

**Fire Chief  
Job Description  
Norwich Fire Department**

**1. GENERAL PURPOSE**

- 1.1. This job description applies to the fire chief.
- 1.2. Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing the Norwich Fire Department's mission to protect life, property and the environment. This is accomplished by providing high quality fire suppression, rescue, first responder emergency medical, hazardous materials, fire prevention and public education services.
- 1.3. This position is an "at will" position and may be modified or terminated by the employer at any time without cause.

**2. SUPERVISION RECEIVED**

- 2.1. Works under the General Supervision of the Town Manager.

**3. SUPERVISION EXERCISED**

- 3.1. Supervises the Deputy Fire Chief, subordinate officers, firefighters, emergency medical technicians and other positions as assigned.

**4. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- 4.1. Plans, coordinates, supervises and evaluates Fire, Rescue and EMS operations.
- 4.2. Implements Municipal Inspection Agreement with Division of Fire Safety if entered into by Town and supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention and building ordinances.
- 4.3. Coordinates with Fire Warden for activities that are the responsibility of the Fire Warden.
- 4.4. Establishes policies and procedures for the fire department to implement directives from the Town Manager.
- 4.5. Develops and implements Standard Operating Procedures consistent with nationally accepted standards.
- 4.6. Insures compliance with Vermont's Occupational Safety and Health Administration rules and regulations as applied to the fire department.
- 4.7. Plans and implements Fire, Rescue and EMS programs for the Town in order to better carry out the policies and goals including those set forth in Town policies; reviews departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.
- 4.8. Supervises and coordinates the preparation and presentation of an annual budget for the Fire Department; directs the implementation of the Departments' budget.
- 4.9. Controls the expenditure of departmental appropriations consistent with Town Financial Policies.

- 4.10. Plans for and reviews specifications for new or replacement apparatus and equipment.
- 4.11. Functions within the National Incident Management and Incident Command Systems.
- 4.12. Responds to alarms and directs activities at the scene of emergencies as Incident Commander.
- 4.13. Directs the operation of departmental training activities.
- 4.14. Handles grievances, maintains departmental discipline and the conduct and general behavior of assigned personnel in accordance with Town Personnel Policies.
- 4.15. Plans departmental operations with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.
- 4.16. Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.
- 4.17. Maintains department's competence in Hazardous Material Operations, Bloodborne Pathogen Exposure Control, CPR/AED, apparatus driving and operation and other required competencies.
- 4.18. Prepares and submits reports to the Town Manager regarding the Departments' activities and prepares a variety of other reports as appropriate including an annual report of activities.

## **5. PERIPHERAL DUTIES**

- 5.1. Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Departments' activities.
- 5.2. Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire Department in a variety of local, regional, state and other meetings.
- 5.3. Serves as a member of various committees.
- 5.4. Performs other duties as assigned by the Town Manager.

## **6. DESIRED MINIMUM QUALIFICATIONS**

- 6.1. Education and Experience:
  - 6.1.1. Minimum of Associate Degree with specialized training in fire department operations and administration.
  - 6.1.2. Four (4) years prior work experience of a progressively responsible nature in fire fighting and prevention and emergency medical services, including supervisory duties, which must have been equivalent to Fire Lieutenant or higher.

- 6.1.3. Minimum certification as Fire Officer II in accordance with *NFPA 1021: Standard for Fire Officer Professional Qualifications* by the National Board on Fire Service Professional Qualifications or the International Fire Service Accreditation Congress.
- 6.1.4. Minimum certification as EMT-B by National Registry of Emergency Medical Technicians.
- 6.2. Necessary Knowledge, Skills and Abilities:
  - 6.2.1. Knowledge of modern fire suppression and prevention, rescue and emergency medical services principles, procedures, techniques, and equipment.
  - 6.2.2. Knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
  - 6.2.3. Skill in the operation of fire department tools and equipment.
  - 6.2.4. Ability to train and supervise subordinate personnel.
  - 6.2.5. Ability to perform work requiring good physical condition.
  - 6.2.6. Ability to use tools and equipment listed below.
  - 6.2.7. Ability to read and write the English language and communicate effectively orally and in writing.
  - 6.2.8. Ability to exercise sound judgment in evaluating situations and in making decisions.
  - 6.2.9. Ability to effectively give and receive verbal and written instructions.
  - 6.2.10. Ability to establish and maintain effective working relationships with other departments, employees, supervisors and the public.

## **7. SPECIAL REQUIREMENTS**

- 7.1. Must have principal residence in Norwich or within 15 minutes travel time to the Norwich Fire Station as approved by the Town manager.
- 7.2. Must be twenty-one (21) years of age or older.
- 7.3. Must possess, or be able to obtain by time of hire, a valid Vermont Driver's License, without record of suspension or revocation in any state in previous 10 years.
- 7.4. NIMS Requirements
  - 7.4.1.IS-700: NIMS, An Introduction
  - 7.4.2.IS-800 NRP
  - 7.4.3.IC-100, ICS-200, ICS-300 and ICS-400: Advanced ICS
- 7.5. Must take and complete the Coaching the Emergency Vehicle Operator II course or equivalent and maintain competency.

- 7.6. Physically fit and able to perform duties associated with EMS services and Fire/Rescue services as appropriate.
- 7.7. No felony convictions, no misdemeanor conviction involving moral turpitude or pattern of misdemeanor convictions, no pending misdemeanor or felony charges, not a habitual drunkard or gambler, no use of illegal drugs in the past ten years, never sold illegal drugs.
- 7.8. Ability to meet Departmental physical standards.

## **8. TOOLS AND EQUIPMENT USED**

- 8.1. Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone, washer/extractor, SCBA filling station, emergency medical equipment and similar equipment.

## **9. PHYSICAL DEMANDS**

- 9.1. 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 functions.
- 9.2. While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl, and taste or smell.
- 9.3. The employee is required to be able to function in and wear fire department personal protective equipment that weighs approximately 40 pounds.
- 9.4. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.
- 9.5. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **10. WORK ENVIRONMENT**

- 10.1. 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.
- 10.2. Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
- 10.3. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid and slippery

and icy conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

10.4. The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

**11. SELECTION GUIDELINES**

11.1. Formal application; review of education, training and experience, appropriate testing and interviews, background check, physical agility, drug screening, final selection and where appropriate pre-appointment medical examination.

11.2. Appointees will be subject to completion of a standard probationary period.

11.3. The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

11.4. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved:

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/S/  
Town Manager

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08/15/07  
Date