

Towns of CHARLEMONT and ROWE Fire Chief Job Description

Position Title: Fire Chief	Grade Classification: Contract
Department: Fire Department	Reports to: Town Administrator
Appointing Authority: Board of Selectmen	Approval Date:

This document outlines the responsibilities and expectations for the position of Fire Chief, a joint appointment between the Town of Charlemont and the Town of Rowe, Massachusetts. It serves as the foundational description of the role, highlighting the duties, authority, and collaborative framework established to ensure effective fire and emergency services within both communities. Both Towns have their own fire departments, and their needs or requirements may differ from one department to another.

Position Summary:

This Fire Chief position involves full-time, on-call (24/7) administrative and supervisory duties, including managing, planning, directing, and staffing responsibilities. It encompasses fire control and extinguishment, maintenance of apparatus and equipment, in accordance with MGL c. 48 sec. 42, as well as the operation and maintenance of the fire department buildings. This requires maintaining readiness and overseeing the Fire Department's fire, rescue, and emergency services operations. Additionally, it ensures the protection of life and property, and the prevention and suppression of fires, in compliance with Massachusetts General Laws, Fire Codes, and local bylaws. The position also involves performing other related duties as necessary.

The Fire Chief shall also serve as the Emergency Management Director (EMD) for both Towns. As EMD, the Chief is responsible for developing, organizing, directing, and coordinating both towns' Emergency Management Plans.

The Fire Chief shall also be responsible for transitioning a combined Fire-EMS service and shall oversee emergency medical services.

Supervision:

The Chief works under the policy and direction of the two Towns' three-member Board of Selectmen and the general guidance of both Towns' Administrators, in conformance with applicable provisions of Federal and State Laws, as well as applicable Town by-laws and professional standards. The Chief shall carry out all functions with delegated authority of the State Fire Marshal, as described in Chapter 148 of MGL.

Supervisory Responsibilities:

The Chief is responsible for the supervision and recruitment of personnel, the department's equipment, and the department's building for both towns' fire departments. The Chief has operational control of

the department, including its firefighters and all other personnel, firefighting and emergency medical equipment, emergency apparatus, and the provision of all reports and records. The Chief is responsible for supporting all emergency planning committee activities of the Town, State, or Federal governments.

During Emergency Management exercises and actual emergencies, the Chief will serve as the Emergency Management Director. Performs highly responsible functions of a complex nature requiring considerable initiative and judgement, particularly in emergency situations, which do not fall clearly within established practices or procedures; ability to anticipate and react under extremely stressful situations. Supervises all department personnel, including full-time employees, administrative employees, and call firefighters.

Essential Functions and Responsibilities:

The essential functions or responsibilities listed below 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.

1. Assumes responsibility for departmental planning to ensure the department's mission is achieved.
2. Provides Incident Command during fires, rescues, and other emergency incidents.
3. Utilizes the National Incident Management System for departmental operations.
4. Requests and coordinates mutual aid when necessary.
5. Provides training to all department personnel, fostering skill development through mentoring, training, and delegation.
6. Develops and maintains standard operating procedures and guidelines aligned with best practices and standards.
7. Oversees fire prevention and fire code enforcement in accordance with Massachusetts General Law.
8. Builds and maintains effective working relationships with mutual aid partners, state and local agencies, and town departments.
9. Coordinates educational programs with schools and manages fire and life safety education initiatives.
10. Maintains an inventory of departmental equipment.
11. Possesses comprehensive knowledge of the town's emergency risks and target hazards.
12. Oversees the repair and maintenance of facilities and equipment.
13. Develops, manages, and monitors the departmental budget and expenditures.
14. Plans and implements capital improvements in collaboration with town committees.

15. Pursues grant funding opportunities and oversees submissions to relevant agencies, in conjunction with the Town Administrator.

16. Attends meetings to provide information, training, and updates on department activities, and communicates with other town departments.

17. Meets with the Selectboard as requested.

18. Keeps current on fire, rescue, and emergency medical services and applies necessary changes.

19. Maintains active membership in regional and state fire service associations, staying informed on current techniques, regulations, and issues.

20. Promotes a culture of learning, diversity, and inclusiveness within the department.

21. Handles payroll, bills, and invoices efficiently according to town policies.

22. Maintains accurate files and records.

23. Performs related duties as required, adapting to situational needs.

24. Demonstrates the ability to produce clear reports, procedures, and policies.

25. The Fire Chief has ongoing contact with firefighters, other public officials, other town departments, and the general public.

