

# **South Portland Fire Department**

## **FIRE CHIEF**

PAY GRADE P-40 (EXEMPT POSITION)

Last Revision: 1/19/2010

To plan, direct and review the activities and operations of the South Portland Fire Department. Also, to coordinate assigned activities with the City Manger, Police Chief, and other City Departments and outside State, and Regional agencies to provide highly responsible and complex administrative support to the City Manager.

### **NATURE OF WORK:**

The Fire Chief / Emergency Management Director oversees the budget and operations and programs of a municipal fire department of approximately sixty regular employees and fifty part time on-call firefighters. These programs consist of **Fire Suppression Operations, Fire Prevention, Emergency Medical Services, Fire, Code Enforcement, Personnel, Training, Emergency Management and Planning, Hazardous Materials response as well as Homeland Security.**

The Chief of the Department leads the department with the objectives of preventing and suppressing fires, providing emergency medical services, planning and preparation for all emergency functions in order to minimize and repair injury and damage resulting from disasters or catastrophes resulting from either natural or man-made causes.

The City of South Portland's Fire Chief is responsible for the protection of a community that includes major rail and shipping facilities, chemical storage facilities, seven oil terminals, manufacturing operations, and large shopping centers as well as other potential fire hazards typical of a city of 25,000 residents. The Chief conducts operations through five stations and subordinate supervisory staff of Deputy Chiefs, full time officers, firefighters and three call companies.

The Chief responds to all major incidents in the city including hazardous materials, major medical emergencies, serious fires, natural disasters and serves as the incident commander directing the Fire Companies, outside agencies, other city department heads as sector offices in controlling the disaster utilizing the National Incident Management System. (NIMS)

The position of Fire Chief also is responsible for the planning, implementation and overall direction of the budget for the Fire Department, Communications division and Emergency Management. The Chief is also responsible for the management of all major programs of the department, including technical training of regular and call firefighters, development of firefighting plans for various types of structures, facilities and flammable substances stored within them, and continuing inspections to assure conformance with Fire Prevention Code, City Ordinances, and encourage fire safe practices.

### **APPOINTMENT:**

City Manager (through the Civil Service process)

### **REPORTS TO:**

The Fire Chief works under the general guidance and direction of the City Manager.

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### **SUPERVISION EXERCISED:**

Manages and leads the Fire Department staff directly or through subordinate supervisors. Plans, coordinates, supervises and evaluates Fire Department efficiency and effectiveness: formulates programs or policies to alleviate deficiencies. Establishes policies and procedures for the Fire Department in order to implement directives from the City Manager.

### **QUALIFICATIONS:**

Bachelor's degree (B.A. or B.S.) from an accredited four-year college with a focus on Public Administration or Business Management. Six years of supervisory experience in the fire service or any equivalent combination of education and experience. Extensive experience in Emergency Medical Services, Fire Suppression as well as Emergency Management responsibilities. Experience in emergency planning and management for industrial complexes that include chemical and petroleum facilities.

Thorough knowledge of the principals and practices of effective supervision and administration as it applies to the fire service; considerable knowledge of the fire suppression and prevention principals, procedures, techniques and equipment; considerable knowledge of emergency medical as well as Hazardous Materials planning and response.

Ability to analyze the effectiveness of departmental operations, to diagnose its problems, and to correlate its development with changing conditions within the community; ability to train and supervise subordinate personnel in the duties of their position; ability to communicate effectively orally and in writing ; ability to establish effective working relationships with employees, other agencies and the general public; ability to perform strenuous or peak physical efforts during emergency or training activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.

### **SPECIAL REQUIREMENTS/QUALIFICATIONS:**

- Fire Officer II,
- Hazardous Materials Technician
- Hazardous Materials Incident Command, Incident Safety Officer
- Emergency Medical Services minimum Basic EMT preferred Paramedic
- State of Maine Class C Driver's License.

### **DUTIES & RESPONSIBILITIES:**

Duties include but are not limited to the following:

- Supervises and coordinates the activities of the four full time shifts as well as the call companies in the delivery of fire suppression and emergency medical activities; the planning and implementation of training division operations; and the planning and implementation of incident command, emergency management and homeland security.
- Preparation and management of the department budget under the guidance of the City Manager.

