

FIRE CHIEF

JOB SUMMARY

Serves as Chief of the Town Fire Department and is responsible for policy development, control, supervision, and program implementations of the department. The Fire Chief is accountable for the effective delivery of Fire and Rescue services to the community. Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and /or emergency medical conditions.

SUPERVISION RECEIVED

Activities are conducted with operational independence and personal judgment, under the general administrative direction of the Board of Selectmen. Performance is reviewed through conferences, reports, and program results, based on the development of annual goals and objectives.

SUPERVISION EXERCISED

Directly supervises Fire and Rescue personnel. Works closely with the Deputy Chief of Operations and the Deputy Chief of Administration in a team approach. Has final authority for decisions pertaining to safety and Fire/Rescue scene protocol. Has responsibility for the separation, discipline, and performance evaluation of staff, subject to consultation with and approval by the Board of Selectmen.

EXAMPLES OF ESSENTIAL DUTIES

1. Functions as the Fire Chief of the Town with all the rights, powers, and duties provided under NH Statute RSA Chapter 154. Has broad authority in the provision of protecting life and property in the community.
2. Establish Department policies, regulations, and procedures based upon the needs of the Town and with assistance from the Deputy Chiefs.
3. Directs, coordinates, evaluates and improves all Department procedures, practices, and functions; establishes and maintains formal channels of communication through which information must flow and specific authority is delegated; takes necessary steps to improve Fire and Rescue operations. Reviews Department activities to determine problem areas and the need for action. Takes necessary steps to improve the department's understanding of document and general paperwork requirements. Makes recommendations for improvements to the department's administrative and operations policies and procedures as needed. Initiates the necessary action to implement and enforce the policies and procedures.

4. Organizes, directs, and makes efficient use all resources of the Department to perform the essential duties and responsibilities of the Department.
5. Cooperates with other Town, Local, State or Federal Officials.
6. Uses approved equipment and procedures in the performance of duties in accordance with Local, State, and Federal Laws, department and Town policies. Ensures that all department members do so as well.
7. Reviews and reports departmental performance and effectiveness on a regular basis to the Board of Selectmen.
8. Works closely with the Deputy Fire Chief of Operations and the Deputy Fire Chief of Administration when setting policy, coordinating training, providing reports and documentation to other Town and State Officials, developing the Department's annual budget, evaluating the expenditure of Departmental appropriations and a policy for approval of purchase orders.
9. Maintains equipment and personnel at a level consistent with the Department budget. Plans and reviews specifications for new or replacement equipment (trucks, hand tools, hoses, SCBA's, etc.) based on determined needs of the Department.
10. Responds to and assumes command of major fires and rescue incidents, sets guidelines for automatic and mutual aid responses with other towns in the Mutual Aid system. Participates in Mutual Aid meetings as needed.
11. Operates both as a member of a team and independently at incidents of uncertain duration, advising and assisting all personnel.
12. Works closely with Emergency Management Director and/or Forest Fire Warden based upon type of emergency or situation.
13. Maintains proficiency of the department in the operation of technical equipment, instruments, radios, etc. Ensures all operators of motor vehicles do so in accordance with State and Federal laws and department regulations in routine and emergency situations.
14. Plans, implements and maintains effective continuing education programs. Attends meetings and provides communications to other Town Boards, Officials or Committees as needed.
15. Maintains discipline, prescribed conduct and general professional behavior of department personnel.
16. Directs and performs fire prevention activities including inspections, school presentations, alarm maintenance for all Town Buildings and fire investigations in cooperation with State and local authorities.
17. Responsible for inspections of buildings and other properties for fire hazards and enforces Local, State, and Federal fire prevention ordinances and fire codes. This includes inspection of heating sources for new or improved dwellings as indicated on building permits granted by the Select Board.

