

**TOWN OF PORTSMOUTH, RI**  
**FIRE CHIEF**

Department:	Fire Department
Reports to:	Town Administrator
Supervises:	Deputy Fire Chief, Fire Marshal, Fire Dispatchers and all other Fire employees
Position Status:	Exempt
Union/Non-Union:	Non-Union

**Position Summary/Purpose:**

The purposes of this position are to lead, develop, manage, administer, supervise, direct and provide the community, residents and others with effective and efficient fire and rescue services according to all applicable laws and current professional standards and practices. S/he accomplishes these services through the deployment of resources, overseeing fire, rescue, fire marshal, fire prevention and emergency medical operations according to departmental policies, procedures and other authorized practices. The Fire Chief is required to exercise considerable independent judgment in carrying out their duties and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas of their responsibility.

**Essential Job Functions:**

*(The essential functions or duties listed below are intended only 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.)*

- Plans, organizes, coordinates, manages, directs and commands the fire prevention and inspection, firefighting, emergency medical services, fire equipment and fire facilities maintenance activities of the Fire Department.
- Prepares a comprehensive annual plan of specific goals and objectives to the Town Administrator and Town Council. Assigns and delegates specific goal components to staff. Makes command decisions.
- Performs public relations duties to promote the Fire Department and educate residents about public safety.
- Oversees the development of specifications for bidding purposes and obtains cost estimates for equipment and materials as necessary. Confers with suppliers and vendors as necessary.
- 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.
- Serves as Fire Marshal during absences, final ruling on fire regulations or inspections.
- Oversee or develop, prepare, and administer grants for department.

- Responds to all severe incidents on a 24-hour basis, including multiple alarm fires, fatal fires, rescue incidents and other serious occurrences.
- Develops, evaluates and approves operating policies and procedures (SOP-Standard Operating Procedures) for all departmental functions; reviews and evaluates the effectiveness of programs and services.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the Town Fire/EMS Departments in a variety of local, county, state and other meetings.
- Ensures that the employees within his/her scope of supervision perform their job functions in a safe and hazardous-free environment. Conducts accident and incident investigations within their area of responsibility, examines the root cause of all accidents and determines whether or not the incident or accident was preventable. Conducts all work in a safe manner and all work safety practices are followed.
- Develops Department policies and procedures and assigns, trains and supervises staff. Consults with Human Resources and Town Administrator on such personnel actions as hiring, termination, and discipline and obtains final approval from Town Administrator for such personnel actions.
- Prepares, administers and monitors operating budget for department; presents budget to the Town Administrator and answers questions about budget to Town Council as requested.
- Submits oral and written reports to the Town Administrator and Town Council and State and Federal agencies.
- Commands, responds to and participates in fire suppression, and hazardous material incidents.
- Commands, responds to and participates in rescue and auto extraction incidents.
- Commands, responds to and participates in water rescues and incidents.
- Commands and responds to emergency medical calls
- Assists with fire prevention efforts of the department as required.
- Coaches and mentors Captains.
- Serves as commander for shift and scene if necessary.
- Consistent on-site and on-time attendance is essential for this position.

**Other Functions:**

- Performs similar or related work as required, directed or as situation dictates.
- Continues required training and professional development; keeps current with trends and state, local and federal regulations.
- Assist other Town staff as needed to promote a team effort to serve the public.

**Minimum Required Qualifications:**

**Education, Training and Experience:**

Bachelors degree with EMT Cardiac, Paramedic, EMT Advance certifications plus over 10 years of experience in Fire Department plus 5-year experience as a commanding officer; Master's Degree in management preferred; or any equivalent combination of education, training and work experience.

**Special Requirements:**

Must have and maintain a driver's license and FF 1 and FF 2 Certification, EMT Educator, Fire Fighter Instructor and Fire Fighter Officer – NFPA 1041 and 1021; ICS 100, 200, 300, 400, 700, 800 for Hazardous Material incidents. Assistant Deputy Fire Marshal designation preferred.

**Knowledge, Skills and Abilities:**

- Thorough knowledge of Emergency Medical Service procedures.
- Thorough knowledge and experience with radio communications related to emergencies.
- Thorough knowledge of fire marshal and fire inspection regulations.
- Thorough knowledge of incident command.
- Thorough knowledge of fire safety issues and firefighting skills.
- Thorough knowledge of privacy regulations related to medical data.
- Strong knowledge of computer and radio systems for Fire Department.
- Strong knowledge of marine emergency response.
- General knowledge of building and construction materials.
- Ability to meet physical aspects of the position.
- Ability to meet ethical standards that reflect positively on Department.
- Ability to lead, supervise, manage, coach and mentor.
- Ability to deal with stress of position.
- Ability to prepare reports with good written communication skills.
- Ability to learn and interpret fire and medical regulations.
- Ability to deal with diverse population.
- Ability to follow written and oral instructions.
- Ability to react quickly to emergency situations and make quick decisions.
- Excellent verbal and written communications skills.
- Public relations skills.
- Good computer and radio communication skills.
- High level of customer service and public relations skills.

**Supervision:**

*Supervision Scope:* Performs a wide variety of management, administrative, technical and supervisor/command responsibilities requiring knowledge of firefighting, fire inspection and Medical Emergency Standard Operating Procedures. Performs responsibilities requiring considerable independent judgment and initiative.

*Supervision Received:* Works under the direction of the Town Administrator; follows established local, state and federal regulations as appropriate and instructions as provided.

*Supervision Given:* Supervises the Deputy Fire Chief, Fire Marshal, Fire Dispatchers and all fire employees, developing job direction, assigning tasks, providing instructions as needed, and monitoring performance.

**Job Environment:**

Firefighting and emergency medical service work is performed in moderately noisy conditions at incidents with occasional loud noise conditions from emergency sirens. Once in a while work will entail all the physical activity of a firefighter and EMT and driver. Communication is conducted through radio and cell phone and use of computers in the vehicle and in the office, including emails. Work in the Fire Station entails office duties.

Requires the operation of computers, radios, and other standard office equipment related to reports. Occasionally requires the operation of fire and rescue vehicles and equipment.

Occasionally makes contact with the general public to care for or protect residents and patients for emergencies. Periodically makes contact with general public related to public relations duties. Frequent contacts are with employees in the department or other Town departments, other municipal fire and rescue agencies, medical facilities, vendors, regional, state and federal agencies. Communication is frequently in person, by telephone, email and fax or in writing.

Errors in judgment or omissions could result in personal injury, monetary loss, injury to others, damage to building and equipment and delays in service and legal ramifications and/or potential liability.

**Physical and Mental Requirements:**

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions		X		
Work in high, precarious places		X		
Work with toxic or caustic chemical		X		
Work with fumes or airborne particles		X		
Non-weather related – extreme heat/cold		X		
Work near moving mechanical parts		X		
Risk of electrical shock		X		
Vibration		X		
Driving			X	
Stress of emergencies				

Physical Activity

Depends on the number of emergencies	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking		X		
Sitting			X	
Talking and hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing – stepping up into truck		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms			X	
Tasting or smelling		X		
Bending, pulling, pushing		X		
Use of firefighting and EMS equipment		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds – emergency equipment				X
Up to 75 pounds – emergency equipment		X		
Up to 100 pounds – accident victims – two person		X		
Over 100 pounds – accident victims – two person		X		

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very quiet (forest, isolation booth)	X			
Quiet (library, private office)			X	
Moderate noise (computer, light traffic)				X
Loud noise (siren and alarms)			X	
Very Loud (jack hammer work)		X		

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*