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| **TOWN OF MILFORD - JOB DESCRIPTION** | | | | |
| **JOB TITLE:** | | Fire Chief | **GRADE LEVEL:** | 27 |
| **CLASSIFICATION:** | | Exempt | **DEPT:** | Milford Fire Dept |
| **CREATED:** | | 1996 | **REV DATES:** | 4/10/19  2/8/16  4/2011 |
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| **Job Description:** | Performs highly responsible administrative, supervisory and technical activities directing the municipal Fire Department.  The Fire Chief is responsible for the direction of all rescue, fire fighting, fire prevention, life safety and fire service related activities of the Town. In addition, he/she is responsible through study and consultation with Town officials for developing recommendations for the protection of life and property in the community. Administrative duties include planning, directing and control of all Departmental activities. These activities include, but are not limited to, recommendations for the recruitment of personnel, purchase of equipment, control of expenditures, preparation of budget estimates and the assignment and supervision of personnel and equipment. | | | |
| **Accountability:** | Reports to the Town Administrator | | | |
| **Equipment Used:** | Fire apparatus and equipment, office equipment, code books | | | |
| **Environment:** | **Inside:** 50% **Outside:**  50 **%** | | | |
| **Duties and Responsibilities:** | | | | |
| **Note:** Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position. | Any one item may not include all of the duties listed, nor, do the listed examples include all duties which may be found in a position of this class.   1. Organizes, directs and controls all resources of the Department to protect persons and property and enforce applicable ordinances of the Town, State and Federal laws. 2. Shall have all the powers designated to fire chiefs as defined in Chapter 154 of the New Hampshire Revised Statutes Annotated. 3. Monitors trends and developments in the public and private sectors; anticipates changes, innovations and problems as they relate to the fire and emergency management services. 4. Plans operations; assigns personnel and equipment as service requires; evaluates needs for and purchases new apparatus and equipment. 5. Responds to alarms and other emergencies and directs activities as necessary. 6. Oversees and reviews fire prevention functions, receives and disposes of complaints regarding conditions which constitute fire and life safety hazards. 7. Oversees the activities of departmental training programs for both permanent and call firefighting personnel. 8. Oversees the maintenance and repair of firefighting apparatus and equipment, prepares specifications for new apparatus and equipment. 9. Prepares and manages department budget, prepares periodic and special reports when necessary. 10. Confers with State officials on various matters, develops and maintains mutual aid pacts with other fire departments. 11. Recommends improvements in municipal water mains, water storage and hydrant distribution systems for improved fire protection for the Town. 12. Recommends fire codes and ordinances for adoption by the Town. 13. Administers all department records as required. 14. Issues or causes to be issued permits as required (assembly, blasting, burning, heating systems, storage tank, etc.) 15. Oversees the operation and maintenance of the municipal fire alarm system. 16. Plans implements effective customer relations and public education programs. 17. Investigates, causes to be investigated, the source and circumstances of fire to detect their causes and prepares reports to appropriate organizations regarding the results of said investigations. 18. Serves as the Director of the Town’s Emergency Management Services. 19. Meets regularly with, and reports to, the Town Administrator on matters pertaining to the administration and operations of the Department. 20. Works with other Town officials (Ambulance, Building, Planning, Police, Public Works, etc.) and community organizations on matters as they relate to life safety, fire prevention, and fire protection. 21. Maintains effective relationships with local, State and Federal officials on matters as they relate to fire and emergency services. 22. Performs other tasks as required. | | | |

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| **Physical Activity Requirements:**  Frequently, Occasionally, Seldom, Rarely or Not Required | | | | | | | | | | | | | | | | | | | | | | | |
| **PRIMARY PHYSICAL REQUIREMENTS** | | | | | | F | O | S | R | NR |  | | **OTHER PHYSICAL CONSIDERATIONS** | | | F | O | | | S | | R | NR |
| LIFT up to 10 lbs.: | | **Required** | | | |  |  |  |  |  |  | | Twisting | | **Required** |  |  | | |  | |  |  |
| LIFT 11 to 25 lbs.: | | **Required** | | | |  |  |  |  |  |  | | Bending: | | **Required** |  |  | | |  | |  |  |
| LIFT 26 to 50 lbs.: | | **Required** | | | |  |  |  |  |  |  | | Crawling: | | **Required** |  |  | | |  | |  |  |
| LIFT over 50 lbs.: | | **Required** | | | |  |  |  |  |  |  | | Squatting: | | **Required** |  |  | | |  | |  |  |
| CARRY up to 10 lbs.: | | **Required** | | | |  |  |  |  |  |  | | Kneeling: | | **Required** |  |  | | |  | |  |  |
| CARRY 11 to 25 lbs.: | | **Required** | | | |  |  |  |  |  |  | | Crouching: | | **Required** |  |  | | |  | |  |  |
| CARRY 26 to 50 lbs.: | | **Required** | | | |  |  |  |  |  |  | | Climbing: | | **Required** |  |  | | |  | |  |  |
| CARRY over 50 lbs.: | | **Required** | | | |  |  |  |  |  |  | | Balancing: | | **Required** |  |  | | |  | |  |  |
| REACH above shoulder height: | | **Required** | | | |  |  |  |  |  |  | | **WORK SURFACE(S)** | | | | | | | | | | |