18. Works with Deputy Fire Chief of Operations and Deputy Fire Chief of Administration to research and present to the Board of Selectmen possible grant opportunities as they become available to offset costs and improve operations.
19. Prepares and publishes with the assistance of the Deputy Chiefs and other officers, Standard Operating Policies and Procedures for the Department and files a copy with the Board of Selectmen.
20. Assists the Chief of Fire Department Administration with the maintenance of complete and accurate records. Provides the Chief of Fire Department Administration with any requested information in a timely manner, including submissions for the annual report of Department activities, data forms, compliance certificates and payroll information.
21. Use approved equipment and procedures in the performance of duties in accordance with federal and State laws, and Town and Department policies. Maintain proficiency of the department in the operation of technical equipment, instruments, and radios, etc. Ensure that all operators of motor vehicles do so in accordance with State laws and Department regulations in routine and emergency situations.
22. Performs all duties of a Fire Fighter as needed and all other duties of the Fire Chief as well as duties reasonably requested by the Board of Selectmen.
23. Assures that all services that are provided by the Nelson Fire and Rescue Squad are permitted within the scope of the Department's and the individual's licenses and certifications. Actions beyond those permitted must be prohibited with strict enforcement.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

A thorough knowledge of the principles and practices of Firefighting and Fire Department Field Operations and Administration as well as an extensive knowledge of the standards by which the Fire fighters and Rescue service personnel will be evaluated. Thorough knowledge of documentation requirements and documentation management.

Knowledge of statutes and ordinances relating to a Fire Chief as well as members of the Department.

Ability to develop and maintain effective working relationships with other Town Officials and Department heads, State and Federal authorities, as well as members from other responding Fire Departments.

Ability to handle or to delegate multiple tasks simultaneously.

MINIMUM QUALIFICATIONS REQUIRED

High School diploma or equivalent. Knowledge of and experience in firefighting and emergency response. Certification as Firefighter I with at least five years of firefighting supervisory experience, certification in NIMS/ICS for Fire Service, (Incident Command System), and CDL (B) driver's license with airbrake and tank endorsements.

Good oral and written communications skills. Ability to pass medical/physical evaluation to meet the physical requirements of firefighting. Ability to pass a criminal background check prior to employment.

Additional preferred certifications include Firefighter II, Inspector I and EMT Basic.

DISCIPLINARY ACTIONS

Operations of services without the required licenses shall be cause for the dismissal of the Fire Chief.
Administering services beyond those within the scope of practice of individual or department licenses shall be cause for the dismissal of the squad member(s) involved and may also include the Fire Chief.
Failure to provide complete and accurate information, as requested by the Select Board, in a timely manner shall result in disciplinary action up to and including dismissal.

Fire Chief Job Description

Nelson Board of Selectmen

David Upton, Chair

Maury Collins

Susan Hansel

I have read the above job description and agree to abide by same.
I further understand that departure from the duties and requirements of the position, as detailed above, may result in disciplinary action.

Name

Date

Town of Nelson

Policies and Procedures

Section: Employment

DEPUTY FIRE CHIEF OF OPERATIONS**JOB SUMMARY**

Under the direction of the Fire Chief, serves as Deputy Fire Chief of Operations for the Town Fire Department. Working closely with the Fire Chief, this individual is responsible for policy, development, control, supervision, and program development and implementation with regard to operational aspects of the department. This involves the daily operations of both emergency and non-emergency incidents, which includes emergency medical services, fire suppression, safety operations, special operations, training, fire prevention, and community education and awareness activities. The individual works closely with the Fire Chief and Deputy Fire Chief of Administration in a leadership role for the Department. Can perform as acting Chief, based upon emergency call and resource requirements.

SUPERVISION RECEIVED

Activities are conducted under the general guidance and direction of the Fire Chief. Exercises supervision over Fire Department operations and support services personnel. Provides all necessary reports and supporting documentation such as payroll logs, certification and licensing logs, etc. as required. Works closely with the Deputy Fire Chief of Administration with regard to all administrative matters.

SUPERVISION EXERCISED

Under the direction of the Fire Chief, has authority for decisions pertaining to operational organization and requirements. Works closely with the Fire Chief and the Deputy Chief of Administration in a team approach. Can perform as acting Chief, based upon emergency call and resource requirements.

EXAMPLES OF ESSENTIAL DUTIES

1. Assist the Fire Chief in the establishment of Department policies, regulations, and procedures based upon the administrative needs of the Department with emphasis on risk management and life safety.
2. Directs, coordinates, evaluates and improves all operational procedures, practices, and functions; establishes and maintains formal channels of communication through which information must flow and; takes necessary steps to improve the department's understanding of all operational requirements. Reviews Department's operational policies and procedures to determine problem areas and the need for action.
3. Assures the safety of citizens and department staff when responding to and working at emergency calls.
4. Organizes, directs, and controls all resources of the Department (under the direction of the Fire Chief) to perform the essential duties and responsibilities of the Department.