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- Directs the maintenance and repair programs for the Fire Department facilities in conjunction with established facility management programs; ensures proper maintenance and operation of all fire equipment and fleet response vehicles; directs the maintenance of Fire Department records in accordance with modern fire practices.
- Serves as the NIMS Coordinator for the City of South Portland responsible for the annual report and training for all city employees required to be trained under the National Incident Management System
- 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 emergency medical conditions.
- Performs strategic planning and goal setting for the departmental long-range operational needs with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.
- Leads in the formation, issuance, and enforcement of departmental rules, regulations, and procedures in accordance with applicable City policies for all department members; handles grievances, maintains department discipline and the general conduct of assigned personnel; assists in labor/ management meetings with union representatives regarding departmental matters.
- Responsible for making recommendations to the appointing authority to hire and promote within the department
- Serves as the head of the City of South Portland's Emergency Management Leadership team that is responsible for planning and implementing all emergency management activities within the city.
- Serves as the Team Chief for the South Portland Haz Mat Type I Regional Response Team
- Coordinates with regional, and State agencies to plan and respond to all types of emergencies on a statewide basis when requested through Maine Emergency Management agency.
- Coordinates monthly reports for the City Manager regarding the departments' activities, as well as a variety of other reports as appropriate.
- Attends schools, conferences and other meetings to keep abreast of current trends in the field; represents the department in a variety of local, county, state and other meetings that include but are not limited to the Metro Chiefs, State Chiefs Association and International Association of Fire Chiefs.
- Responds to alarms and may direct activities at the scene of major incidents or perform the work of subordinate personnel as required.
- Prepares and coordinates City Council agenda and workshop items, including reviewing agenda materials with the City Manager and attending City Council meetings, public hearings and related proceedings to represent the Fire Department.
- Monitors compliance with the Civil Service requirements, including advising the Civil Service Commission on fire personnel matters within its jurisdiction.
- Works with outside agencies and other departments to explain and justify Fire Department programs, policies and activities and to negotiate and resolve sensitive issues.

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- Attends civic, professional, service and community group meetings at public gathering locations to explain the activities and functions of the Fire department and to establish favorable public relations.
- Develops policies regarding interactions with the media.
- Performs other duties as assigned.

### **Other Duties**

The duties listed above 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.

### **SKILLS:**

Thorough knowledge of the principals and practices of effective supervision and administration as it applies to the fire service; considerable knowledge of the fire suppression and prevention principals, procedures, techniques and equipment; considerable knowledge of emergency medical as well as Haz Mat and Emergency Management

Ability to analyze the effectiveness of departmental operations, to diagnose its problems, and to correlate its development with changing conditions within the community; ability to train and supervise subordinate personnel in the duties of their position; ability to communicate effectively orally and in writing ; ability to establish effective working relationships with employees, other agencies and the general public; ability to perform strenuous or peak physical efforts during emergency or training activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.

Extensive knowledge of emergency management processes, programs, practices, procedures, policies, resources, facilities, personnel, and agencies.

Extensive knowledge and demonstrated ability in using the Incident Command System.

Knowledge of federal and state requirements regarding emergency operations plans and programs, as well as professional standards for the emergency management industry.

Knowledge and familiarity with the structure, functions, and interrelationships of federal, state, county, and local governments and their respective emergency management objectives.

### **ABILITY TO:**

Effect cooperation from all city departments and harness the resources of all segments of the community for emergency response (e.g.: schools, businesses, utilities, social service agencies, etc.)

Speak effectively before groups.

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Teach a wide variety of technical concepts to audiences ranging from lay people to professional technicians and top level executives.

Communicate effectively through written correspondence, staff reports and management briefings.

Develop and implement policies and procedures for emergency planning, emergency management training and education, and emergency preparedness and exercise activities with all city departments and a wide variety of public and private agencies.

Manage the people and resources necessary for effective emergency awareness, prevention, preparedness, and response and recovery programs.

Plan, organize, delegate and follow up on work.

Provide leadership, counsel, motivation and constructive support to staff and volunteers, securing their respective commitments to the city and department's goals.

### **PHYSICAL DEMANDS:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While forming the duties of the job, the employee is regularly required to use hands to finger, feel, handle, or operate objects, tools, or controls and reach with hands and arms. The employee is required to stand, walk, drive, talk, hear, sit, climb, stoop, kneel, or crouch.

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

In the event of an actual emergency the employee will be required to work extended hours under considerable pressure to implement the city's Emergency Operation Organization or any portion of it, including the planning, training, staffing, exercising, and operations of the Incident Command System and Emergency Operations Center to meet the needs of an Incident or Unified Commander.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is predominantly performed in an office setting. Occasionally work is performed in emergency and stressful situations and the employee may be exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemical, liquid chemicals, solvents and oils. During these

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emergency situations, the employee works in outside weather conditions, including temperature extremes, during day and night.

The employee occasionally works near moving mechanical parts, 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. It is reasonably anticipated that the individual will be exposed to blood-borne pathogens and other infectious materials in the course of their duties.

The noise level in the work environment is usually quiet, except during certain firefighting or EMS activities when noise levels may be loud.

This individual should be aggressive, have an open mind, be willing to learn as well as instruct. The individual should have a good grasp on insurance services office grading schedule in order to maintain or upgrade the fire service which has a direct effect on the community's insurance rate.

### **EQUIPMENT USED:**

Standard office equipment, personal computer and associated equipment, emergency medical aid equipment, fire apparatus, fire pumps, hoses and other standard firefighting equipment, ladders, radio, pager, cell phone, and Mobile Data Terminal (MDT).

### **SELECTION GUIDELINES:**

Rating of education and experience; oral interview and reference check; job related tests may be required.

The successful candidate will be required to pass a physical exam as a post-offer prerequisite to employment, and is subject to the alcohol and drug policy testing procedures as a condition of employment.

### **RESIDENCY REQUIREMENT:**

The Fire Chief and Deputy Chiefs serving the South Portland Fire Department must live within 5 miles of the City of South Portland border or within 15 minutes unless approved by the City Manager.

### **PROBATIONARY REQUIREMENTS:**

- 12 month probation from appointment.