

## CITY OF MELROSE, MA JOB DESCRIPTION

<b>Title:</b> Chief of Fire Department	<b>Classification/Grade:</b> \$165,000 - \$175,000
<b>Department:</b> Fire Department	<b>FLSA Status:</b> Exempt
<b>Reports to:</b> Mayor	<b>Union Status:</b> Non-Union
<b>Effective Date:</b> 4-17-2024	<b>Benefit Status:</b> Yes

### Summary

The Fire Chief's role encompasses strategic management, administrative oversight, and visionary leadership, ensuring the effective operation of the fire department and the safety of the community it serves. The Chief coordinates multifaceted emergency response efforts in fire control, rescue operations, and medical treatment while ensuring compliance with State and Municipal fire codes. The Chief oversees day-to-day operations, managing finances, providing leadership in personnel matters, cultivating a culture of excellence and professionalism and fostering community engagement. The Chief presents Melrose Fire Department's interests in local, county, state, and other meetings and creates positive relationships with external agencies.

### Essential Functions

*The essential functions or duties 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.*

#### Emergency Response Coordination

- Coordinates multifaceted emergency response efforts in fire control, rescue operations, hazardous material cleanup, and medical treatment. Directs firefighters to swiftly and effectively mitigate damage, reduces danger, and safeguards lives, while ensuring strict adherence to State and Municipal fire codes.
- Maintains meticulous records of departmental actions, and responses to calls to inform future strategies and enhance operational efficiency.

#### Operational Oversight

- Oversees the day-to-day operations of the fire station including shift scheduling, duty assignments, and adequate staffing levels to ensure uninterrupted service delivery.
- Leads Administrative Operations critical for the department's functionality including the care and maintenance of the fire station and all equipment, ensuring operational readiness at all times.
- Conducts thorough evaluations of equipment safety and plans for timely replacements to uphold operational readiness.

#### Financial Management

- With the Assistance of the Finance Administrator, develops and administers the annual Fire Dept. and Ambulance budget to align with departmental goals and objectives. Monitors anticipated expenses and analyzes budget to ensure sound financial management and the efficient allocation of resources.

#### Personnel Leadership

- Exercises strategic oversight of personnel matters from recruitment to training and management, fostering a culture of discipline, excellence and professionalism. Practices hands on approach to managing personnel and resources by reviewing attendance, tracking leaves, and verifying payroll submissions.
- Evaluates performance, facilitates professional development and training opportunities, and upholds compliance with policies and procedures to inspire and motivate the team to perform at the highest standards of service delivery.
- Oversees that staff's licensing and credentials such as EMT, CPR, Driver's Licenses, PALS/ACLS, and are current.
- Designs programs and policies to reduce deficiencies and enhance departmental effectiveness.

## CITY OF MELROSE, MA JOB DESCRIPTION

### Strategic Resource Development

- Remains abreast of industry trends and advancements, attending conferences and staying informed to enhance departmental capabilities.
- Identifies and pursues grant opportunities, ensuring the acquisition of resources essential for operational enhancement and community service expansion.

### Community Liaison

- Serves as a key liaison within the community, engaging with elected and appointed officials, Fire/EMS counterparts, and various stakeholders to communicate departmental activities and address community concerns.
- Collaborates with local authorities, with Planning/Zoning Board on development projects and initiatives, showcasing proactive leadership in community engagement.
- Represents Melrose Fire Department's interests in local, county, state, and other meetings and fosters positive relationships with external agencies.
- Performs other duties as necessary to support the department's mission and objectives.

### **Supervision**

*Supervision Scope:* Performs complex, varied and responsible functions requiring expert knowledge of fire departmental operations and the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures. Always on call 24/7.

*Supervision Received:* Works independently. Follows state, local, and municipal regulations; and enforces department rules, regulations and policies. Receives oral and email communication from the Mayor, as needed.

*Supervision Given:* Manages, supervises, oversees training and directs 56 fire fighters, one fire alarm superintendent and chief, one Finance Administrator, three fire stations, and oversees one fire-based EMS ambulance. Manages the City of Melrose Fire Department.

### **Recommended Minimum Qualifications**

#### Education, Training and Experience

Bachelor's degree in fire science, or related field and demonstrated administrative and supervisory skills, ten (10) years progressively responsible experience in fire/rescue, emergency management, emergency medical services, and management with at least five years of increasingly responsible command experience in a career fire department; *or any equivalent combination of education and experience.* Proficient knowledge of city/municipal government and experience applying state, municipal, and local laws and regulations is desired.

EMT with Massachusetts/National EMT certification. National Fire Academy Executive Fire Officer and Massachusetts Chief Fire Officer credentialing preferred.

