

TOWN OF CANTERBURY

JOB TITLE: Chief

Date: September 27, 2016

DEPARTMENT: Fire Department

STATUS: Part-Time

JOB SUMMARY: Under the general direction of the Board of Selectmen performs highly responsible supervisory and administrative work in planning, organizing and directing the activities of the fire department, as prescribed by New Hampshire Revised Statutes Annotated (RSA 154:1 through 154:34).

SUPERVISION RECEIVED: Activities are conducted with considerable operational independence and personal judgment under the direction of the board of selectmen and the Town Administrator. The fire chief is reviewed through annual evaluations, conferences, reports and program results.

SUPERVISION EXERCISED: Supervises directly or through a subordinate officer a department of firefighting, emergency medical and clerical employees. Oversees all operations of employees' job performance; has responsibility for the selection, performance evaluation, discipline and firing of staff, subject to the approval of the board of selectmen.

ESSENTIAL DUTIES: (The listed examples may not include all duties of the position).

MAJOR DUTIES:

- Manages the fire department, leads its members and conducts its business.
- Supervises all personnel and has the authority to evaluate and discipline employees.
- Provides command and control at fire scenes and other incidents, meetings and training sessions.
- Prepares the department budget and authorizes disbursements.
- Prepares, submits and ensures the safe-keeping of logs, records and reports on incidents, personnel, apparatus and equipment.
- Supervises the recruitment, selection, appointment and training of members and officers to assure their fitness and competency.
- Acquires apparatus and equipment necessary to carry out department responsibilities, provides for maintenance, readiness and replacement as needed and assures that there are sufficient, properly qualified (and licensed if required) members to operate/use them.
- Provides for the maintenance and upkeep of the fire station and other facilities as assigned by the town.
- Conducts fire safety programs including code enforcement, school fire safety programs, planning board and zoning issues and public fire safety and prevention training.

- Represents the department on committees and boards, conducts public relations programs with the residents of the town and with the fire departments of surrounding towns.
- Coordinates department activities with mutual aid organizations and state programs.
- May act as the forest fire warden or deputy warden.
- May assume other non-interfering duties as requested by the board of selectmen.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION: .

- Knowledge of the fire department operations, technology, practices and policies.
- Knowledge of the geography and population patterns of the jurisdiction.
- Knowledge of modern firefighting principles, procedures, techniques and equipment.
- Knowledge of applicable laws and ordinances in department rules and regulations.
- Knowledge of administration and budgetary methods and procedures.
- Knowledge of employment and personnel laws, practices and procedures.
- Knowledge of the fire department rules and regulations, state laws and town ordinances.
- Knowledge of supervisory and administrative practices and procedures.
- Skill in planning, organizing, analyzing, decision-making and problem solving.
- Skill in the use of firefighting tools and equipment.
- Skill in the use of office equipment, including a computer and associated software programs.
- Skill in supervising employees.
- Skill in public and interpersonal relations.
- Ability to supervise and coordinate the activities of a fire department.
- Ability to exercise sound judgment in evaluating emergency situations.
- Ability to insure compliance with safety practices and procedures common to firefighting.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with town officials, other agencies, service and community organizations, businesses and the public.

- Ability to evaluate performance, analyze weakness and apply corrective action.
- Ability to compile reports that are complete, accurate and timely.
- Ability to organize staff to ensure maximum efficiency and productivity for all programs and activities.
- Ability to maintain high morale within the fire department and to set and maintain a positive role model for all personnel.

PHYSICAL REQUIREMENTS: *(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.)*

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items such as typewriters and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

WORK ENVIRONMENT: The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts or machines; with contagious diseases or irritant chemicals; etc.). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

MINIMUM QUALIFICATIONS: .

- Knowledge and level of competency commonly associated with the completion of an associate or baccalaureate degree with a major in fire science, administration or engineering.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the department usually interpreted to require previous supervisory experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of New Hampshire for the type of vehicle or equipment operated.
- Or equivalent of work experienced with at least 5 years as a Chief Officer of a Fire Department.
- Desired to possess-National Registered EMT, ICS 400 Certification and Fire Officer II.

Approved by the Board of Selectmen

Cheryl Gordon, Chairman

George Glines

Arthur Hudson

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