

Town of Peru
Employment Opportunity
Fire Chief

JOB DESCRIPTION:

Pursuant to Massachusetts General Laws, Chapter 48, Section 42, the Fire Chief shall have full and absolute authority in the administration of the Fire Department. Responsible for supervising and coordinating department operations, including fire suppression, emergency medical response, purchase and maintenance of equipment and apparatus, recruitment, retention, and training of personnel and code enforcement. Also pursuant to Massachusetts General Laws, Chapter 48, Section 43, the Fire Chief shall act as the Forest Fire Warden with all due powers and responsibilities.

The Fire Chief works collaboratively with the Town Administrator and other Town Departments and reports to the Board of Selectmen.

THE IDEAL CANDIDATE:

The Town is looking for an ideal candidate who must be comfortable working in a small- town atmosphere where positions in the Fire Department are volunteers and relationships date back generations. The ideal candidate shall help set the stage for town-wide cooperation to effectively address the needs of the fire department and can strongly facilitate regional discussions with bordering communities to help strengthen mutual aid relationships in the effort to strategically meet the safety needs of the public. He or she will work cooperatively and establish credible and respectful relationships with all constituencies within the town, including residents, elected and appointed officials, volunteers, and business owners. The Fire Chief must be able to provide support, direction, and motivation to ensure high performance and professional growth by Fire Department personnel. The Fire Chief must be a creative problem-solver who is accessible, transparent, trustworthy, collaborative, respectful, and a consensus-builder.

JOB DUTIES (administrative):

- Drafts fire services policies, implements fire department policy and fire suppression plans. Plans for short-term and long-term resource and scheduling requirements.
- Plans for short-term and long-term equipment and apparatus requirements.
- Directs the operations of the Fire Department and evaluates and administers such functions as: requisitioning of supplies; maintenance of reports, records, repairs, and equipment.
 - Ensures all existing Memorandum of Agreements, Memorandum of Understandings, Certifications, Registration, Radio Licenses and Contracts for Service are kept in force and up to date.
- Recruit and retain volunteers.

- Hires, fires, trains, supervises and directs departmental personnel and volunteers. Meets with firefighting personnel to review and evaluate their performance, provide feedback and supervision and listen to complaints and suggestions.
- Supervise all fire department volunteers and personnel.
- Ensures that Fire Department personnel complete and maintain all required training.
- Maintain personnel files on all Volunteers including but not limited to applications, preemployment physical results, Personnel Action Forms, training certificates or other forms of training documentation, personnel evaluations, letters of recommendation letters of reprimand and letters of termination.
- Prepares and administers grants for firefighting equipment and activities.
- Prepares annual department budget. Presents and defends budget before the Selectboard, Finance Committee and Town Meeting.
- Directs and controls the expenditure of the approved budget.
- Prepares Annual Report, and submits Annual Town Report to Town Administrator
- Ensures prompt and proper completion of required paperwork.

JOB DUTIES (activities/operations):

- Performs firefighting duties including combating and extinguishing fires, rescuing victims, saving property, and operating fire apparatus. Provides first responder medical service at all emergency incidents. Responds to hazardous materials incidents, including carbon monoxide emergencies.
 - Responds to fire alarms, medical and other emergencies and requests for assistance both within the Town of Peru and to other towns within the Mutual Aid response area.
- Plans procedures; assigns personnel and equipment to effect proper fire control, fire suppression and rescue operations; directs firefighting operations.
- Maintains familiarity with road locations and conditions, the location of water supplies, standpipes and other water sources.
- Ensures maintenance of standpipes and other sources of water and the access to these sources. May mean repair or replacement of equipment and physical cleaning of intake screens etc.
- Maintains familiarity with the location and layout of buildings and the types of building construction and other information important to the department in emergencies.
- Confers with town officials, other departments and the public to provide fire safety education and problem solving as needed.
- Enforces fire codes, and Performs Plan reviews for building permits as needed
- Conducts, or ensures completion of MGL Chapter 148 Section 26F1/2 inspections for all transfer or sales of property (single and two family dwellings).
 - Must be available to the public via phone or in person to answer any and all questions relating to fire codes, fire safety, fire department operations or other general information.
- Engages in public relations activities and shall foster good relationships with the public.
- Participates in training exercises and classes to enhance job-related skills and abilities.
- Maintains familiarity with changes to 780 CMR State Building Codes where they pertain to or effect fire safety and/or fire behavior in structures.

