



Effective Date: September 29, 2022

Organization: City of Barre, Vermont, USA

Position Title: Chief of Fire and EMS

Department: Fire

Employment Classification: Exempt

Supervisor: City Manager

Summary/Objective

Under general administrative direction, plans, directs, manages, and oversees all activities and operations of the City's Fire and Emergency Medical Services Department including fire suppression and prevention, emergency medical services, disaster responses, community problem solving, code enforcement, general community support services, and related support services; coordinates assigned activities with other departments and outside agencies; The Fire Chief also serves as Emergency Management Director and provides highly responsible and complex administrative support to the City Manager as it relates to the Fire and EMS services.

Essential Functions

Reasonable accommodations may be considered to enable individuals with disabilities to perform the essential functions.

1. Assume full management responsibility for all Fire services and activities; manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend, administer and ensure compliance with policies and procedures.
2. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
3. Assess and monitors workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
4. Overall responsibility for the selection, training, motivating and evaluating assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement progressive discipline.
5. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary
6. Plans, manages, assigns, directs and inspects all aspects of the operations of the fire department, emergency medical services and code enforcement; consults with city officials in developing policies for the protection of life and property.

7. Supervises the requisition and purchase of equipment and supplies; supervises the care and maintenance of equipment, apparatus and station.
8. Supervises all emergency operations of the fire department and emergency medical services.
9. Maintains frequent contact and communication with city officials, the general public and other fire departments as necessary.
10. Create or maintain relationships with neighboring communities with in regards to firefighting and emergency medical services.
11. Responds to emergency incidents and when necessary directs activities including evaluation, mitigation, investigation and security.
12. Provides for the establishment and implementation of suitable programs of training in fire prevention, firefighting techniques, maintenance and testing of equipment; develops, revises and implements departmental rules, regulations and standard operating procedures.
13. Supports staff in all aspects of performing their jobs, including conducting periodic performance appraisals, overseeing all promotion processes, ensuring compliance with annual health evaluations for direct reports, providing constructive feedback, expanding staff skills, and setting work and professional development goals in order to maximize the performance and quality of staff and services.
14. Attends conferences and seminars to maintain contacts with colleagues and to remain current in the latest fire technologies and theories.
15. Works with other departments within the City and performs other necessary tasks or functions as is necessary to accomplish City and Department goals and objectives
16. Develops and fosters an environment that is free from discrimination and focuses on developing diversity in the work place.

Necessary Knowledge, Skills and Abilities

1. Minimum of Associate's degree in Fire Science or related field, Bachelor's Degree preferred or a similar combination of education (non-field related degree) and experience. Graduate of National Fire Academy Executive Fire Officer Program, or the ability to enroll is desired.
2. Fire Officer II Certification or ability to obtain.
3. Must have a valid Vermont Driver License.
4. Firefighter II Certification
5. Must possess a current EMT license
6. National Incident Management Systems (NIMS) certifications required.
7. Emergency Medical Technician (EMT) certification required.
8. Possesses ability to perform highly responsible duties of a complex nature requiring considerable initiative and judgment particularly in emergency situations which do not fall clearly within established practices or precedents.
9. Minimum of ten years of career fire service experience including five years in a supervisory or command position within a fire department with administrative responsibility and possesses ability to meet requirements and obtain certifications necessary for subordinate positions within Fire Department.
10. Minimum of five years of emergency medical experience including three years in a supervisory or command position within a fire department or emergency medical services department with administrative responsibility and possesses ability to meet requirements, obtain certifications and maintain continuing education as required to maintain licensure.

11. Comprehensive knowledge of firefighting and fire prevention principles, emergency medical service principals, practices and equipment and possesses familiarity with principles of construction.
12. Knowledge of code enforcement as specified under Vermont Law and City ordinances. Ability to review, understand and ensure compliance with the City Ordinances,
13. Comprehensive knowledge of departmental policies and regulations and of the laws and ordinances affecting fire department and emergency medical services operations.
14. Possesses ability to establish and maintain effective working relationships with subordinates, the general public, and city officials; to organize, assign and direct the work of subordinates.
15. Possesses ability to manage and maintain confidential information to include patient medical information, criminal matters and fire and arson investigations which are sensitive in nature and confidential.
16. Knowledge of OSHA/VOSHA rules and regulations, advanced working knowledge of the traffic control as it relates to Emergency Operations.
17. Knowledge of supervisory techniques
18. Possesses ability to communicate clearly and concisely in writing and orally.
19. Possesses competency in using a computer and business software, computer based incident reporting systems and other software.
20. Ability to manage with a high degree of consensus building and to ensure successful team decision-making.
21. Strong motivating, leadership and interpersonal skills.
22. Ability to handle competing priorities.
23. Proven ability to be organized, detail oriented and accurate.
24. Comprehensive knowledge of emergency medical services and ambulance transportation systems.
25. Comprehensive knowledge of State and Federal Emergency Management Agency systems, laws and regulations.
26. Demonstrated ability to manage and direct large scale operations of personnel and equipment under emergency conditions.

Supervisory Responsibility

The Chief of Fire and EMS will have supervisory authority for all staff of the fire and EMS Department which includes the Fire Marshall and Code Enforcement personnel.

