

## **Town of East Haven Fire Department**

**Position:** Fire Chief

**Department:** Fire

**Reports to:**

Mayor, while working closely with the Fire Commission for general departmental oversight.

**Objectives:**

Highly responsible position for the administrative and technical work involving the direction of the Town's Fire Department. Responsible for fire suppression, equipment and apparatus maintenance, coordinating operations of volunteer fire companies and paid fire personnel and station inspection. Will respond to major fire alarms and other emergencies. Develops and instills policy, and departmental activities; makes technical fire command decisions at fire scenes.

**Essential Functions:**

Prepares and may recommend fire services policy to Mayor and the Fire Commission while implementing approved fire services policy for the department for the implementation of efficient fire services. Plans for short and long term resource and scheduling requirements to meet objectives.

Directs the operations of the department directly and through the Assistant Fire Chief and other department officers; conducts inspections of fire companies; meets with paid and volunteer personnel; administers discipline when necessary and attempts to negotiate grievances at the first step.

Responsible for preparing the annual departmental budget; presenting such budget with justifications before the Board of Finance, Mayor and Town Council. In addition, regularly directs and controls the expenditure of departmental fund allocations within the constraints of the approved budgets.

Directs and coordinates the training of departmental personnel through the Department's Training Officer. Responsible for the administration of all personnel policies and practices with respect to hiring, discipline and possible terminations. In addition performs evaluations and regularly gets involved with all aspects of labor relations as per department rule book and the Firefighters' Collective Bargaining Agreement.

Exercises supervision with respect to the following: Assistant Chief, Fire Marshal Deputy Fire Chief, Training Officer Deputy Chief, Battalion Chiefs, Volunteer Officers, Fire Inspector, Secretary and all career and volunteer firefighters.

Ability to operate a fire truck to respond to emergencies, supervise and provide oversight for EMS policies and procedures for responders and relations with Sponsor Hospital and Medcom.

May also serve as the Town's Emergency Management Director with some additional compensation.

Performs other related work as required.

**Required Knowledge, Skills and Abilities:**

Thorough knowledge of the principles, practices and procedures of municipal fire service administration as applied to a municipal fire department, which consists of both paid personnel and volunteer fire companies.

Thorough knowledge of fire fighting apparatus and equipment maintenance practices and procedures.

Working knowledge of computer systems and communications equipment applicable to Fire departments including CAD systems, and reporting and scheduling software.

Fire Chief should have the ability to perform the following tasks and responsibilities:

- Command a fire scene, including planning attack, directing companies in fire attack and directing rescue operations.
- Administer the activities of a municipal fire department and to supervise the work of fire personnel and independent volunteer fire companies.
- Make decisions involving the safety of others and the protection of property including department personnel and citizens in the community.
- Present information to other agencies and groups with skill in oral and written communications.
- Establish and maintain effective working relationships with the Mayor and Fire Commission; subordinates, officers of volunteer fire companies, officials of other agencies and the general public.

**Required Equipment of Operation:**

Ability to operate a wide variety of administrative and operational equipment involving: fire and rescue vehicles; firefighting and rescue equipment; various communication equipment including mobile/portable radios; personal protective clothing and equipment; personal computers to accomplish word processing; data base creation and communication; electronic calculators and other necessary office equipment.

**Required Physical Effort:**

Climbing ladders, standing, crawling, lifting and carrying heavy materials and equipment as may be required to enter a burning building or a hazardous atmosphere with emergency personnel; wear self-contained breathing apparatus along with structural firefighting gear or hazardous materials and protective clothing.

**Required Qualifications (Preferred minimum):**

Graduation from an accredited college or university with a B.S. degree in Fire Administration, Fire Science or Public Administration plus 5-6 years of fire suppression experience including 2-3 years of related administrative and supervisory experience or an A.S. degree in Fire Technology plus 7-8 years of fire suppression experience including 3 years of related administrative and supervisory experience, or the equivalent of education and direct experience in Fire Administration.

Should be certified by the State of Connecticut or National Registry (N.F.P.A. standards) at the time of appointment for the following:

- Firefighter I and II
- Fire Officer I and II
- Must possess a valid Connecticut driver's license either a CDL or Q endorsement.

Note: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.