HAMPDEN FIRE CHIEF
JOB DESCRIPTION

Description:
Under Massachusetts state law the fire chief is responsible and has authority for all fires or explosions or potential fires or explosions within the jurisdictional boundaries of the Town of Hampden. In the Town of Hampden the Fire Chief is also the Forest Fire Warden. Additionally, reporting to the Board of Selectmen, the fire chief administers, plans, directs and controls all aspects of the fire department including administration, fire suppression, fire prevention and rescue and EMS activities as authorized by the by MGL 148 and 527 CMR 1.0. Administrative duties comprise planning, directing, and controlling all fire department activities including recruitment of personnel, procurement of equipment, control of expenditures, preparation of budget estimates and the training and assignment of personnel. The fire chief may consult with the Town Administrator on issues of personnel, policy and planning, but works independently in supervising technical operations.

Duties and Responsibilities:

- Plan, direct and supervise through subordinate officers the activities of the fire department including fire prevention, suppression, inspection, rescue, EMS, investigation and enforcement.
- Establish and implement Standard Operational Guidelines to accomplish operational objectives while protecting equipment and preserving the safety and welfare of personnel.
- Develop and implement training programs in accordance with accepted standards to meet all statutory and regulatory required trainings/certifications as well as improve the understanding and skill of all staff in firefighting and rescue procedures.
- Ensure adequate records are kept of all required maintenance and training.
- Prepare and submit an annual budget and make expenditures within approved limits.
- Develop and revise a long-range/5 year capital plan to keep pace with development.
- Ensure communication with and work cooperatively with other Town departments and personnel including police, highway, planning, building and the Health Agent.
- Ensure that all Town policies are adhered to by all department members.
- Ensure that state procurement and conflict of interest laws are adhered to.
- Maintain an effective working relationship with surrounding local government departments including maintaining mutual aid relationships.
- Ensure that inquiries and complaints regarding fire department activities or responsibilities are handled promptly, efficiently, effectively and with courtesy.
- Work closely with the Town Emergency Manager and the LEPC to: plan for, respond, mitigate and recover from major emergencies and disaster situations.
- Administer the open burning program consistent with state requirements.
- Enforce all jurisdictional Massachusetts General Laws and regulations through a strong enforcement response to non-compliance.
- Ensure timely issuance and inspection of various permit applications.
- Annually provide a life safety code inspection of the school/s prior to occupancy by students.
- Provide 3 fire drills per year for occupied school buildings.
- Provide quarterly life safety code inspections of the nursing home facility.
- Conduct an annual fire safety inspection prior to the issuance of liquor licenses.
- Plan for and ensure compliance with the applicable occupational safety and health standards as recently enacted by the Governor.
- Maintain the apparatus, fire station and equipment in safe working order.
- Ensure that the Class V ambulance it's license and all associated requirements of the Medical Control Officer/Baystate Medical Center and OEMS are followed and maintained. Including maintenance and security of medications.
- Ensure that all fire reports and submitted to the MFRS system on a regular basis and reconcile any end of year discrepancies promptly.
- Ensure adequate water supply planning and maintain the network of dry hydrants throughout Town.
- Cause ladder, hose and pump inspections to occur and provide adequate documentation.
- Perform the duties of Incident Commander or ensures that adequately trained personnel are able to fulfill that role in their absence.
- Maintain departmental discipline, conduct and general behavior of department personnel.
- Coordinate the role of the HVFD Inc. association in such a way that it does not interfere with department operations or reputation.
- Supervise the daily activities of the career crew through the shift supervisor.