Physical Demands

Work may include frequent strenuous physical effort required in performing assigned duties in situations of severe personal danger with exposure to hazardous conditions, in environments deemed to be an Immediate Danger to Life and Health (IDLH) and adverse weather conditions. Environmental conditions may include all of the following:

PHYSICAL ACTIVITY REQUIREMENTS

- Extreme fluctuations in temperature. Must perform physically demanding tasks in extreme heat while wearing personal protective equipment, which impairs the body's cooling system.
- May perform duties in sub-zero weather and contend with wind chill factors.
- May often work in wet, muddy or icy areas.
- May frequently work on slippery or uneven surfaces such as roof tops, ladders, and icy ground surfaces.
- Must perform work on or about moving machinery or equipment or in the vicinity of vehicles in motion (i.e., emergency vehicles, power tools, cutting torches, etc.).
- Makes contact and provides emergency medical care to sick and injured patients, with frequent exposure to illnesses, body fluids and potential blood and airborne pathogens.
- Face exposure to hazardous substances.
- Exposure to higher than normal noise levels (i.e., when riding in emergency vehicles).
- Functioning under poor/no visibility.
- Exposure to sharp objects.
- Exposure to vibration when riding in emergency vehicles or operating power tools.
- Required to perform work in confined spaces or cramped body positions.
- Exposed to possibility of burn injuries.
- Exposure to smoke and dust.
- Exposure to oil and grease, especially during maintenance and repair of firefighting equipment.
- Exposure to uninsulated or unshielded electrical equipment.
- Exposure to radiation hazards.
- Exposure to a variety of stressors:
 - Critical decision making in life threatening situations
 - Performance of complex tasks during life threatening situations
 - Dealing with critically injured/ill people and their families/friends
 - Tight time frames
 - Tasks requiring long periods of intense concentration
 - Unpleasant or traumatic situations (i.e., critically injured people, death, mass casualty incidents, mass fatality incidents, injury to self or co-workers, etc.)
 - Working in unknown situations
- Must be constantly prepared to respond to emergency situations without warning
- Required to wear personal protective equipment weighing 50-70 lbs., depending upon situation.
- Exposure to all weather elements (i.e., sun, heat, rain, sleet, snow, ice, etc.).

Exposure to noxious odors.

Primary Physical Requirements		Other Physical Requirements	
Lift up to 10 lbs.:	Performed regularly	Twisting:	Performed regularly
Lift 11 to 25 lbs.:	Performed frequently	Bending:	Performed frequently
Lift 26 to 50 lbs.:	Performed frequently	Crawling:	Occasionally performed
Lift over 50 lbs.:	Performed occasionally	Squatting:	Occasionally performed
		Kneeling:	Occasionally performed
Carry up to 10 lbs.:	Performed frequently	Crouching:	NA
Carry 11 to 25 lbs.:	Performed frequently	Climbing:	Occasionally performed
Carry 25 to 50 lbs.:	Performed frequently	Balancing:	Occasionally performed

Carry over 50 lbs.:	Occasionally	Work Surfaces								
Reach above shoulder height:	Occasionally performed									
Reach at shoulder height:	Performed frequently	In Avg. 8 hour Day Employee is Required to:								
Reach below shoulder height:	Performed frequently	Sit								
		Consecutive Hrs.	1	2	3	4	5	6	7	8
Push/Pull:	Performed frequently	Total Hrs.	1	2	3	4	5	6	7	8
Hand Manipulation		Stand								
Grasping:	Performed frequently	Consecutive Hrs.	1	2	3	4	5	6	7	8
Handling:	Performed frequently	Total Hrs.	1	2	3	4	5	6	7	8
Torquing:	Occasionally performed	Walk								
Fingering:	Performed frequently	Consecutive Hrs.	1	2	3	4	5	6	7	8
		Total Hrs.	1	2	3	4	5	6	7	8

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.

Indoor – Administrative, documentation, classroom training, meetings and record keeping tasks are performed in climate controlled office environment or department facility, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). Apparatus maintenance, equipment inspection, testing, and repairs are performed in semi-climate controlled garage space with conditions of mild heat/cold variations, fair ventilation, and the frequent presence of fumes and gases. Some environmental hazards are present and noise levels can be high.

Outdoor – Emergency operations may be performed under variable weather conditions and in an environment with considerable potential for personal danger including significant risk of injury and/or death as can be expected when engaged in emergency operations. Equipment, apparatus, and vehicle inspection, testing, maintenance, repairs and training can also be performed under variable weather conditions with potential for serious injury. Some environmental hazards are present and noise levels can be high.

Position Type/Expected Hours of Work

This position is classified as exempt full-time. Standard days and hours of work are Monday through Friday, 7:30 a.m. to 4:30 p.m. However, the position requires the ability to work during nonstandard hours when the need arises. Some flexibility in the work schedule is a possibility.

Travel

Local travel may be required between the public Safety Building and City Hall or other City facilities. Travel outside of the area may be required for training purposes, to meet with neighboring communities or vendors.

Work Authorization/Security Clearance (if applicable)

Must be authorized to legally work in the United States

Must be able to get to and from work on a consistent basis

Must be able to pass a background check

AAP/EEO Statement

City of Barre provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, City of Barre complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

City of Barre expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Barre's employees to perform their job duties may result in discipline up to and including discharge.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____