

## TOWN OF CANTON

**TITLE:** Chief, Fire Service/ Emergency Medical Services

**CLASS:** Volunteer/ Exempt

**DEPARTMENT:** Fire/ Emergency Medical Services

**DATE :** October 24, 2018

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### POSITION DESCRIPTION

Appointed by the Board of Selectmen, under the general direction of the Chief Administrative Officer, the Chief of Fire/ EMS is responsible for the administration and technical direction of the Town's Fire and Emergency Medicals Services (EMS) Divisions. Performs a variety of technical, administrative and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize loss of life by fire and emergency medical conditions.

### ESSENTIAL JOB FUNCTIONS

- Plans, organizes, supervises and administers all aspects of the Town of Canton's Fire and EMS activities.
- Develops, implements and enforces policies and procedures to maximize department effectiveness/ efficiency.
- Strategically plans, directs, supervises and evaluates related aspects such as services, facility control and technology issues within Fire and EMS.
- Establishes policies and procedures in order to implement directives from the Chief Administrative Officer and/or the Board of Selectmen.
- Plans and implements Fire and EMS programs for the Town in order to better carry out the policies and goals of the Town.
- Responds to alarms/ calls and may direct activities at the scene of emergencies.
- Plans departmental operations with respect to equipment, apparatus, and personnel; supervises the implementation of such plans; plans for and reviews specifications for new or replaced equipment.
- Regularly inspect equipment in order to ensure appropriate equipment is available as required.
- Assures safe work practices.
- Supervises and coordinates the preparation and presentation of an annual budget for Fire and EMS Divisions; directs the implementation of Departmental budgets.
- Controls the expenditure of departmental appropriations.
- Plan, organizes, directs, integrates and evaluates the work of the Department, and all volunteers and paid professionals employed or contracted by the Department/ Town for Fire and/ or EMS services.
- Oversees and approves of departmental training activities.
- Recruit, train and direct the activities of volunteers in order to ensure that trained personnel are available in the event of an emergency.
- Maintains Departmental discipline and the conduct of general behavior of assigned personnel.
- Prepares and submits monthly reports to the Chief Administrative Officer regarding the Department's activities and prepares a variety of other reports as requested including the annual report of activities.
- Communicates and coordinates regularly with appropriate individuals and entities, internal and external, to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Provides leadership to develop and retain highly competent, public service-oriented volunteers and staff.
- Develops policies, procedures and practices that foster a positive environment and an open culture.

- Provide information upon request as appropriate to public agencies, boards, commissions and committees; and to members of the public.
- Monitors national and state-wide developments in the provision of fire and EMS services; evaluates their impact on Town programs and operations; implements Departmental process improvement where warranted.
- Develops applications for grants and administers grant-funded activities, prepares and presents reports on use of and effects from grant funding.
- Consults with the Chief Administrative Officer and Department Heads on problems relating to firefighting, emergency medical services, and other related services.
- Works directly with the Fire Marshall and Director of Emergency Management on issues related to public safety.
- The Chief or his/her designee will present all Fire & EMS Department requests and presentations to the Board of Selectman or other Boards & commissions.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Performs related work as requested by the Chief Administrative Officer or designee.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Commitment to excellence in customer service.
- Thorough knowledge of current principles and practices, procedures and trends related to fire and EMS administration as applied to the Town of Canton with an all-volunteer staff and/or mixed volunteer and paid staff.
- Thorough knowledge of firefighting and EMS apparatus, maintenance, policies and procedures.
- Comprehensive knowledge of all safety practices associated with Fire and medical emergency responses.
- Thorough knowledge of the geography of Canton and surrounding areas (or the ability to learn this information), including water source locations, the layout and location of public utilities and potentially hazardous materials and substances.
- Substantial knowledge of current fire suppression and firefighting techniques.
- Knowledge of computer and communications equipment and/ or systems as related to Fire and EMS services.
- Ability to command a Fire/ EMS event including planning and directing companies in fire suppression, rescue and Fire/ EMS operations.
- Considerable knowledge of public administration principles and practices as applied to Department operations.
- Ability to analyze complex issues and problems, evaluate alternative solutions and develop sound conclusions, recommendations and courses of action.
- Ability to present proposals and recommendations clearly and logically in public meetings.
- Ability to understand, interprets, explain and apply local, state and federal law and regulations governing the provision of Fire/ EMS services.
- Ability to develop clear, concise and comprehensive reports, correspondence and/ or other written materials.
- Ability to deal effectively with, establish and maintain effective working relationship with volunteer boards/commissions and/or agencies, general public, Town officials, staff, private and community organizations, and others encountered in the course of the work.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

