

# Town of East Greenwich Rhode Island

## Fire Chief

### Position Description

**POSITION:** Fire Chief

**SALARY:** As directed by the Town Manager

**UNION:** N/A

**FLSA:** Exempt

**REPORTS TO:** Town Manager

The Town of East Greenwich, Rhode Island (population 13,200) covering 16.7 square miles is seeking qualified fire professionals for the position of Fire Chief. The department currently employs 36 full-time Fire/EMS personnel from 2 fire stations. The current annual operating budget for the Fire Department is approximately \$4.8 Million dollars. East Greenwich is a Town Council-Manager form of government with the position reporting to the Town Manager.

#### **SUBMISSION:**

Qualified applicants should submit an application, resume, along with copies of certifications and licenses to the Town Manager.

Deadline for submissions is January 11, 2019 at 2:00 PM. Applications may be submitted in person at the Town Clerks Office at the Town Hall, 125 Main St. East Greenwich RI, 02818 or by e-mail to [lcarney@eastgreenwichri.com](mailto:lcarney@eastgreenwichri.com) Attention: Leigh Carney.

#### **DISTINGUISHING FEATURES OF THE CLASS:**

The Fire Chief reports to the Town Manager and oversees all aspects of the Fire Department. This position requires management of resources, knowledge of employee relations, budgeting, ability to respond to the public and a strong background of leadership experience within a full time Fire Department. Important to the position is to manage both fire suppression and emergency medical functions in the most effective and efficient manner in order to respond and safely meet the emergency services needs of the Town of East Greenwich.

#### **DUTIES AND RESPONSIBILITIES (illustrative only):**

- Responsible for the protection of life and property from multi hazards by the direction of all Fire Department incident response activity.
- Plans, organizes, coordinates, manages, directs and commands the fire protection and inspection, firefighting, emergency medical services, fire equipment, HAZMAT response, and fire facilities

maintenance activities of the Fire Department.

- Highly responsible administrative duties include oversight of payroll function, purchasing of supplies and equipment, preparation of budget estimates, and effecting efficient policy formulation and recommendation in the use of personnel and equipment in carrying out Fire Department emergency response activities.
- Plans, organizes, assigns and directs departmental operations with respect to equipment, apparatus, and personnel. Develops fire service policies and strategic plans, recommends policy to the Town Manager and/or Town Council, and implements approved Fire Department policy, including rescue, fire suppression and life safety policies.
- Directs the operations of the Fire Department through supervision of all personnel. Participates in personnel actions such as hiring, termination, assignment, evaluation, and labor relations; promotes equal opportunity in hiring; oversees and ensures integrity of Department promotion processes; administers labor contracts including grievance procedures, and provides discipline as necessary.
- Plans for short and long term personnel, including creation and maintenance of hiring and promotional lists; material resources and scheduling requirements to meet objectives.
- Administers, oversees and evaluates the effectiveness of such functions as: personnel management, budget expenditures, maintenance and repair of equipment, apparatus and fire stations, maintenance of public and departmental records, and implements policies and procedures to alleviate any deficiencies.
- Directs the preparation and analysis of fire records and reports to secure efficient operations, to meet service demands and to comply with authorized requests for information regarding activities and personnel of the Fire Department.
- The Fire Chief shall be available 24 hours a day, unless excused by the Town Manager.
- Supervises and coordinates the preparation and presentation of a proposed annual budget for the Fire Department to the Town Manager; directs and controls the implementation of the Fire Department's adopted budget; analyzes and recommends improvements to equipment and facilities as needed.
- Prepares a comprehensive annual plan of specific goals and objectives to the Town Manager and Town Council.
- Reports to the Town Manager on a regular basis.
- Attends meeting of Town boards, commissions and other community organizations to represent the Department, answer questions and present reports, plans and recommendations.
- Maintains a current knowledge of developments in the field of emergency services, fire prevention, firefighting operations and administration.

