



Buxton Fire-Rescue

Administrative Policy

Subject: Personnel Regulations (3)

Section/Number: Fire-Rescue Chief Job Description (4)

Date Approved: July 27, 2006



Job Description:

To direct and manage all firefighting, fire prevention, and fire and rescue service activities of the Town. The Fire/Rescue Chief is responsible, through study and consultation with Town officials, for developing recommendations for the protection of life and property in the Town. Administration duties include but not limited to planning, directing, and controlling departmental activities including recruitment of personnel, purchase of equipment, control of expenditures, preparation of budget estimates, and the assignment of personnel and equipment. The Fire/Rescue Chief consults with the Town Selectmen on problems of policy and planning, but works independently in supervising technical operations.

This is a full-time appointed position – 40 hours per week, which may require extended hours at times. The Fire/Rescue Chief position is a salaried position determined annually by the Board of Selectmen.

Important Note:

This job description was developed and approved by the Buxton Board of Selectmen on July 27, 2006. All inquiries as to this job description should be directed to the Board of Selectmen.

Duties and Responsibilities:

Includes but not limited to:

- Directs and oversees the activities of the Fire/Rescue Departments;
- Plans, implements, and reviews departmental short and long-range goals;
- Develops general policies for the administration of the department.
- Evaluates departmental needs and makes recommendations for the purchase of apparatus and equipment;
- Prepares annual budgets and controls expenditures;
- Establishes operational standards for the department;
- Attends conferences and seminars on fire/rescue administration to keep abreast of developments in the field;
- Responds to alarms and directs activities at the scene of larger fires or incidents;
- Develops recommendations for the protection of life and property in the Town;
- Consults with the Town Selectmen, and department heads on problems relating to firefighting, emergency medical services, and other related services;
- Directs administrative functions including planning, personnel administration, equipment purchasing, and the allocation of resources;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;
- Maintains Mutual Aid Agreements to meet the needs of the community;
- Assists Planning Board with fire protection and related emergency concerns;
- Recruits call firefighters, EMT's and other positions;
- Strives for cohesive organization between all personnel;

Required Knowledge, Skills and Abilities:

Knowledge of:

- The principles, practices, methods, and equipment employed in modern firefighting and EMS.
- Fire hazards and fire prevention techniques.
- The use of fire records and their application to fire prevention and fire protection administration.
- The rules and regulations of the department and town laws and ordinances pertaining to fire prevention and rescue services.

Ability to:

- Direct and coordinate a multidisciplinary staff in firefighting, fire prevention, and fire and rescue activities.
- Perform a broad range of supervisory responsibilities over others.
- Maintain strict discipline and compliance with Department rules and regulations.
- Communicate orally with customers, clients, or the public in face-to-face one-on-one settings, in group settings, or using a telephone.
- Comprehend and make inferences from written material in the English language.
- Observe, monitor, or compare data to determine compliance with prescribed operating standards.
- Establish relationships and work cooperatively with Town Officials, employees, and the public.
- Lead and command effectively in emergency situations.
- Develop written documents such as letters, grant proposals, presentations and ordinances using clearly organized thoughts, proper English sentence construction, punctuation, and grammar.
- Review or check the work products of others for conformance to standards.
- Work safely without presenting a direct threat to self or others.
- Performs other marginal functions as assigned.

Cognitive and Sensory Requirements:

Talking: Necessary

Hearing: Necessary

Sight: Meet NFPA 1582 Standard

Tasting: Helpful

Smelling: Necessary

Physical Activity Requirements:

Lift up to 10 lbs.: Regularly Req.

Lift 11-25 lbs.: Regularly Req.

Lift 26-50 lbs.: Regularly Req.

Lift over 50 lbs.: Occasionally Req.

Carry up to 10 lbs.: Regularly Req.

Carry 11-25 lbs.: Regularly Req.

Carry 26-50 lbs.: Regularly Req.

Carry over 50 lbs.: Occasionally Req.

Reach above shoulder height: Regularly Req.

Twisting: Regularly Req.

Bending: Regularly Req.

Crawling: Regularly Req.

Squatting: Regularly Req.

Kneeling: Regularly Req.

Crouching: Regularly Req.

Climbing: Regularly Req.

Balancing: Regularly Req.

Acceptable Experience and Training:

- Five years of combined supervisory experience in firefighting and rescue at a level which has afforded the opportunity to become familiar with all phases of departmental operations
- Licensed EMT and Paramedic
- ICS/NIMS command
- An Associate's degree, supplemented by successful completion of supervisory courses in fire department administration and fire prevention and business or public administration. Other combinations of experience and education that meet the minimum requirements may be substituted
- HAZMAT operations level
- Certified Firefighter II (NFPA1001)
- Valid Driver's License

Preferred Experience/Skills/Education:

- Fire protection, business administration, public administration and related fields of experience
- Certified Firefighter II (NFPA 1001)
- Certified HAZMAT Operations
- Certified Maine EMS Intermediate or Paramedic
- Maine Forest Service S130/S190 certification
- 10 years fire service experience with 5 years in management or supervisory position
- Fire Prevention, Code Enforcement and EMS experience
- Experience managing a fulltime and call firefighter department
- Strong administrative skills
- Strong written and oral communication skills