

ADAMS FIRE DEPARTMENT CHIEF ENGINEER

JOB DESCRIPTION

JOB TITLE:

Fire Chief / Chief Engineer

• PURPOSE:

The Fire Chief / Chief Engineer "Chief", with the aid of his/her officers, shall be in sole charge of the Adams Fire Department, a blend of men and women from various backgrounds, all working together when the request for aid is called upon. The calls for aid include responses to structure fires, motor vehicle accidents, motor vehicle fires, fire alarms, carbon monoxide alarm activations, outdoor fires, medical assistance, rescues, hazardous materials, and various community assistance requests. The Chief shall be in command over all members of the Fire Department and perform all duties as prescribed by statute.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Chief, being in sole charge of the Adams Fire Department, shall be responsible for the day to day operations, training, response, pre-planning, inspections, and reporting of the Adams Fire Department. The Fire Chief will complete or ensure all duties are completed by his/her designee.

Duties of the Chief include, but not limited to:

- To respond to and assume command at all alarms.
- To ensure all duties of this office are fulfilled. To ensure that the members of the Adams Fire Department / Alert Hose Company #1 receive all state and federally mandated training.
- To develop and maintain a department training program to ensure that all personnel are adequately trained to the standards of this department.
- To ensure that all equipment and apparatus are maintained in working order and regularly serviced condition.
- To complete all state and federal reports and return them to their respective agencies in a timely manner.
- To file all required reports following an alarm to the state within the allotted time.
- To represent the office of The State Fire Marshal as delegated by his/her authority.
- To perform inspections and issue permits, review licenses as required by Regulations and Laws and record and submit, to the District, monies collected.
- To enforce the provisions of 527 CMR and MGL 148.
- To ensure that all personnel receive, or are offered, the required medical inoculations for communicable diseases.
- To submit to the Prudential Committee annually, a proposed budget for the upcoming fiscal year and include any special appropriations and justify each and to execute the budget as accepted.
- To attend monthly meetings of the Prudential Committee and submit a monthly "Chief Engineers Report".
- To ensure that the building, as it pertains to the Fire Department, is in good condition and report any discrepancies to the District.
- To act upon any "complaints" as they pertain to fire safety.
- To attend any classes and workshops necessary to sustain the high standards of this Department.
- To maintain a public education program including conducting informative classes and talks at schools, community organizations, community housing complexes and Open House during Fire Prevention Week.
- Perform, within three days of the opening of school, evacuation of faculty and students and review and evaluate the individual evacuation plans for each school within the town.

- Perform a fire safety inspection of each school within the town a minimum of four times per year.
- Review all submittals of plans of fire protection systems proposed for new construction and "substantial modification" and submit those required to the Marshal's office for final approval.
- To compile and maintain all individual record submittals of hazardous materials and any special hazards within the town.
- To preplan all major structures and special hazards within the town.
- To compile and maintain records of all aforementioned duties and responsibilities.
- To meet as required and confer with agencies that this Department may interact with, i.e.:
 - police department, building department, water department, highway department, school district, ambulance service, etc. to discuss issues and policies that collectively affect the town of Adams. To submit a Department annual report for publication in the "District Annual Report".
- To investigate and research and if necessary, obtain pricing and probability of any matter or situation relevant to the welfare and betterment of the Department and report the findings and recommendations to the District.
- To perform any other duties as the District may direct.
- To perform any other duties as directed by the Massachusetts State Fire Marshall, Massachusetts General Law, or authorities holding jurisdiction.
- Will at all-times present themselves in a courteous, professional, and responsible manner, especially while identified as a firefighter for the Adams Fire Department.

TIME REQUIRED:

The Chief will have regular office hours as set up with the Prudential Committee, but will also be responsible to attend meetings, trainings, and functions outside of normal operating hours. The Chief will also be responsible to respond to emergency calls that come in 24/7.

QUALIFICATIONS AND SPECIAL SKILLS:

- Preferred 15 years actively serving in a fire department
- Preferred 5 years in a fire officer position
- Firefighter I/II qualified preferred
- Fire Officer I qualified preferred
- Fire Prevention Officer I Certified, if not, to take the first offered class
- **Hazmat Operational Level Responder**
- Minimum medically trained to the level of a First Responder.
- CPR for Healthcare Professional BLS or equivalent preferred.
- Resident of the Town of Adams, if not, to be a resident of Adams within 1 year from the date of appointment.
- Valid Class D Driver's License in State of Massachusetts
- Complete and pass a medical physical.
- Complete a CORI/SORI check with results to be reviewed prior to consideration for appointment.
- SCBA Fit tested
- Negative urinalysis and/or Blood/hair follicle drug test (cannabinoids included)
- NIMS 700 and 800
- ICS 100, 200, 300, and 400

ABILITY TO:

- Effectively communicate, delegate, and command a scene in stressful, high pressure, life threatening situations.
- Communicate effectively, both orally and in writing; ability to understand and carry out verbal and written instructions using the English language.

- Maintain physical conditioning necessary to perform efficiently in emergency situations; meet medical and physical agility standards as established. This includes but is not limited to long periods of sitting, standing, bending, crouching and crawling on hands with head tilted upwards all while holding, grasping and hoisting tools, equipment or patients.
- Always follow the chain of command within the Adams Fire Department.
- Learn the geography of the area, location of important buildings and the street system.
- Participate in training; attend school and classes on firefighting, hydraulics, first aid, fire equipment, apparatus, hazmat, water rescue operations and other classes associated with recognized fire fighter.
- Learn and apply technical information pertaining to firefighting and rescue/ recovery operations.
- Analyze and cope with a variety of emergency situations calmly but effectively and react quickly to secure accurate and precise information on the location, extent, and nature of fires and emergency aid requests.
- Sustain heavy physical labor during periods of intense activity in emergency situations; to work at varying heights/depths above or below grade and to be able to lift and move up to 100 lbs.
- Swim effectively and operate safely in and around the water; cold, ice, swift and standing with appropriate PFD and other specialized equipment.
- Establish and maintain effective and positive working relationships with co-workers, supervisors, and the public; to work effectively as a team member.
- Operate all Department equipment and apparatus.
- Perform necessary maintenance and care of fire hoses, trucks, ladders, and auxiliary equipment and apparatus.
- Prevent waste and damage of materials, supplies, and equipment.
- Perform general maintenance/inspections and minor repairs on a weekly/monthly and annual basis to apparatus, equipment, and stations; perform assigned janitorial activities and minor maintenance and painting.
- Perform community service/ fire prevention/ inspection activities.
- Maintain necessary records and reports, incident forms, and daily shift operation logs, to accommodate needs of the department including computer data entry.
- Recognize and attempt to mitigate unsafe fire and health conditions

WORK ENVIRONMENT:

Physical hazard from fire, equipment, traffic, smoke inhalation, water of all temperatures and depths, falling objects at emergency scenes, changes in elevation and exposure to health risks may occur. Performance of hazardous tasks under emergency conditions may require strenuous exertion under such handicaps as limited visibility, exposure to hazardous or toxic chemicals and gases, extremes in temperatures, confined spaces, and contact with death, emotional stress, contagious diseases, and terminal illness.

SUPERVISION:

Supervision Received: Works in coordination with the Prudential Committee of the Adams Fire District and under guidance of the Massachusetts State Fire Marshall.

Supervision Given: Supervises all fire departmental staff.