



Town of Otisfield  
408 State Route 141, Otisfield, ME 04270 - 6474  
Phone: 207.539.2664 Fax: 207.539.2246

## **FIRE CHIEF**

Ref. #1401

Revised 5/12/2010

### **Nature of Work:**

This is a responsible, administrative, supervisory and technical position. The Fire Chief performs administrative functions including planning, personnel administration, equipment purchasing and maintenance, and the allocation of resources. The Fire Chief organizes, directs and evaluates the Otisfield Fire Department to provide fire prevention, suppression and emergency services to prevent or minimize the loss of life, property and environmental damage to the Town of Otisfield and neighboring municipalities holding mutual aid agreements. The Chief ensures that the Fire Department incorporates up-to-date and efficient fire prevention, fire suppression and hazardous incident mitigation standards into its procedures, equipment and methods and oversees the training and development of the department personnel.

The Fire Chief serves as the communication link between the Fire Department, other town of Otisfield boards and committees, the Board of Selectmen (BOS), and the community.

The Fire Chief is an appointed position upon the recommendation of voting members of the Fire Department, which serves for a one year term, reports to and is responsible to the BOS.

The Fire Chief is ultimately responsible for all essential duties and responsibilities of subordinates but may delegate responsibilities through the chain of command.

### **Essential Duties and Responsibilities:**

Duties include but are not limited to:

- Develops general policies for the administration of the department.
- Develops and oversees the review, evaluation, development, management and implementation of fire department programs, policies and procedures for various departmental operations including training and fire prevention.
- Prepares and updates short and long range strategic plans to ensure the department's contribution to the Town's overall plans and strategies.
- Develops and analyzes the department's organizational structure and organizes major accountabilities and functions into effective and measurable units within this structure.
- Ensures that personnel are deployed in working units to efficiently meet the Town's needs.
- Allocates, directs, motivates and evaluates departmental personnel to help: (1) achieve their individual goals; (2) collectively achieve the department's mission; and (3) lead to employees' growth and accountability for their actions.

- Approves time sheets and submits to the Assistant to the BOS for processing of payroll and record keeping.
- Analyzes future personnel staffing needs and develops short and long-term plans to meet those needs.
- Recruits and retains qualified personnel at all departmental levels, consistent with applicable laws, regulations and Town policies and procedures.
- Directs training programs to prepare new firefighters to meet the challenges of fire service and update existing employees' skills to improve the Fire Department's performance.
- Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.
- Coordinates National Incident Management System (NIMS) plans for Fire Department personnel and protection of life and property for the Town.
- Responds to alarms and directs activities at the scene of fires or incidents.
- Coordinates ongoing research into new fire service technologies and trends, and recommends implementation of programs and equipment to help the Department achieve its objectives more efficiently.
- Coordinates research of appropriate legislative and enforcement actions, including zoning and planning issues, to improve fire prevention, fire suppression, and provision of hazardous incident mitigation services.
- Presents fire departmental issues and recommendations on policy direction requiring policy direction to the BOS, Planning Board and any other board, agency or Town department heads.
- Identifies federal, state and private research and development grants; determines the scope of work for which funds are needed, prepares proposals to obtain them and administers grant funds.
- Plans for capital improvements for the Fire Department for presentation to the Finance Committee and the BOS.
- Prepares realistic and fiscally sound annual and special budgets, including special activities assigned by the BOS, and presents to the Finance Committee and the BOS.
- Ensures that the department functions within budget appropriations.
- Establishes and maintains cooperative relationships with neighboring and regional fire departments to ensure coordinated efforts in mutual aid and training, and to address common suppression, prevention, enforcement and emergency issues.
- Coordinates the Department's activities with those of other Otisfield departments and offices to ensure a consistent approach towards common projects and interests.
- Serves as the Town's representative to committees and organizations concerned with improvements in fire services, fire education for the public, and departmental public relations within Otisfield as well as those of other towns and the State.
- Directs fire prevention, first aid, and safety promotion programs for the community through civic, school, business and other organizations.

### **Requirements of Work:**

- Thorough knowledge of fire department activities and services, including modern fire suppression techniques, fire prevention and all applicable fire and life safety

codes, hazardous incident mitigation techniques, recordkeeping, and department administration.

- Ability to identify the Department's future direction in response to changing community needs, and to develop, implement, and monitor appropriate plans, schedules, and action steps.
- Ability to identify, refine, and implement the Department's organizational structure to achieve optimum performance.
- Ability to provide leadership, counsel, and motivation.
- Ability to lead and command effectively in emergency situations.
- Ability to maintain discipline and earn and retain the respect of Fire Department personnel.
- Ability to conduct constructive performance reviews with department personnel at all levels securing their respective commitment to the Department's goals.
- Ability to communicate effectively and persuasively, both orally and in writing with individuals and groups.
- Ability to establish and maintain effective working relationships with the Town, employees and department heads, other towns and the State, as well as internal and external community groups, advisory boards, the news media, and the general public.
- Ability to resolve conflicts and gain cooperation among competing interest groups.
- Ability to research and negotiate with service providers and vendors.
- Ability to administer contracts with service providers and vendors.
- Ability to operate vehicles according to Department procedures.
- Thorough knowledge of the Right to Know laws.
- Commitment to protect the confidentiality of citizenry.
- Ability to exercise discretion, tact, and diplomacy at all times.
- Ability to manage job related stress.

### **Training and Experience Required:**

- Five or more years of progressively responsible fire fighting experience including management and supervisory responsibilities or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- Three or more years as a fire department officer.

### **Necessary Special Requirements:**

- Must be 21 years of age.
- Requires valid driver's license.
- Must have acceptable driver record as defined in the Fire Department's requirements and as evaluated by the BOS.
- Must be able to pass a criminal background check as evaluated by the BOS.
- Must be Hazmat certified (NIMS compliant).

**ADOPTED: November 17, 2010**

Revised 5/12/2010

**TAFT**