5. Assists the Fire Chief in strategic planning and goal setting for the Department of long-range needs with respect to administration, operations, equipment, apparatus, facilities, and personnel. Assists in the implementation of such plans.
6. Cooperates with other Town and State Officials.
7. Works in unison with the Fire Chief and Deputy Fire Chief of Administration to Develop the Department's budget for presentation to the Board of Selectmen. Assists in administering the Department's budget in accordance with established Town policy. Helps to maintain the office and meeting room in a manner which meets the approval of the NH Department of Labor for good housekeeping. Discusses any budgetary problems with the Fire Chief and Deputy Chief of Administration before any shortage occurs.
8. Operates both as a member of a team and independently at incidents of uncertain duration, advising and assisting all personnel.
9. Works closely with the Fire Chief and Deputy Fire Chief of Administration in preparation of reports, including annual report of Department activities, data forms, compliance certificates and payroll information.
10. Use approved procedures in the performance of duties in accordance with federal and State laws, and Town and Department policies. Ensures that other department members do so.
11. Works closely with the Fire Chief and Deputy Fire Chief of Administration to Plan, Implement, and maintain effective continuing education programs. Serves, with the Fire Chief, as primary representatives of the Department with civic organizations, public interest groups, elected representative, schools, etc., by attending meetings related to department operations, education, funding, safety, membership, and credential management.
12. Performs all duties of Fire Fighter/Rescue personnel as needed and other duties of the Deputy Fire Chief of Operations as well as any other duties reasonably assigned by the Fire Chief.
13. Assures that all members of the department understand that services provided by the Nelson Fire and Rescue Squad must only be those permitted within the scope of the Department's and the individual's licenses and certifications. Actions beyond those permitted must be prohibited with strict enforcement and any violation should be reported to the Fire Chief.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

A thorough knowledge of the principles and practices of Firefighting and Fire Department Operations, as well as an extensive knowledge of the standards by which the Fire fighters and Rescue service personnel will be evaluated. A thorough knowledge of documentation and record keeping and the ability to assist in the maintenance of complete, accurate, and up to date files. Knowledge of statutes and ordinances relating all officers and members of the Department. Knowledge of budgetary practices and procedures and the ability to operate within a designated budget. Ability to develop and maintain effective working relationships with other Town Officials and Department heads, State and Federal authorities, as well as members from other responding Fire Departments. Ability to handle multiple tasks simultaneously.

MINIMUM QUALIFICATIONS REQUIRED

High School diploma or equivalent. Knowledge of and experience in firefighting and emergency response. Certification as Firefighter I with at least five years of firefighting experience with some supervisory experience, certification in NIMS/ICS for Fire Service, (Incident Command System), and CDL (B) driver's license with airbrake and tank endorsements. Good oral and written communications skills. Ability to pass medical/physical evaluation to meet the physical requirements of firefighting. Ability to pass a criminal background check prior to employment. Additional preferred certifications include Firefighter II, Inspector I and EMT Basic.

DISCIPLINARY ACTIONS

Operations of services without the required licenses, on file and up-to date, shall be cause for the dismissal of the Deputy Fire Chief of Operations. Administering services beyond those within the scope of practice of individual or department licenses shall be cause for the dismissal of the squad member(s) involved and may also include the Fire Chief of Operations. Failure to provide complete and accurate information, as requested by the Select Board, in a timely manner shall result in disciplinary action up to and including dismissal.

Deputy Fire Chief of Operations Job Description

Nelson Board of Selectmen

David Upton, Chair

Maury Collins

Susan Hansel

I have read the above job description and agree to abide by same. I further understand that departure from the duties and requirements of the position, as detailed above, may result in disciplinary action.

Name Date

Town of Nelson
Policies and Procedures
Section: Employment

DEPUTY FIRE CHIEF OF ADMINISTRATION

JOB SUMMARY

Under the direction of the Fire Chief, serves as Deputy Fire Chief of Administration for the Nelson Fire and Rescue Department. This individual is responsible for policy and program, development and implementation with regard to Administrative aspects of the department. The Deputy Fire Chief of Administration is responsible and accountable for all legal documentation, reports, orderly and accurate organization of all department files and documentation related to risk management activities, training program development, budget development and control, payroll management, and other documentation. The individual works closely with the Fire Chief and Deputy Fire Chief of Operations.

