

- I. POSITION TITLE : **Fire Chief**
- II. APPOINTING AUTHORITY: Board of Selectmen (BOS)\*
- III. GENERAL DESCRIPTION OF DUTIES: The Fire Chief (Chief) supervises the operations of the Chilmark Fire Department which handles fire protection, prevention, inspection, and emergency calls. The Chief is the arson investigator for the Town. The Chief shall have charge of extinguishing fires in the Town and protecting life and property in case of fire. S/he shall purchase, subject to the approval of the Board of Selectmen, and keep in repair all property and apparatus used for and by the Fire Department. S/he shall have and exercise all powers and discharge all duties conferred or imposed by statute upon engineers in Town. S/He shall have the authority to appoint such officers and firefighters as s/he may think necessary, and may remove the same at any time for cause and after a hearing. S/he shall have full authority in the administration of the department, shall make all rules and regulations for its operation, shall report to the Selectmen from time to time as they may require, and shall annually report to the Town the condition of the department with her/his recommendations. S/he shall fix the compensation of the call members of the department subject to the approval of the BOS. In the expenditure of money, the Chief shall be subject to such further limitations as the Town may prescribe from time to time.
- IV. DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

SUPERVISORY RESPONSIBILITIES:

The Fire Chief reports directly to the Board of Selectmen and is responsible for recruiting and the direct supervision of all support staff of the department. Including training, scheduling, disciplinary actions, payroll, and budget oversight and performance evaluations.

In carrying out such duties the Fire Chief:

- A. Demonstrates commitment to Chilmark FD Core Values\*\*
- B. Plans, coordinates, supervises and evaluates fire operations. Is responsible for life and property in the event(s) of, but not limited to, fire, fire alarm activation, hazardous materials incidents, and works in cooperation with other public safety agencies in the event of motor vehicle accidents, vessels whether motorized or not, aircraft accidents, dangerous weather incidents, and other emergency events.
- C. Coordinates reception and proper handling of all fire-related calls. Issues specific criteria governing the response to an alarm to ensure performance in a safe and efficient manner. Responds to and commands fire and other responding department personnel at major fires and other serious emergencies including hazardous materials incidents. Oversees clean-up and salvage operations.
- D. Implements preventative maintenance program to ensure that emergency vehicles can respond and establishes protocol for daily and weekly checks on equipment to ensure it

\*See Appendix I, Town of Chilmark Town Services Operation & Organization, Employee & Administrative Supervision

\*\*See Appendix II, Chilmark Fire Department 2019-2024 Strategic Plan, page 4

is in clean and proper running operation. Determines how to alleviate equipment problems and directs personnel to act accordingly.

- E. Oversees maintenance of buildings and grounds of the Fire Department, including working with the Town's Chief Procurement Officer in writing bid specifications, advertising, following bid procedures and analyzing bids for repairs, maintenance, and other types of work to Department equipment as well as buildings and grounds as needed.
- F. Assumes responsibility for recruitment, training, motivating, and directing the activities of personnel; and responsible for scheduling training programs as may be required or needed, either on or off island. Assigns one or more training officers to maintain drill quality of training programs. Maintains high training standard for all fire department personnel to ensure the best possible resolution to a given problem.
- G. Responsible for all fire related inspections of all regulated structures pursuant to Massachusetts General Laws (MGL) Chapter 148 and amendments thereto, including inspections of oil fired furnaces. Issues necessary permits/licenses of inspected facilities pursuant to applicable statutes and regulations.
- H. Investigates or causes to be investigated, often in cooperation with the Office of the State Fire Marshall, all incidents in which there is reason to suspect an unnatural cause for the incident, including the supervising the collection of all evidence, information, and witness accounts, and relaying it to other federal, state, and/or local authorities as may be required by MGL Chapter 148. Responsible, along with the Office of the State Fire Marshall, for final determination of probable cause of all fires.
- I. Assumes responsibility for the implementation of MGL Chapter 148 in terms of public and private fire alarm and sprinkler system installations and upgrades as may be necessary to meet current federal, state, and local regulations and requirements.
- J. Works with Massachusetts Department of Environmental Management, State Division of Forestry and Parks, and local departments to implement state and local requirements for state (if any), all conservation lands, and Town owned woodlands and forests in a safe, clean, and available condition for public access and use. Determines, as conditions warrant, when these areas present an unsafe condition requiring a restriction of public access.
- K. Assists the Federal Government with fire protection, fire suppression, fire alarm activations, and inspections on federal property in Town.
- L. Completes state mandated fire and incident reports. Processes and files all permits issued by the department. Responsible for implementation of right to know directives, in conjunction with the Emergency Management Coordinator.
- M. Attends conferences and continuing education workshops as needed or required to keep abreast of current trends in the field; represents the Town in a variety of local, county, state, and other meetings.

