



Town of Suffield Job Posting

Position: Fire Chief

Post Date: February 3, 2023

End Date: Open Until Filled

The Town of Suffield is a quintessential New England town with a longstanding pledge to preserving its historic architecture and agricultural roots. The many people who serve Suffield through town government as employees and volunteers alike remain committed to developing and fostering a strong sense of community among its residents.

The Town of Suffield is seeking a Fire Chief. The Fire Chief is responsible for all managerial functions and command of the Fire Department, including, but not limited to, financial management, personnel management, fire prevention, planning, maintenance, training, community relations, communications, and safety and health. The Fire Chief assigns various administrative and command functions to other officers or personnel to maintain efficiency and ensure the execution of the duties. Serves the residents of Suffield in a customer-oriented manner that promotes a positive, professional image for the Town government.

Supervision Received:

Receives general direction from the Board of Fire Commissioners and reports to the First Selectman.

Supervision Given:

Supervises combination department with current staffing of thirty fire plus members consisting of career and volunteer with the majority of staffing being a volunteer. Supervises Fire Captains, Fire officers and assists in supervising the Emergency Services Unit.

Essential Duties and Responsibilities:

1. Plans, coordinates, supervises and evaluates Fire Department and Rescue operations.
2. Responsible for all administrative and operational aspects of the Fire Department.
3. Manage day-to-day operations of the Fire Department
4. Exercise all authority provided to, and meet all responsibilities imposed upon Fire Chiefs by local, State, or Federal law
5. Develop and implement operating policies and procedures for the Fire Department to ensure efficient operation and implement directives from the Board of Fire Commissioners.
6. Assist the Board of Fire Commissioners in developing and evaluating department policies and provides Commission with monthly status report or upon request.
7. Plans and implement fire programs and the goals of the Board of Fire Commissioners; review Department performance and effectiveness; and implement programs to alleviate deficiencies.

8. Responsible for guiding the Fire Department in fulfilling its stated Mission.
9. Oversee operational readiness of department facilities, equipment, and apparatus; analyzes and recommend improvements to equipment and facilities as needed
10. Supervise the preparation and presentation of the annual budget for the Fire Department; direct the implementation of the Department's adopted budget,
11. Recommend annual capital expenditure projects to the Board of Fire Commissioners.
12. Administer approved stipend and tax rebate programs for volunteer members.
13. Direct the development and maintenance of systems, records, and documents that provide the proper evaluation, control, and documentation of Fire Department activities and operations.
14. Responsible for recruitment, selection, training, development, evaluations, and scheduling of subordinate employees.
15. Administer personnel rules and regulations and collective bargaining agreements for the Fire Department; maintain departmental discipline and supervise assigned personnel's general behavior and performance.
16. Ensure that fire stations, grounds, apparatus, and equipment are in proper working order and well maintained. Supervise the inspection of buildings and other properties for fire hazards and enforces fire prevention and related safety laws and ordinances.
17. Respond to alarms and direct activities during major emergencies, as required.
18. Prepare and submit periodic reports, including narrative and statistical reports upon request to the Board of Fire Commissioners regarding the Department's activities, and prepare a variety of other reports as appropriate for local, State, and Federal officials.
19. Meet with elected or appointed officials, other fire officials, community and business representatives, the media, and the public on all aspects of the Fire Department's activities to promote fire prevention and suppression and maintain favorable public relations.
20. Upon approval from Fire Commission, attends conferences and professional development activities to remain current on developments to deliver effective fire and life safety services to the public.
21. Attend internal and external meetings as may be deemed appropriate.
22. Review, recommend and implement new and innovative fire and rescue services technology.
23. Cooperate with local, State, and Federal agencies and courts as appropriate where activities of the Fire Department are concerned
24. Designate personnel to attend conferences and meetings to keep abreast of current trends in the Fire field to promote or enhance Fire suppression, prevention, and rescue.
25. Perform the duties of subordinate personnel as needed.
26. Identify and pursue funding and resources; review draft proposals, approve grant proposal packages; and prepare, review, and administer vendor contracts and agreements.
27. Maintain positive working relationships with all town departments, school officials, and community groups regarding program offerings and coordination of services. Respond promptly and cordially to citizen inquiries, feedback, or complaints about services and facilities.

Other Job Functions:

1. Perform other related work as assigned.

Minimum Qualifications:

Education & Experience:

1. Bachelor's degree in Fire Science, Public or Business Administration, or a related field and six (6) years of experience as a Fire Officer are preferred. In lieu of a Bachelor's Degree;
2. Ten (10) years of experience as a Fire Officer will be considered to have met the minimum experience and education requirement.
3. Experience managing a career and volunteer combination department is preferred.
4. Current certification by the State of Connecticut as a Fire Officer III or the equivalent.
5. Certified to NFPA 1021 Standard for Fire Officer Professional Qualifications –the latest edition to the Fire Officer III level or equivalent within 18-24 months from the appointment date.
6. Meet National Incident Management System (NIMS) training requirements to function at the Command Level.
7. State of Connecticut certified Emergency Medical Responder (EMR) or the equivalent
8. Hazardous Materials Emergency Responder - operational level.
9. The First Selectman may substitute relevant experience for education attainment if appropriate.

