



TOWN OF NEWPORT, NH

Fire Chief

Fire Chief. The Town of Newport, NH (pop. 6,500), situated in beautiful southwestern New Hampshire, seeks qualified candidates for this full-time position. Duties include administering and directing rescue, fire suppression, fire prevention and fire administration; including the preparation of budgets, authorization of disbursements; the preparation, submission and safe-keeping of logs, records and reports on incidents, personnel, apparatus and equipment. This is a “working” position. Minimum requirements for this position include a Bachelor’s Degree in Fire Science, Fire Protection, Fire/Emergency Service Management or related field; plus 10 years of progressively responsible experience in firefighting, fire prevention and inspection work, including 5 years in a supervisory role with the rank of captain or higher in a comparable or larger organization; or an equivalent combination of education and experience. Valid New Hampshire Motor Vehicle Operator’s License, Firefighter I, II and III certification, CPR/EMTA and additional certifications desirable. Interested and qualified candidates are encouraged to review the complete job description for this position attached. Salary range of \$72,741 - \$98,201 DOQ plus benefits. Please submit resumes electronically to the Town Manager’s Office, Town of Newport, 15 Sunapee Street, Newport, NH 03773 (jdufour@newportnh.gov) by the close of business on 8/05/19. For any questions, please contact Joanne Dufour, M-F, 8:00 am to 5:00 pm at (603) 863-1877. The Town of Newport is an Equal Opportunity Employer.

Position Purpose:

Provides highly responsible supervisory and administrative work in planning, organizing, budgeting, staffing, managing and directing all administrative and technical aspects of the Town Fire Department. Performs all other related work as required.

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.)

- Responsible for the application of NH Fire Laws as authority having jurisdiction within the boundaries of Newport.
- Administers and directs rescue, fire suppression, fire prevention and fire administration.
- Administers the Department including the preparation of budgets, authorization of disbursements, the preparation, submission and safe-keeping of logs, records and reports on incidents, personnel, apparatus and equipment.
- Directs and oversees training, development and evaluation of department personnel.
- Oversees and directs fire prevention program which includes public education, inspections, to determine compliance with building and fire codes and reviews building and de elopement plans for compliance to established codes.
- Develops and maintains efficient fire suppression operations with the ability to rapidly confine and extinguish fires.
- Directs and commands fire/rescue personnel and equipment at all major fires and/or other emergency situations.
- Establishes and directs training programs providing basic fire training and training in new methods of firefighting, fire prevention and rescue techniques.
- Oversees the specifications/requirements, purchases and maintenance of equipment and the maintenance of facilities.
- Provides technical advice and guidance to the Town Manager; makes presentations and writes reports.
- Participates and provides leadership to area and regional agencies to coordinate mutual aid arrangements, disaster planning and establish shared services.
- Initiates needed action to change fire and building codes to reflect changes in construction materials and techniques.
- Establishes and maintains effective public relations with community groups, local and state agencies and the media
- Ensures the Fire Department is administered in an effective and efficient manner to provide fire services to the community.
- Supervises the recruitment, selection, appointment and training of members and officers to assure their fitness and competency.
- Supervises all personnel and has the authority to evaluate and discipline employees.
- Provides for the maintenance and upkeep of the Newport Fire Stations and other facilities as assigned by the Town.
- Represents the Department to appropriate Town committees and boards and the fire departments of surrounding towns.
- Conducts and reviews drills; conducts long-term planning, creates master plan for budget, personnel and equipment.

- Reviews articles of incidents within the emergency services and reviews forestry and fire warden issues.
- Responsible for Fire Inspections, Health Officer duties and Code Enforcement duties.
- Serves as the Emergency Management Director
- Ensures policies, rules and regulations, practices and procedures meet department objectives for efficient operation of the department.
- Identifies and obtains grant funding; administers grant programs that have been obtained through successful grant application
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

Bachelor's Degree in Fire Science, Fire Protection, Fire/Emergency Service Management or related field; plus 10 years of progressively responsible experience in firefighting, fire prevention and inspection work, including five years in a supervisory rank; or an equivalent combination of education and experience. Valid New Hampshire Motor Vehicle Operator's License, Firefighter I, II and III certification, CPR and additional certifications desirable.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the administrative practices and procedures as related to fire, rescue, emergency medical services and emergency management; Extensive knowledge of the operating principles, practices, procedures, equipment and apparatus used in modern firefighting, emergency medical services (EMS), hazardous materials (HAZMAT) mitigation, rescue and response to man-made and natural emergencies; Considerable knowledge of the applicable laws, ordinances and codes; Knowledge of the Incident Command/Incident Management Systems and their application to various situations; and thorough knowledge of current literature, sources of information, trends, best practices and developments in municipal fire service administration.

Ability: Ability to plan, implement and monitor programs supporting departmental operations and activities including employee training and development, and fire prevention and investigation activities and inspection services; Ability to plan for municipal needs, to delegate and distribute personnel, and to direct, coordinate and review the work of operating divisions; Ability to express ideas effectively orally and in writing; and Ability to establish and maintain effective working relationships, as well as to command and hold the respect and discipline of subordinates.

Skill: Operates fire and EMS tools and equipment; and proficiency with Microsoft Word, Excel, PowerPoint, the internet and various commonly recognized fire, haz-mat and EMS software programs, and excellent written and oral communication skills.

Physical Requirements:

The physical demands described here 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.

Minimal physical effort is required to perform administrative duties. The employee is frequently required to stand, walk, sit, speak and hear and use hands to operate equipment. Moderate to

strenuous physical effort is required when responding to emergencies. Must occasionally lift and/or move more than 100 pounds. Vision requirements include the ability to read and analyze documents, make fine visual distinctions, use a computer and operate motor vehicles and other equipment.

Supervision:

Supervision Scope: Performs highly responsible duties requiring independent judgment and initiative in planning, organizing and directing the work of the fire department and in the enforcement of federal, state and local laws.

Supervision Received: Works under the direction of the Town Manager.

Supervision Given: Responsible for the supervision and performance of all people within the department, both career and call personnel.

Job Environment:

- Work is performed primarily in offices, some work is performed at emergency scenes and is performed under variable weather conditions, including temperature extremes; incumbent is exposed to alarms and hazards associated with fighting fires, rescue, hazardous materials, and rendering emergency assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. The Fire Chief is on call at all times to respond to major fires and other emergencies.
- Regularly operates motor vehicle; when in the office, operates computer and standard office equipment such as telephone, copier, and facsimile machine; when at a fire or emergency, may be required to operate some or all of the following equipment: light trucks, various power tools, and hand tools, fire and emergency apparatus, radio, standard firefighting and rescue equipment and tools.
- Has frequent contact with town, state, and federal officials, other fire departments, town departments, vendors, and the business community. Contacts are by phone, in person, in writing and by email and involve an information exchange dialogue.
- Has access to an extensive amount of confidential information such as HR records, criminal investigations and records, litigation, and personal information about citizens.
- Errors can be costly in terms of decreased or less efficient protection to persons and property, personal injury, injury to others, confusion and delay, and result in direct financial and legal repercussions to the Town and individuals.

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.