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- N. Serves as a member of Town-related committees, as directed by the Board of Selectmen.
- O. Participates in senior management meetings where appropriate in order to be informed of important issues that must be communicated to the public and/or Town departments.
- P. Reports to the Board of Selectmen and/or their Designee, at a minimum bi-monthly, on the status of the Fire Department.
- Q. Educates him/herself in Town policies and procedures as they apply to this position. Participates in continuing education through classes and conferences as determined by Board of Selectmen.

The essential functions or duties listed are intended as illustrations of the various types of work that may be 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. These duties shall be performed appropriately to represent the decisions and policies of the Town of Chilmark and with respect and confidentiality for the parties involved.

V. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- A. Knowledge of all policies, rules, and regulations of fire service administration and fire prevention laws and regulations.
- B. Knowledge of current literature, research, and developments in the fields of firefighting and fire prevention.
- C. Working knowledge of building construction and classification of structures as related to the science of fire technology.
- D. Knowledge of principles, practices, and techniques of modern firefighting, and the ability to apply this knowledge to varied fire control, prevention, and administrative problems, conditions, and issues.
- E. Extensive knowledge of the operation, capabilities, and maintenance of the various types of apparatus and equipment used in modern firefighting.
- F. Knowledge of principles of public administration relating to departmental programming, personnel, and budget administration.
- G. Knowledge of rules and regulations pertaining to the Chilmark Fire Department and local, state, and federal rules, regulations and laws pertaining to fire related subjects, including but not limited to fuel storage, fire suppression, fire safety/prevention/protection, and arson.
- H. Knowledge of the role of the fire department in the Town government.
- I. Knowledge of Chilmark and its inherent fire risks useful.
- J. Strong written and verbal communication skills.
- K. Good public speaking ability.

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- L. Skill in the use of normal office equipment including and not limited to computers, copier/fax/printer/scanner, and telephone.
- M. Ability to make decisions with split second timing and accuracy during emergency situations.
- N. Ability to work and communicate pleasantly and effectively with the public and other Town departments under a variety of working conditions.
- O. Ability to accurately explain and interpret state and local laws, codes and regulations relating to fire science and fire prevention to others in a professional manner.
- P. Ability to maintain confidentiality regarding information learned on the course of the job, disclosure of which could have legal and /or personal repercussions that could result in direct financial and legal repercussions to the Town of Chilmark.
- Q. Completion of all required trainings for a "call" Fire Chief in the Commonwealth of Massachusetts.
- R. Ability to pass CORI and SORI checks.
- S. Demonstrate a valid Massachusetts driver's license and a ~~Commercial Driver's License (COL)~~ or obtain a CDL within one year after date of hire.
- T. Ability to anticipate and develop recommendations to address issues in a changing environment.
- U. Experience in collaborative team leadership.
- V. Experience in administrative processes, including email and spreadsheets.
- W. Good written and oral communication skills.
- X. Demonstrated ability to remain calm and in control under pressure and stress.

VI. EDUCATION AND EXPERIENCE:

- A. Associates or Bachelor's degree in fire science or fire administration desired.
- B. Certification of Fire Fighter I/II
- C. CPR certification
- D. First responder certification
- E. Other licenses and certifications as required by state law
- F. Certification as a fire instructor or ability to obtain within one (1) year
- G. Certification as a Fire Officer I or ability to obtain within two (2) years
- H. Certification from the Massachusetts Chief Fire Officer Management Program (CFO) or ability to obtain within three (3) years.
- I. EMT certification desired.
- J. Ten years or more of firefighting experience preferred, five of which in a supervisory level or the combination of education and experience.
- K. Must reside on the Island of Martha's Vineyard (except Chappaquiddick) once employed. A resident of Chilmark is preferred.