SUPERVISION RECEIVED

Activities are conducted with operational independence and personal judgment, under the general guidance and direction of the Fire Chief. Provides all necessary reports and documentation such as payroll logs, certification and licensing logs, etc. to the Fire Chief and to the Select Board, when required.

SUPERVISION EXERCISED

Under the direction of the Fire Chief, has authority for decisions pertaining to administrative organization and requirements. Has equal authority with the Fire Chief of Field Operations concerning budget development . Exercises supervision over Fire and Rescue Department administrative and support services personnel. Has signing authority for any appropriate expenditure presented for payment.

EXAMPLES OF ESSENTIAL DUTIES

1. Assist the Fire Chief in the establishment of Department policies, regulations, and procedures based upon the administrative needs of the Department with emphasis on risk management.
2. Directs, coordinates, evaluates and improves all administrative procedures, practices, and functions; establishes and maintains formal channels of communication through which information must flow and; takes necessary steps to improve the department's understanding of all paperwork requirements. Reviews Department's administrative policies and procedures to determine problem areas and the need for action.
3. Advises and assists the Fire Chief in the planning and provision of training activities. In order to do so, remains in contact with the Head of Fire Services for the State of New Hampshire, the Medical Director of Cheshire County and the Town's liability insurance carrier. Attends seminars and trainings as appropriate to his/her duties.

4. Assists the Fire Chief in strategic planning and goal setting for the Departmental long-range needs with respect to administration, operations, equipment, apparatus, facilities, and personnel. Assists in the implementation of such plans.
5. Cooperates with other Town and State Officials.
6. Works in unison with the Fire Chief to Develop the Department's budget for presentation to the Board of Selectmen. Administers the Department's budget in accordance with established Town policy. Maintains the office and files in a manner which meets the approval of the NH Department of Labor for good housekeeping. Reports any budgetary problems to the Board of Selectmen before any shortage occurs.
7. Supervises and maintains complete and accurate record keeping. Submits reports, as required, in a timely manner, including data forms, compliance certificates and payroll information.
8. Use approved procedures in the performance of duties in accordance with federal and State laws, and Town and Department policies.
9. Works closely with the Fire Chief and Deputy Fire Chief of Operations to Plan, Implement, and maintain effective continuing education programs. Serves, with the Fire Chief, as primary representatives of the Department with civic organizations, public interest groups, elected representative, schools, etc., by attending meetings related to department operations, education, funding, safety, membership, and credential management.
10. Performs all duties of a Deputy Fire Chief of Administration as well as duties reasonably assigned by the Fire Chief including meeting on a regular basis with the Board of Selectmen and presenting reports of Department activities, payroll, and all other required paperwork and documentation.
11. Assures that all members of the department understand that services provided by the Nelson Fire and Rescue Squad must only be those permitted within the scope of the Department's and the individual's licenses and certifications. Actions beyond those permitted must be prohibited with strict enforcement by the Fire Chief. Any violation should be reported to the Fire Chief and the Select Board.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

A thorough knowledge of the principles and practices of Fire Department Administration, as well as an extensive knowledge of the standards by which the Fire fighters and Rescue service personnel will be evaluated. A thorough knowledge of documentation and record keeping and the ability to maintain complete, accurate, and up to date files. Knowledge of statutes and ordinances relating all officers and members of the Department. Knowledge of budgetary practices and procedures and the ability to operate within a designated budget. Ability to develop and maintain effective working relationships with other Town Officials and Department heads, State and Federal authorities, as well as members from other Fire Departments.

MINIMUM QUALIFICATIONS REQUIRED

High School diploma or equivalent. Knowledge of and experience in business or office administration. Good Oral and written communications skills. Ability to pass a criminal background check prior to employment.

DISCIPLINARY ACTIONS

Administering services beyond those within the scope of practice of individual or department licenses shall be cause for the dismissal of the squad member(s) involved and may also include the Fire Chief of Administration, if complicit.

Failure to provide complete and accurate information, as requested by the Select Board, in a timely manner shall result in disciplinary action up to and including dismissal.

Deputy Fire Chief of Administration Job Description

Nelson Board of Selectmen

David Upton, Chair

Maury Collins

Susan Hansel

I have read the above job description and agree to abide by same.

I further understand that departure from the duties and requirements of the position, as detailed above, may result in disciplinary action.

Name

Date