- Remains vigilant and educated on changes in the firefighting community/industry; such as changes to laws, regulations and codes, changes in tactics and protocols, and emerging threats (opioids, active shooter, etc.)
- Ensures all personnel are aware of and where necessary trained and properly equipped to respond to these emerging threats such as fentanyl awareness, hostile MCI, tactical medic and warm zone operations.
- Participates in fire chief associations and other trade organizations related to fire department needs.
- *Maintains Fire Department equipment in good working order.
- *Maintains Fire Department facility in good working order.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Specialized training in firefighting administration, fire prevention and inspection.
- Has working knowledge of building construction and building HVAC systems that enables him/her to effectively carryout the responsibilities of the position.
- Has a thorough knowledge of fire alarm systems.
- Has a thorough knowledge of radio communication systems.
- Has a thorough knowledge of Laws, Regulations and Codes pertaining to Fire Prevention and safety: 527 CMR 1.00, MGL Chapter 148 and MGL Chapter 48 as an example.
- Has a strong working knowledge of the Nation Incident Management System.
- Has ability to work well with the public.
- Must have the ability to get people of different backgrounds, abilities and personalities to work together as a team, often in life threatening situations.
- Must have the ability to be a good leader with proven supervisory skills and experience.
- Has ability to react quickly and calmly in an emergency.
- Has thorough knowledge of the principles and practice of municipal fire service administration.
- Has ability to command a fire scene, including planning attack, directing personnel, and directing equipment.
- Has ability to make difficult decisions involving the safety of others and protection of property.
- Has thorough knowledge of firefighting apparatus and equipment maintenance practices and procedures.
- Has a strong mechanical background and mechanical abilities.
- Familiar with small engine maintenance practices.
- Has a thorough knowledge of electrical systems: DC vehicle electrical systems, AC household systems, AC transmission/distribution, and Photovoltaic generation systems.

MINIMUM QUALIFICATIONS:

- High School diploma required.
- Ten years' experience in fire/EMS service.
- Minimum of two years in supervisory position in Fire/EMS service.
- Must have completed training up-to the level of ICS-400.
- Possesses valid Massachusetts driver's license.

- Basic EMT or higher certification preferred.
- * First Responder, CPR/AED Certification.
- Hazardous waste Operation and emergency response (HAZWOPER)

WORKING CONDITIONS:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Duties often involve extreme physical exertion such as lifting heavy objects or persons and climbing several flights of stairs while wearing protective gear and self-contained breathing apparatus.
- The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move up to 150 pounds.
- While performing the duties of this job, the employee is regularly required to sit, stand, walk and run; use hands to finger, handle or feel objects, tools or controls; reach with hands or arms, climb or balance, stoop, kneel, crouch or crawl and talk and hear and taste and smell.
- Specific vision abilities required by this job include close vision, distance vision, night vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the essential functions of this job, the employee regularly works in outdoor weather conditions and near moving mechanical parts, occasionally works in high, precarious places and in high heat and is occasionally exposed to stress, personal danger, toxic or lethal gases, fumes or airborne particles, and pathogens, blood borne pathogens, biohazards, toxic or caustic chemicals and risk of electrical shock.

COMPENSATION:

Annual Salary as Fire Chief is \$1,214.00. Forest Fire Warden Annual Salary is \$896.00.

HOW TO APPLY:

Please send resume with a cover letter and 3 professional references - addressing the job requirements to the Town Administrator at townadmin@townofperuma.com. Or to this mailing address: Town Administrator 3 East Main Road, Suite 100, Peru, MA 01235. Submitted applications are to be to the attention of the Town Administrator. Position will remain open until filled.

The Board of Selectmen will do the final interviews and will be the hiring authority. Should you have any questions regarding this opportunity, please contact: Caleb Mitchell, Town Administrator, at 413.655-8312 x100 or townadmin@townofperuma.com

AFFIRMATIVE ACTION: The Town of Peru is an Equal Employment Opportunity\Affirmative Action Employer