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VII. PHYSICAL AND VISUAL REQUIREMENTS:

The position involves physically hazardous functions under emergency conditions. Moderate to strenuous physical effort is required in the performance of work at scenes of fire or emergencies requiring long periods of standing or walking. At fires wears full protective equipment weighing approximately fifty (50) pounds. Physical agility required to access all areas of inspection and fire sites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision ability required including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Required to use hands to finger, handle, or feel objects, tools or controls, and the ability to reach with hands and arms up to 2/3 of the time.

Physical agility is required to access all areas at the scene of a fire. Emergencies may require pushing, climbing, stooping, kneeling, crawling, and reaching with hands and arms.

Ability to lift or carry equipment or persons weighing more than one hundred (100) pounds.

Ability to perform strenuous physical efforts during emergency or training activities for prolonged periods of time under conditions of extreme height, intense heat, cold, or smoke.

VIII. SPECIAL CIRCUMSTANCES: On call for emergencies

Position Grade and Level: No grade, contract salaried position with benefits.

Recommended by: Human Resources Board:  
Date: May 17, 2019

  
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Chairperson Jane Greene

Approved by: The Board of Selectman:  
Date:

  
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Chairman Warren M. Doty

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# CHILMARK TOWN SERVICES OPERATION & ORGANIZATION EMPLOYEE & ADMINISTRATIVE SUPERVISION

A.	BOARD OF SELECTMEN STAFF OVERSIGHT								
B.	BD. OF SELECTMEN COLLABORATIVE RESPONSIBILITY								
C.	EXECUTIVE SECRETARY STAFF OVERSIGHT								
	TOWN ADMINISTRATION	TOWN FINANCE	TOWN PUBLIC SAFETY	TOWN PUBLIC SERVICES	TOWN UTILITIES & TRANSPORTATION	TOWN DEVELOPMENT	TOWN RESOURCES & ENVIRONMENT		
	A. Exec. Secretary B. Human Resources C. Town Clerk Coord. of Admin. Custodian - Janitor All Admin. Ass't. Receptionist/Asst.	A. Dukess County Fin. Adv. Cap. Improv. Plan. Comm. B. BD. OF ASSESSORS FINANCE COMM. Asst. Assessor C. TREASURER Tax Collector Accountant	A. Fire Dept. Police Dept. Harbor Department B. Tri-Town Ambul. Emerg. Med. Tech. BD. OF HEALTH Dumpe/Transfer Sta. C. LDO/Dumpmaster Disp. Works Insp. Disaster Planning Emergency Mgmt. Health Inspector Dog Officer Animal Inspector	A. Harbor Department Harbor Advisory Comm. Mooring Assign. Comm. UIRSD/MVRHS MEMBER B. LIBRARY TRUSTEES CEMETERY COMM. MODERATOR WOOD. LUM. BARK FENCE VIEWERS TREE WARDEN CONSTABLE Beach Committee Parks & Rec. Housing Committee Dukes Co. Hsing. Mem. Council on Aging C. Community Center	A. Cable TV Advisory Bd. Mem. M/TV Member Joint Trans. Members VTA Member B. Planning Board Road Agent C. Highway Dept.	A. Building Inspector - Plumbing Inspector - Gas Inspector - Wire Inspector B. PLANNING BOARD Site Review Comm. Zoning Bd. of Appeals ELECTED M.V. COMM. M.V. Commissioner ELECTED LAND BANK Land Bank Rep.	A. Shellfish Advisory Comm. - Shellfish Prop. Agent Shellfish Constable - Asst. Shellfish Const. B. Historical Comm. Conservation Comm. Comm. Pres. Comm. C. Moth Inspector Conserv. Officer/Agent		

**NOTES:** Elected Boards and Officials accountable to Town voters are shown in CAPITAL LETTERS.

- A. Where indicated in yellow, the Board of Selectmen is responsible for overseeing the leadership and/or operation of the department, board or committee.
- B. Where indicated in green, the Board of Selectmen is responsible for collaborating with the department, board or committee operation on an ongoing basis.
- C. Where indicated in orange, the Executive Secretary is responsible for overseeing a committee's or board's staffing needs, administration and daily supervision.

Employees are accountable to their respective Boards or Committees for the content and quality of their work.