| REACH at shoulder height: | | **Required** | | | |  |  |  |  |  |  | | **Desk, office equipment, exterior environment, apparatus floor** | | | | | | | | | | |
| REACH below shoulder height: | | **Required** | | | |  |  |  |  |  |  | |
| PUSH/PULL: | | **Required** | | | |  |  |  |  |  |  | |
| **HAND MANIPULATION** | | | | | | F | O | S | R | NR |  | |
| Grasping: | | | **Required** | | |  |  |  |  |  |  | | **DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:** | | | | | | | | | | |
| Handling: | | | **Required** | | |  |  |  |  |  |  | |  | Consecutive Hours  1 2 3 4 5 6 7 8 | | | | Total Hours  1 2 3 4 5 6 7 8 | | | | | |
| Torquing: | | | **Required** | | |  |  |  |  |  |  | | Sit | **1-2** | | | | **4-5** | | | | | |
| Fingering: | | | **Required** | | |  |  |  |  |  |  | | Stand | **1-2** | | | | **1-2** | | | | | |
| Controls and Equipment: | | | **Required** | | |  |  |  |  |  |  | | Walk | **1-2** | | | | **1-2** | | | | | |
| *Controls and Equipment:*  Fire Apparatus, hoses, fire gear, | | | | | | | | | | | | | | | | | | | | | | | |
| **Cognitive and Sensory Requirements:** | | | | | | | | | | | | | | | | | | | | | | | |
| Talking: | | Necessary to communicate clearly with others. | | | | | | | | | | | | | | | | | | | | | |
| Hearing: | | Necessary to communicate clearly with others and use radio equipment. | | | | | | | | | | | | | | | | | | | | | |
| Sight: | | Necessary for doing job effectively and correctly. | | | | | | | | | | | | | | | | | | | | | |
| Tasting & Smelling: | | Required | | | | | | | | | | | | | | | | | | | | | |
| **Specific Vocational Preparation Requirement(s):** | | | | | | | | | | | | | | | | | | | | | | | |
|  | Short demonstration only | | | |  | Any “beyond short” demonstration up to and including 30 days. | | | | | | | | | | | | |  | | 30-90 days | | |
|  | 91-180 days | | | |  | 181 days to 1 year | | | | | | | | | | | | |  | | 1 to 2 years | | |
|  | 2 to 4 years | | | | **X** | 4 to 10 years | | | | | | | | | | | | |  | | Over 10 years | | |
| **Required:** | | | | * Must possess and maintain State of New Hampshire Commercial Driver’s license with air brake and tanker endorsements. * Bachelor of Arts/Science Degree in Fire Science, Public Administration, or closely related field | | | | | | | | | | | | | | | | | | | |
| **Experience:** | | | | * Ten (10) years’ experience in the fire service, with at least five (5) years in a supervisory position; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. | | | | | | | | | | | | | | | | | | | |
| **Supervisory experience:** | | | | * at least five (5) years in a supervisory position | | | | | | | | | | | | | | | | | | | |
| **Licensure/**  **Certification Requirements:** | | | | * Must be certified New Hampshire Fire Fighter Career Level (old) or New Level I, Prefer State Fire Instructor and/or Fire Officer certification. | | | | | | | | | | | | | | | | | | | |
| **Other Training, and/or related Skills:** | | | | * Thorough knowledge of the principles, practices, methods and equipment employed in modern firefighting. * Thorough knowledge of life safety, fire hazards and fire prevention techniques including state and local codes. * Thorough knowledge of the use of fire records and their application to fire prevention and fire protection administration. * Ability to plan, assign and coordinate the activities performed by a large group of employees in varied fire service activities. * Ability to maintain discipline and respect of subordinates and to lead and command personnel. * Ability to initiate, plan and carry out programs in fire administration, in-service training and fire prevention. * Ability to establish and maintain working relationships with employees and the general public. * Ability to speak and write effectively, must have excellent communication skills. | | | | | | | | | | | | | | | | | | | |
| **Summary of Occupational Exposures:** | | | | | | | | | | | | | | | | | | | | | | | |
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| **Summary of Occupational Exposures:** | | | | | | | * May be exposed to hazardous materials, smoke, heat, pathogens | | | | | | | | | | | | | | | | |
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| **Other Considerations and Requirements:** | | | | | | | | | | | | | | | | | | | | | | | |
| **Other Considerations and Requirements:**   * Frequent physical effort may be required in handling and lifting emergency equipment. Working conditions may be disagreeable with exposure to all weather elements, as well as exposure to hazards resulting from the provision of emergency services that could lead to illness, disability, or death. Work involves environments with a variety of adverse conditions, heat, cold, wet, slippery, noisy, etc. The nature of the position requires the individual to be in, and, maintain sound physical condition. * The physical demands of the duties described here are representative to those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. * Duties require attending meetings and training sessions in the evening, and position is subject to call back after regular hours. * Fire Chief should reside in the Town of Milford. * This position requires that the employee treat the citizens of the Town and members of the staff with respect and courtesy. * This position requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff. | | | | | | | | | | | | | | | | | | | | | | | |
| **I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the job description is representative of the position, not all inclusive.** | | | | | | | | | | | | | | | | | | | | | | | |
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| **Signature** | | | | | | | | | | | | **Date** | | | | | | | | | | | |

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| This job description was reviewed and approved by Dept Manager and HR on |  |