- Oversees department training and safety officer to assure that all safety, loss control and injury protection programs are emphasized to all department personnel. Responsible for taking corrective action regarding training and safety needs.
- Performs related duties as required.
- Serve on committees, boards and task forces as assigned.

**QUALIFICATIONS:**

- Thorough knowledge of fire suppression and prevention and emergency medical principles and techniques.
- Thorough knowledge of relevant local, State and Federal laws and regulations.
- Thorough knowledge of building construction and understanding of Rhode Island fire prevention codes and standards including building design and construction plan reviews.
- Thorough knowledge of the principles and practices of fire prevention public education.
- Knowledge of the physical layout of the Town including fire hydrants, water supply, and street system
- Considerable knowledge of the principles and practices of public administration.
- Demonstrated ability to command a fire scene, including planning attack; directing personnel in fire and rescue operations. Skilled in the use of fire suppression tools and equipment.
- Skilled in financial management with an emphasis on ensuring that taxpayer money is spent in the most efficient manner benefiting the Town.
- Proficient in the use of computers, including Microsoft Office.
- Ability to plan, organize and direct the work of employees performing varied operations connected with Fire Department activities.
- Ability to establish and maintain effective working relationships with subordinates, public officials, other local, State and Federal governmental agencies, the media, community/businesses leaders and organizations and the general public.
- Ability to compose clear and correct written correspondence and reports; ability to effectively present information verbally and respond to questions from public officials, the media, citizens, and the general public.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and government regulations.
- Ability to exercise sound judgment in evaluating situations and making decisions.
- Ability to manage complex projects.

- Maintain the necessary mental and physical capabilities necessary to perform the administrative and incident scene tasks.

#### **MINIMUM EXPERIENCE AND TRAINING REQUIRED:**

- Minimum of fifteen (15) years of progressive fire service experience with a minimum of five (5) years in Fire Department senior command position at the rank of Captain or above in similarly-sized Fire Department, with experience managing career firefighters.
- Associate's degree in Fire Science, Management, Public Administration or any equivalent combination of education, training and work experience.
- Fire Instructor I certification.
- Fire Department Safety Officer certified within one (1) year of appointment. The ability to drive a motor vehicle in Rhode Island, operate specialized fire control equipment and standard office equipment. Must hold and maintain a valid driver's license as a condition of employment.
- All certifications must be maintained as a condition of continued employment.

#### **PREFERRED EXPERIENCE AND TRAINING:**

- Bachelor's and Master's Degree in Fire Science, Management, Public Administration or related fields.
- Fire Officer I certification.
- Fire Instructor II certification.
- Rhode Island EMT-Cardiac certified.
- State of Rhode Island Fire Marshal certified.
- Enrollment in or completion of the National Fire Academy's Executive Fire Officer Program.

#### **PHYSICAL DEMANDS:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee may be required to stand, walk; use hands and fingers, handle or operate objects, controls or standard fire services, tools and equipment, reach with hands and arms; climb, balance, stoop, kneel, crouch, crawl; and taste or smell.

The employee may occasionally lift or move up to 50 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. The position requires use and operation of a motor vehicle, and possibly fire apparatus and related equipment, self-contained breathing apparatus, communications, safety and standard office equipment.

Work is performed both in the office and in the field under adverse weather. The employee may occasionally work near moving mechanical parts; in precarious places; and with explosives; may occasionally be exposed to wet and/or humid conditions, extreme cold, extreme heat, fumes or airborne particles, toxic or caustic chemicals and vibration and life threatening situations, including possibly being assaulted by others, and traversing rough terrain by foot. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of his/her duties. The noise level in the work environment is usually quiet in the office, and moderately noisy to noisy in the field.

**RESIDENCY/OTHER:**

The Fire Chief must reside within a town or city, any part of which falls within a fifteen (15) mile radius of Fire Headquarters. Applicants from outside the residency area will be given a six-month period to obtain residency. The employee shall be a non-smoker and not constitute a threat to his/her own health or safety or that of others in the workplace.