

TOWN OF RIDGEFIELD

Job Title	Fire Chief / Emergency Management Director			
Reports To	First Selectman			
FLSA	EXEMPT	Date	March 2017	
Supervises	Assistant Fire Chief, Captains, Lieutenants, Firefighters, Fire Marshal, Deputy Fire Marshals, Clerical staff, Volunteer Fire Department, Fire Police			
Job Class	24	Job No.	40	Reviewed by First Selectman

BASIC FUNCTION

Under the direction of the Fire Commission, responsibilities include fire protection and emergency medical response for the Town, directing and coordinating all activities of the Fire Department, as well as planning, organizing and directing the Emergency Management programs for the community; acts as the Chief Executive's representative on all Emergency Management matters and coordinates activities of the Emergency Management Department with all the Town departments and local agencies having Emergency Management responsibilities.

ESSENTIAL JOB FUNCTIONS

- Makes recommendations to the First Selectman and the Fire Commission for personnel actions including recruitment, appointment, promotion, demotions, terminations, and discipline of department personnel
- Directs the training of all personnel, within the emergency services program
- Acts as full-time administrator of Volunteer Firefighters
- Assist the First Selectman in the development of policies, rules and regulations affecting Emergency Medical Response, Fire and Emergency Management; issues general and special orders as required
- Directs the development and carrying out of public information programs to keep all residents of the Town informed as to the activities within the emergency services, in order to prepare for and react to manmade and natural disasters
- Assumes personal command of all multiple-alarm fires and disaster-related emergencies and therefore must reside in Ridgefield or a community abutting the Town
- Supervises the activities of the Fire Marshal including the surveying of buildings, grounds and equipment to assure an on-going Fire Prevention Program
- Supervises and makes recommendations to the Fire Commission in regards to the Emergency Medical response personnel and equipment for the Town
- Directs the establishment and maintenance of Emergency Management services such as radio and telephone communications, and certain emergency services such as evacuations
- Directs preparation of specifications for all purchasing
- Participates in collective bargaining with employee representatives as a member of the town negotiating team
- Directs the securing and maintenance of information regarding resources and facilities of the town, as well as neighboring jurisdictions, for use in emergency situations including new methods of fire prevention control and mutual aid plans with surrounding municipalities
- Supervises the preparation and maintenance of reports, rosters, and documents required in the local program
- Prepares and administers budgets for both Fire and Emergency Management departments
- Develops an Emergency Operations Plan with all necessary annexes covering all types of emergencies that may occur (both nature and war associated) along with any international crisis
- Is the official representative of the Fire Department and its liaison with the First Selectman, Board of Selectmen and other community, state, or business organizations and the public-at-large

- Is responsible for acquisition and maintenance of all fire stations, apparatus, equipment, and other department property
- May be required to engage in public speaking before community groups
- Maintains current inventory of Town assets relegated to this department
- Authorizes purchasing requisitions, payroll submissions, leave-time requests and other personnel matters
- Participates in the development of long-range plans for the department
- Has primary responsibility for the management, coordination and delegation of assignments to subordinate personnel
- Shall act as the hearing officer for disciplinary matters affecting Fire Department personnel
- Has direct responsibility for the health and safety of Fire Department personnel

OTHER JOB FUNCTIONS

- ◆ Other duties as assigned.

PHYSICAL REQUIREMENTS

Normal office environment with typical business equipment; ability to operate a computer; ability to interface and problem-solve with the public. Ability to use self-contained breathing apparatus and operates in hostile environments. Ability to climb stairs, maneuver through small spaces, crawl and lift up to 150 lbs.

EXPERIENCE/QUALIFICATIONS

High School graduate with Fire Officer I and Fire Officer II, Safety Officer, and a minimum of 12 years Fire Service with at least seven years in supervisory capacity

Or

College graduate with a degree in Fire Science and ten years of experience in Fire Service, with at least five years in supervisory capacity and be certified Fire Instructor I and Safety Officer.

SPECIAL SKILLS:

Knowledge of State Fire Code. Mechanical Aptitude (trucks, pumps, equipment). Knowledge of State and Federal Emergency Management policies. Ability to exercise good judgment in evaluating situations and making decisions. Considerable knowledge of the methods of organization, planning, management and supervision in the Fire Industry. Knowledge of hazardous material technology. Knowledge and experience in a department that provides ALS or BLS services to its community.