#### *Special Requirements:*

The successful candidate will undergo a background check, substance screen, physical and psychological exam and comply with Massachusetts statutes regarding tobacco use. Must possess a valid Class D Motor Vehicle Driver's License and provide proof of an acceptable driving record from the Registry of Motor Vehicles. Reside within a reasonable distance to the Fire Department Head Quarters to ensure a prompt response to emergency situations outside of regular work hours.

*Knowledge:* Knowledge and experience in problem solving and decision making; interpersonal sensitivity; stress tolerance; and time management. Solid understanding of budgeting, purchasing, and financial record keeping. Thorough knowledge of modern fire suppression, emergency medical services, techniques, and equipment as demonstrated through EMT certification. Expert operation and knowledge of Fire and EMS tool/equipment; Fire apparatus; fire pumps; hoses; ladders; first-aid equipment' radio;

## CITY OF MELROSE, MA JOB DESCRIPTION

and other fire related equipment. Proficient knowledge of all aspects of emergency management and hazard mitigation methods.

*Ability:* Ability to interact appropriately and tactfully with the firefighting department members, residents, City Hall, local fire and police departments, local business owners, local hospitals; fire/EMS equipment vendors and the public; ability to communicate understanding of fire rules, laws, and regulations; ability to maintain detailed records; ability to explain Department regulations; ability to explain Department policies and procedures; ability to work independently; ability to set and follow detailed timetables. Ability to communicate in-person, by e-mail, telephone, and facsimile. Ability to train, supervise and lead subordinate staff; ability to be available and reachable 24/7, 365 days of a year with the exception of scheduled leaves of absence and/or vacation time. Ability to tolerate stress; ability to manage time effectively, ability to conduct problem analysis and make decisions. Ability to perform administrative tasks and perform firefighting, rescue, and medical responses services. The ability to collaborate and appreciate other's viewpoints. Ability to prepare, present and oversee spending of budget.

*Skills:* Excellent interpersonal skills, organizational and customer service skills. Demonstrated experience providing customer service to firefighter department members, elected officials, appointed officials, other Fire/EMS officials, community and business representatives, and the public using tact, proper judgment, courtesy, respect and discretion. Demonstrated ability to work effectively with diverse constituencies and ensure a culturally relevant and sensitive approach. Accomplished in demonstrating adaptability, and able to present and accept a diverse perspective. Excellent written and verbal communication skills, excellent computer skills including MS Office applications; MUNIS, CrewSense; WebPCR; Station Smarts; and Lexipol, or comparable software applications.

### **Job Environment**

- Work is performed occasionally outdoors frequently working near or with toxic or caustic chemicals, in areas with fumes or airborne particles, with extremes of heat/cold (not weather related); occasionally working near moving mechanical parts where there is a risk of electrical shock, and working with explosives. Work is in environments that range from sometimes quiet, to loud noise levels resulting from high pitched alarm activations, bells ringing, and sirens.
- Work is subject to fluctuations and administrative deadlines. Routinely works evening and weekends.
- Operates computer, printer, telephone, copier, fax machine and other standard office equipment.
- The employee has frequent contact with the public, firefighter department members, residents, Melrose City Hall, local fire and police departments, local business owners, local hospitals; and fire/EMS equipment vendors.
- The employee has access to confidential information such as personnel files, medical records and patient care reports.
- Errors could result in personal and staff injury or loss; delays or loss of service; monetary loss; injuries to other employees; damages to buildings and/or equipment; and legal ramifications.

### **Physical Requirements**

*The physical demands described 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 essential functions.*

While performing the duties of this job, the employee is frequently required to stand, use hands to finger, handle or feel and reach with hands and arms; occasionally is required to walk, sit, climb or balance, stoop, kneel, crouch or crawl, and taste or smell; and constantly is required to communicate, talk and hear. Must be able to handle, or feel objects, tools, or controls. The employee must lift and/or move objects weighing up to 60 pounds occasionally and seldom lifts or moves objects weighing up to or more than 100 pounds. Vision and hearing at or correctable to normal ranges to read documents and analyze data. Close, distance, color, peripheral vision and depth perception are necessary for safe operation of

## *CITY OF MELROSE, MA JOB DESCRIPTION*

equipment. This position requires the ability to operate a keyboard and other standard office equipment at an efficient speed. This position is required to operate trucks in excess of 26,000 pounds; light trucks, automobiles, power tools, hand tools, and standard office equipment, effectively.

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***The City of Melrose, MA is an Equal Opportunity Employer. Diverse candidates are encouraged to apply.***

*In the City of Melrose we value diversity, equity, and inclusion and believe that everyone in the community deserves excellent public services and access to resources regardless of race, gender/gender identity, religion, ethnicity, physical abilities, age, sexual orientation, veteran status or personal experience. We believe in the benefit of diversity which allows us to become aware of varied ways of engaging with citizens and to discover, design and deliver enriched solutions and services for our community. The City embraces and encourages all qualified candidates to apply.*

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*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*