Special Requirements:

1. Must reside in Suffield or within a fifteen (15) mile radius of the Main Fire Station located at 73 Mountain Road. Fire Chief has 12 months from the date of hire to comply.
2. A valid, active Motor Vehicle Operator's license is required.
3. Must submit to pre-employment drug and alcohol testing and fitness for duty testing.

Additional Eligibility Requirements:

1. Fire Instructor II, Incident Safety Officer, Health and Safety Officer, Connecticut CDL with A, B, or Q equivalent, Certified Connecticut EMT.
2. NIMS 100, 200, 300, 400, 700, and 800 training.
3. Executive Fire Officer and Chief Officer Certifications are preferred.

Knowledge, Skills, and Abilities:

1. Thorough knowledge of relevant local, State, and Federal laws and regulations.
2. Thorough knowledge of fire suppression, prevention, and emergency medical principles and techniques.
3. Knowledge of safe practices, regulations, methods, and equipment used in Fire suppression, command, training, and principles, and practices of fire prevention promotion
4. Knowledge of management principles regarding fire department administration of volunteer and combination organizations.
5. Ability to demonstrate strong interpersonal skills and work in harmony with others.
6. Thorough knowledge of building construction, fire prevention codes, and standards, including building design and construction plan reviews.
7. Considerable knowledge of the principles and practices of public administration.
8. Skilled in the use of fire suppression tools and equipment.
9. Skilled in financial and human capital management.

10. 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.
11. Ability to compose clear and correct written correspondence and reports; effectively present information verbally and respond to questions from public officials, the media, citizens, and the general public.
12. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and government regulations.
13. Ability to exercise sound judgment in evaluating situations and make critical decisions under emergency circumstances.
14. Ability to meet all physical demands of fire duty.
15. Computer literate in Microsoft Suites and computer-based fire service management programs.

Tools and Equipment Used:

1. Must be able to operate and use all tools and equipment required to carry out the duties and responsibilities of the position.
2. Emergency medical and first aid equipment
3. Fire apparatus, fire pumps, hoses, and other standard firefighting equipment.
4. Computer programs such as Microsoft Suites, Munis, CAD, Fire Records, IAMResponding, ESO
5. Computer, calculator, copy machine, fax machine, telephone, two-way radio, Fire Apparatus, ancillary vehicles, various power tools and equipment, and firefighting Personal Protective Equipment as required by the assigned task.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate office equipment and to reach with hands and arms and is regularly required to drive a motor vehicle. The employee frequently is required to stand and talk or hear.

The employee is frequently required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee occasionally lifts and/or moves objects weighing 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. Employees must be able to read and interpret documents and write reports and correspondence.

The employee regularly interacts with people about matters that generate conflict and disagreements. Must be able to be firm but flexible and endure stress while maintaining a courteous and positive attitude. Employees must be able to work long hours as needed and attend evening meetings. Employees must be able to make site visits and physically inspect the property. This may include climbing stairs and walking outdoors.

Work Environment:

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works in outside weather conditions and is exposed to cold, heat, rain, snow, and wind. The employee frequently works near moving mechanical parts and is frequently exposed to noise and vibration. The employee occasionally works in high, precarious places. The employee is exposed to fumes, airborne particles, toxic or caustic chemicals, and the risk of electric shock.

General Guidelines:

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties, or responsibilities that are required of the employee for this job. Functions, duties, responsibilities, and activities may change at any time, with or without notice.

Travel:

Travel is primarily local during the business day, although some out-of-the-area travel and overnight may be expected for conferences and seminars. Out-of-area travel is subject to approval from Fire Commission.

EEOC Statement:

It is the policy of the Town of Suffield to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, State or local law. In addition, the Town of Suffield will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

Hours:

This position is at will.

The Fire Chief is a salaried position, and the expectation of being on call 24/7. This is a full-time forty (40) hours per week position. The normal business hours are Monday - Friday, 8:00 a.m. – 4:30 p.m. The hours may be subject to change. This position occasionally requires long hours, including nights, weekends, on-call hours, and attendance at monthly evening commission and town meetings.

Compensation and Benefits:

\$85,000 - \$98,000 annual salary commensurate with experience, benefits package to include: 13 Paid Holidays per Year • Paid Sick and Vacation Days • Medical, Dental, and Vision Insurance • Defined Contribution Plan with Town Match • Short-Term Disability, Long-Term Disability, and Life Insurance

How to Apply:

Applications can be found at www.firefighterapp.com/SuffieldFD

*The Town of Suffield is an equal opportunity employer m/f/d/v.
The above posting is intended as a guide and is not a complete description of the position or process*