- Ability to communicate effectively, both orally and in writing; communicate orally with the public in face-to-face one-on-one settings, in group settings, or using the telephone.
- Ability to supervise, develop and monitor budgets.
- Ability to collaborate with other public agencies on programs at a local, regional, state and national level.
- Ability to interpret and apply regulations, policies and procedures.
- Proficient with word processing, presentation, spreadsheet and e-mail software.
- Ability to make decisions on resource allocation and programs in an environment of limited resources and competing claims.

## **REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS**

The physical and mental demands, along with the work environment conditions, described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the individual is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms. The individual is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The individual must frequently lift and/ or move up to 50 pounds and occasionally lift and/ or move up to 100 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
- The individual occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particle, toxic or caustic chemicals, risk of electric shock, and vibration.
- The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.
- Ability to observe and interpret situations; read and interpret data, information and documents.
- Ability to analyze and solve complex problems; use math and mathematical reasoning.
- Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard.
- Ability to work under stress from contact with public, demanding deadlines, and changing priorities and conditions.
- Ability to talk and hear, both in person and by telephone.
- Ability to concentrate on fine detail with constant interruption.
- Ability to work varied hours/days/night meetings to complete functions.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout the Town Hall and other Town buildings and sites.
- Ability to get into and out of an automobile.
- Ability to remember multiple task/assignments given to self and others over long periods of time.

## **REQUIRED MINIMUM QUALIFICATIONS**

The skills and knowledge required would generally be acquired with

- Graduation from high school or GED equivalent.
- A minimum of ten (10) years of prior experience of a progressively responsible nature in firefighting and prevention and emergency medical services, with a minimum of three (3) years as an officer including supervisory duties at the rank of Captain or above (or functional equivalent).
- At minimum of one (1) year as a member of the Town of Canton Fire & EMS Department in good standing.
- State of Connecticut Driver's License without record of suspension or revocation in any state, must maintain for duration of term.
- National Incident Management System (NIMS) ICS 100, 200, 300, 400, 700 & 800.
- NFPA 1001 Firefighter 2.
- NFPA 1041 Fire Service Instructor 1.
- NFPA 1021 Fire Officer 1.
- State of Connecticut Emergency Medical Technician (EMT), must maintain certification for duration of term.
- Interior Firefighter status with Town of Canton Fire & EMS Department, must maintain status for duration of term.

### **Preferred Qualifications (Not Required)**

- NFPA 1021 Fire Officer 2.
- NFPA 1521 Health & Safety Officer.
- NFPA 1521 Incident Safety Officer.
- NFPA 1002 Pump Operator.
- NFPA 1002 Aerial Operator.
- NFPA 1006 Rescue Technician Core.
- NFPA 1035 Public Information Officer, and public speaking experience.
- NFPA 472 Hazardous Materials Operational.
- State of Connecticut Paramedic license with medical control from departments sponsor hospital and maintain for duration for duration of term.
- Valid State of Connecticut Commercial Drivers License.
- Bachelors degree in Fire Service management, Public Administration or related field.

## **SPECIAL REQUIREMENTS**

- Must be twenty one (21) years of age or older at time of appointment.
- No felony convictions or disqualifying criminal histories within the past seven years.
- Ability to meet Departmental physical standards.
- Must be able to respond in own vehicle, Town vehicle will not be assigned.
- Must attend and participate in 40% of fire & EMS Drills annually.
- Must respond to 40% of fire related calls annually.
- Must actively participate in EMS training.

The examples of duties are intended only as an illustration of the various types of work 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.