26. The Fire Chief is responsible for all department operations and administration. Errors in judgment can be costly, resulting in reduced or less efficient protection for persons and property, damage to buildings, personal injury or death, confusion or delay in response, and serious financial or legal repercussions.

Work Environment:

Work is primarily conducted indoors in an office setting but also involves activities in fire department vehicles and outdoor environments. The role may require operating under hazardous conditions, including exposure to fire, extreme temperatures, limited visibility, dangerous atmospheres such as smoke, noxious odors, fumes, chemicals, liquids, solvents, and oils, as well as working in confined spaces and high-stress situations. The position entails exposure to various weather conditions and hazardous environments during firefighting, emergency medical assistance, or departmental duties. While the office environment is typically quiet, emergency scenes can be loud and require work under stressful circumstances.

The Fire Chief remains on call 24/7 to respond to fires and emergencies.

Daily responsibilities include operating motor vehicles. In the office, responsibilities involve using computers and standard equipment like telephones, copiers, and fax machines. The Chief may also

operate fire apparatus, emergency medical tools, building systems, and specialized departmental equipment.

The role involves frequent contact with federal, state, and local officials, fire departments, boards, committees, media representatives, insurance agencies, hospitals, businesses, professional groups, and other town departments.

The position requires operating a range of equipment, including motor vehicles, firefighting and medical apparatus, power tools, ladders, pumps, self-contained breathing apparatus, communication devices, safety gear, computers, and office tools. Proper personal protective equipment must be worn during emergency operations.

Errors or lapses could jeopardize lives and property, potentially resulting in significant financial and legal consequences for the town.

Physical and Mental 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

This position requires the ability to meet the physical standards set by the State of Massachusetts as outlined in the Wellness Act.

Indoor work generally involves minimal physical effort, primarily performing administrative duties. Outdoor work, especially during emergencies, involves moderate to strenuous physical effort, including long periods of walking and standing at fire scenes. These situations involve physically risky functions under emergency conditions, where personnel wear full protective equipment weighing up to 50 pounds and may have to lift fire equipment up to 100 pounds. Accessing all areas at fire scenes necessitates physical agility, including pushing, climbing, stooping, kneeling, crawling, and reaching. There may be a need to lift or carry equipment or persons weighing more than 100 pounds. Vision requirements include reading complex documents, operating computers, vehicles, and other equipment.

Building/Vehicle Maintenance: Involves building and vehicle maintenance, and operations may take place in outdoor environments.

Qualifications:

Education and Experience:

High school diploma; ten years of firefighting experience; five years of supervisory experience; or an equivalent combination of education and experience.

An associate's degree in Fire Science or Business is preferred.

Minimum Requirements:

- Valid Massachusetts Driver's License
- Certification at the Firefighter II Level or equivalent
- Certification as a First Responder (mandatory pursuant to MGL Chapter 111, Section 201)
- Certification in CPR as required
- Emergency Medical Technician (EMT)
- Certification at the Hazmat Operations Level
- Certification at the Incident Command System Level 400

Preferred Requirements:

- CDL License (preferred)
- Paramedic (preferred)
- Credentialed to the level of Fire Prevention Officer- Basic (Level I preferred)
- Credentialed as Fire Chief by the Massachusetts Fire Service Commission or have the ability to obtain the credential within one year of appointment
- Trained as NIMS Operations Section Chief and Incident Commander

This position description does not constitute an employment agreement between the employer and the employee and is subject to change at the discretion of the employer(s) as the employer(s) needs and job requirements change.

Organizational Chart for the Towns of Charlemont and Rowe with a Shared Chief

Shared Fire Chief

Shared Fire Chief

Deputy Chief EMD


Deputy Chief EMD

Firefighters

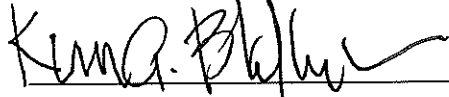
Firefighters

Charlemont Selectboard

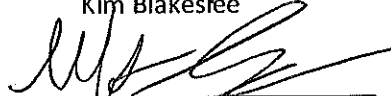
Rowe Board of Selectmen



Jared Bellows



Kim Blakeslee



Wilder Sparks

Joanne Semanie

Bill Baker

Ed Silva