

Town of Amherst Massachusetts Employment Opportunity ► Fire Chief ◀

The Town of Amherst, Massachusetts (pop. 34,874) shall fill the position of Fire Chief which will be vacant after the retirement of the incumbent. Amherst is located in the heart of the Pioneer Valley of Western Massachusetts. The town is home to Amherst College, Hampshire College, and the University of Massachusetts Amherst. The Department operates two stations, provides ALS transport and is staffed by 103 personnel including 44 fulltime uniformed employees, 22 on-call employees, and 36 volunteer firefighters and an operating budget of \$5.0 million. Appointed by The Town Manager, the Fire Chief serves as the community's Emergency Manager. Minimum qualifications include: Bachelor's Degree in Fire Science, Business or Public Administration, Master's preferred; completion of the Massachusetts Chief Fire Officer Management Program, ten years of fire suppression experience as a fulltime uniformed member in an organized fire department and at least five years of experience in a supervisory capacity at a level of Captain or above or a combination of education and equivalent experience. Candidates must have demonstrated experience and skill within the following critical areas; budgeting, crafting, collaborative interagency relationships, labor management relations in a unionized environment, pacing change, fire ground management, incident command and emergency management. Graduates of the National Fire Academy Executive Fire Officer Program are encouraged to apply. Hiring range is **\$95,000 – \$105,000** depending upon qualifications. Full compensation package Longevity Compensation, Medical and Life Insurance, voluntary Dental Plan, Vacation, sick and personal leave. Uniforms & protective clothing, deferred compensation plan, 40 hours per week schedule. **How to apply:** Electronic submission required Send cover letter, completed application and resume to humanresources@amherstma.gov For applications go to www.amherstma.gov . Application deadline: Applications will be accepted until the position is filled.

THE TOWN OF AMHERST IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER

POSITION DESCRIPTION

Non Union Level P
FIRE DEPARTMENT
2009
FIRE CHIEF

Date Revised: April 27, 2009
Date Approved by Personnel Board: May 5,

Job Summary

Performs a variety of technical, administrative, and supervisory activities in planning, organizing, directing and implementing fire prevention, suppression and emergency medical services, and emergency management to prevent or minimize the loss of life and property by fire and emergency medical conditions. Responsible for the planning, directing, and administering all activities of the Amherst Fire Department, to include but not limited to fire suppression, fire prevention, fire inspection, emergency medical response, emergency management, hazardous material response, and other related duties as assigned.

Supervision Received

Works under the broad supervision of the Town Manager who establishes Town policy. Performs regular duties independently using his/her own specialized and technical judgment.

Supervision Exercised

The Fire Chief is responsible for the supervision of three forces consisting of fire prevention personnel, career fire suppression staff emergency medical technicians, , call or part-time fire fighters, and an auxiliary or student firefighters; Directly responsible for actions of subordinates and general Fire Department policies.

Major Duties

1. Plans, coordinates, supervise and evaluate fire and emergency medical services (EMS) operations, emergency management and fire prevention activities. Establishes policies and procedures for Fire and EMS in order to implement directives from the Town Manager; continually evaluates departmental effectiveness and makes changes contributing to improved operations; involves subordinate officers by soliciting suggestions and concerns discussing proposed changes; and the most effective methods of implementation of policies and procedures; on own discretion, delegates policy issues concerning call and auxiliary forces to subordinate officers.
2. Plans and implements Fire, EMS, and emergency management programs for the Town in order to better carry out the policies and goals including those set forth in the Town's Affirmative Action Plan; reviews departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies; investigates and procures state and federal grants for fire and EMS operations and equipment; supervises and coordinates the preparation and presentation of an annual budget for Fire and EMS; directs the implementation of the Department's budgets; plans for and reviews specifications for new or replaced equipment. Supervises and updates emergency management plan.
3. Responds to alarms, utilizes the national Incident Management System to direct activities at the scene of major emergencies as required and needed; supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances; directs the operation of departmental in-service training activities; controls the expenditure of departmental appropriations.
4. Manages collective bargaining agreement and participates in collective bargaining negotiations. Handles grievances, maintains departmental discipline and the conduct and general behavior of assigned personnel; Prepares and submits reports to the Town Manager regarding the department's activities and prepares a variety of other reports as appropriate including the annual report of activities; plans departmental operation with respect to equipment, apparatus, and personnel; supervises the implementation of such plans; 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.
5. Meets with elected or appointed officials, other Fire/EMS officials, and emergency management officials, community and business representatives and the public on all aspects of the department's activities; Attends conferences and meetings to keep learn of current trends in the field; represents Fire/EMS and emergency management Department in a variety of local, county, state and other meetings to learn and keep current in the field; Develops and administers recruitment and retention programs for volunteers participating in the department.
6. Performs other related duties as required.

Desired Minimum Qualifications

Graduation from an accredited college or university with a bachelor's degree in fire science, public administration, business management or a closely related field plus ten (10) years experience in career fire and emergency medical

service work; five years must have been equivalent to fire captain or higher or a combination of education and equivalent experience, and completion of the National Fire Academies Executive Fire Officer Program (EFOP) or the Massachusetts Chief Fire Officer Management Training Program preferred. Certification through the National Professional Qualifications Board (NPQB) as a Fire Officer Level 1-IV, or any equivalent combination of education and experience. Possesses an Emergency Medical Technician certification; all appropriate NIMS and Incident Command Training from FEMA/or its successor.

Comprehensive knowledge of emergency management, modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment. Working knowledge of first aid and resuscitation techniques and their application as demonstrated through Massachusetts E.M.T Basic or above Certification required within one year of appointment; considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.

Skill in the operation of the listed tools and equipment. Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions. Ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements listed below.

Special Requirements

Must possess, or be able to obtain by time of hire, a valid Massachusetts Driver's License without record of suspension or revocation in any state; no felony convictions or disqualifying criminal histories within the past seven years. Ability to read and write the English language and ability to meet departmental physical standards.

Tools and Equipment Used

Emergency medical aid unit and equipment, fire apparatus and equipment, ladders, radio, pager, personal computer, phone.

Physical Demands

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.

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.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. 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.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

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

Selection Guidelines

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; drug screening; final selection and pre-employment medical examination. NOTE: Appointees will be subject to completion of a standard probationary period.

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.

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.