; walk; run; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch and crawl; talk, see and hear; and smell. The employee must regularly lift and/or move more than 125 pounds.

Fire fighters must be able to see, speak and hear clearly in noisy and stressful situations. Fire fighters must have keen senses; i.e. of smell to detect and identify various substances; hearing to detect trapped victims and assess patients for lung and heart sounds. Fire fighters must meet required physical and medical standards and must be able to carry, drag or lift individuals or equipment in excess of 125 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts and vehicles, high, precarious places; fumes or airborne particles; blood and air borne pathogens, toxic chemicals or gases, extremes in temperature, cramped surroundings and contact with death, emotional stress, trauma, contagious disease and terminal disease. Fire fighters are also exposed to risk of explosions, burns, and electrocution, extreme heat, contaminated environments, emotionally upset people, noise, physical hazards from traffic, fire and falling objects and atmospheric conditions such as smoke, fumes, odors, gases and severe weather. Fire fighters are required to wear

items such as hard hats, helmets safety glasses/goggles, ear plugs, respirators, rubber/latex gloves, chemical protective and personal protective clothing and the like.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Department heads at this level have final responsibility and authority for the accomplishment of objectives, utilization of resources and personnel administration decisions within a major jurisdictional subdivision. They are accountable for the effective and efficient management of work to achieve goals and objectives. They usually receive guidance in the form of approval/denial on matters of policy, service levels and goals or objectives from higher authorities.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Knowledge and level of competency commonly associated with a bachelor's degree in fire science or related field, with a good working technical knowledge of emergency medical response functions (training in fire schools or related educational settings may be substituted for the undergraduate degree); advanced degree work or specialized schooling highly desirable.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the position in order to direct and coordinate work within the department; usually interpreted to require ten years of fire service experience with a minimum of five years in increasing responsible command positions, or any equivalent combination of training and experience that provides the required knowledge, skills and abilities.

Knowledge, Skills and Abilities

- Knowledge of the principles and practices of modern fire department administration and fire science.
- Knowledge of the principles, practices, procedures, equipment and apparatus used in modern firefighting and emergency medical and rescue operations and in the protection of life and property from fire.
- Knowledge of the principles of organization, administration, and personnel management.
- Knowledge of the codes, ordinances and statutes affecting the operation of the Department, especially as they relate to occupancy of buildings and proposed construction and development of new buildings and sites.
- Knowledge of the causes of fire and of arson techniques.
- Knowledge of proper emergency medical response techniques and protocols.
- Knowledge of budgeting practices.
- Knowledge of hazardous materials.
- Skill in management and supervision under both routine and emergency situations.
- Skill in decision-making and problem solving.
- Skill in the operation and use of fire equipment and apparatus.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.
- Ability to plan, implement, and direct programs, operations and activities including employee training and development, and fire prevention and investigation activities.
- Ability to express ideas clearly, both orally and in writing, and to make effective public presentations.
- Ability to establish and maintain effective working relationships with civic and official groups and the public, as well as to command the respect and discipline of subordinates.
- Ability to quickly and prudently exercise command authority in life-threatening situations, taking into account a wide variety of factors and concerns.

LICENSING AND CERTIFICATION

Level 2 Fire fighter and multiple Fire Fighter certifications, valid driver's license issued by the State of New Hampshire for the type of vehicle or equipment operated.

TOOLS AND EQUIPMENT USED

Utilization of Fire Apparatus, Engine, Tanker, Ladder Truck with tools including but not limited to extracting equipment, high angle rescue, Thermal Imaging, stabilization, suppression, ventilation. computers and other general office equipment.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.