

Draft Hinesburg Fire Chief Job Description

November 18, 2013

Purpose of the Job:

Reporting to the town administrator, the fire chief will administer, plan, direct and control all aspects of the fire department including administration, fire suppression, fire prevention and EMS activities of the department as authorized by the Vermont state statute Title 20. The fire chief will also administer applicable local, state and federal fire regulations. Administrative duties comprise planning, directing, and controlling all fire department activities including recruitment of personnel, purchase of equipment, control of expenditures, preparation of budget estimates and the assignment of personnel and equipment. The fire chief consults with the town administrator on issues of policy and planning, but works independently in supervising technical operations.

Duties and Responsibilities:

- Plan direct and supervise through subordinate officers the activities of the fire department.
- Establish and implement Operational Guidelines based on best practices.
- Have training programs developed and implemented in accordance with accepted standards to improve the understanding and skill of all staff in firefighting and EMS procedures.
- Ensure adequate records are kept of all required maintenance and training.
- Prepare and submit an annual budget and long-range plan and make expenditures within approved limits.
- Develop and revise a long-range capital plan to keep pace with development.
- Liaise with and advise planning, zoning, DRB and other departments on development implications for firefighting as part of the development approval process.
- Ensure that all local government policies and processes are adhered to.
- Maintain an effective working relationship with all local government departments and carry out such additional duties as requested by the town administrator.
- Ensure that inquiries and complaints regarding fire department activities or responsibilities are handled promptly, efficiently, effectively and with courtesy.
- Liaise with representatives of neighboring fire departments to ensure adequate mutual aid agreements are made for mitigating major emergency incidents. Participate in the local and regional emergency planning process.

- The Fire Chief shall participate in the Chittenden County Fire Mutual Aid System, Local Emergency Planning Committee along with other local, regional and state meeting to represent the community where deemed necessary and prudent.
- The Fire Chief shall also perform the duties of the Town Emergency Manager as outlined in Vermont Statutes. These duties include but not limited to preparing the town's emergency operating plans and annexes.
- The Fire Chief shall also coordinate and participate in the school Public Safety Committees at all schools in Hinesburg, including Champlain Valley Union High School, Hinesburg Community School and all other public and private day cares as well as any other child care facilities.
- The Fire Chief shall be responsible for conducting all background checks as required.
- The Fire Chief shall coordinate all activities relating to Insurance ratings.
- Coordinate, schedule and facilitate all equipment repairs.
- Oversee and ensure all communications equipment are in full FCC compliance and are in good repair.

Organizational Relationship:

- The fire chief reports to Town Administrator.

Education/Training:

- Secondary School graduation
- Completed or participating in a training program based on *IFSTA Essentials of Fire Firefighting*
- Completed or enrolled in a recognized Officer Training Program.

Recommended Experience:

- A minimum of five (5) years with a fire department.
- Progressive responsibility level within the fire service.
- Previous experience as a fire department officer.

Certification:

- The Fire Chief shall have a valid Vermont driver's license.

Knowledge:

- Knowledge of Fire Department Operational Guidelines, policies, procedures and applicable local bylaws, codes, regulations, acts and standards.

- Knowledge of the NFPA codes as well as VOSHA regulations.
- Knowledge and training in Incident Command System.
- Knowledge of the community and fire protection area.

Skills & Abilities:

- Ability to be an effective leader
- Ability to organize & delegate
- Ability to effectively administer the operations of a volunteer fire department
- Ability to effectively communicate verbally and in writing and maintain positive public relations for the fire department and the governing body.
- Ability to supervise and participate in the preparation of all necessary reports, records and correspondence.
- Willingness and commitment to participate in training programs and workshops.

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