

Middletown, CT Job Description

Classification Title	Fire Chief
Job Code	
Department	Fire Department
Union Group	Non-Representation
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to ~~act as Chief Executive Officer and Fire Chief in~~ administering the operations of the Fire ~~Department, to analyze~~Department. Analyzes and ~~evaluates critical infrastructure and target hazardous of the City. meet the fire~~ and ~~Directs fire -rescue and rescue~~ services ~~-needs of the City and to direct the~~ department during large scale emergencies and disasters. ~~The work is performed under the direction of the Mayor.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~Directs and administers the operations and programs of the Fire Department. Develops and executes policy and procedure and standard operating guidelines. Implements federal, state and local regulations, laws and ordinances and the Bargaining Agreement. ; analyzes the demographics of the district and designs programs and operations to meet fire safety and rescue needs; ensures the best technology and services are available.~~
- ~~Develops, implements and enforces departmental Standard Operating Procedures and Guidelines; reviews state and federal regulations and implements policy changes in response as needed.~~
- ~~Administers fire fighting operations; coordinates fire incident investigations. Assumes command of large scale operations. Directs labor relations between Fire Department Administration and Middletown Firefighters. Answers grievances, testifies at labor hearings and serves on negotiating team.~~
- ~~Manages and supervises all department personnel. ; Oversees the recruitment, training and development of staff. ; Plans, coordinates, assigns and reviews work. ; allocates personnel; mMaintains standards and; evaluates performance. ; maintains morale and administers discipline.~~ Administers personnel rules and collective bargaining agreements.

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- ~~Coordinates Fire Prevention programs and services. Promotes the organization and Fire Safety to the public. Develops and maintains Emergency Operations Plan. Develops, writes and evaluates community based exercises. Develops action reports and improvement plans.~~
- Prepares, analyzes, disseminates and evaluates department operational and administers and monitors annual and long-term Capital~~capital~~ budgets.; ~~plans for equipment and strategy needs.~~
- ~~Acts as liaison and r~~represents the department for city-wide meetings, which includes Public Safety, Telecommunications, City Asset and Security and critical planning. Represents City's Incident Management Team and Emergency Operations Center Openings. and the City with other municipalities, the media and the public. Coordinates work with other departments and agencies. Conducts staff meetings and planning sessions; chairs various committees. Acts as a member of the City's negotiation team.
- ~~Oversees and reviews the maintenance of equipment and recommends replacement; prepares bid specifications and directs purchasing for the department.~~Maintains strong public and professional image for the department throughout community and with public and private agencies.
- ~~Prepares a variety of reports and correspondence; prepares reports and data for officials and negotiations.~~
- ~~Reviews development plans to ensure Fire Department access.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

~~Bachelor's degree in Fire Administration, Public Administration or a related field and at least fifteen years of experience in fire service with progressive succession within the ranks of a career fire department. Sciences, Technologies and Investigation with Master's level course work in the field—Master's Degree preferred—and seven years of progressively responsible fire/rescue command and administration experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

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Appropriate education substitutions can be made.

Other

- ~~Position requires possession of a valid Class II Connecticut driver's license.~~ Executive Fire Officer Certification.

PREFERRED QUALIFICATIONS

Master's degree in Public Administration, Fire Administration or Executive Fire Leadership and fifteen years of experience with five years as an administrator.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework.
~~Requires the a~~Ability to implement decisions based on such data, and oversee the execution of these decisions.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
- ~~Requires the a~~Ability to utilize reference, descriptive, consulting, design and advisory data and information such as reports, memos, correspondence, specifications, budgets, codes, standards, drawings, legal briefs, economic analysis, and organizational analysis.
- ~~Requires the ability to communicate orally and in writing with the Mayor and all department personnel, other City departments, local officials, business and home owners, union officials, the media and the public.~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; may require the ability to perform mathematical operations involving basic algebra and geometry.~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Balance competing requirements and needs of client organizations

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- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information

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- ~~Ability to E~~establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- ~~Ability to S~~satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, fire trucks and equipment, rescue equipment, hand and power tools, and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

WORKING CONDITIONS

The working conditions 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.

- ~~Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

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Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations, chemicals, and oils.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	03/06/15
Dates revised	