



TOWN of CHESTER
15 MIDDLEFIELD ROAD
CHESTER, MASSACHUSETTS 01011

(413) 354-7760

TownofChester.net

Job Description

CHESTER FIRE CHIEF

The Town of Chester is seeking candidates to fill a part-time Fire Chief position responsible for overseeing the operation of the all-volunteer department, pursuant to Massachusetts General Laws, Chapter 48, Section 42. Candidates must have at least five years' experience, with a minimum of two years in a supervisory position, in fire/EMS service. The Town of Chester is an Equal Employment Opportunity/Affirmative Action Employer.

The Fire Chief performs responsible administrative, supervisory, inspection, management and emergency response work planning, organizing, directing and managing the Fire Department and its emergency response capability in order to minimize the loss of life and property; work is performed in accordance with municipal and state laws; other related work, as required.

Supervision:

Works under the general supervision of the Board of Selectmen. Responsible for all administrative functions of the department; on conformance with applicable provisions of the Massachusetts General Laws and professional standards.

Performs responsible duties of a complex nature requiring considerable initiative and judgment, particularly in emergency situations which do not fall clearly within established practices and precedents.

Supervisory Responsibilities:

Supervises up to 35 call firefighters.

Job Environment:

Works in the field and in the office under varying conditions. Emergency response work is performed in variable weather conditions, including temperature extremes; the employee is exposed to hazards associated with medical emergencies fighting fires and responding to related emergencies, including smoke, noxious odors, fumes and chemicals; the noise level in the work environment is quiet in the office, and loud at the emergency scene; work is subject to frequent fluctuations and is performed in emergency and stressful situations; the employee is on call to respond to fires and other emergency incidents.

The employee operates standard office equipment, fire apparatus and other vehicles.



The employee has regular contact with town officials and departments, other fire departments, state officials and the general public.

Errors could endanger persons and property, including death, damage to building or equipment, monetary loss and legal repercussions.

Essential Functions:

The essential functions or duties listed below are illustrations of the various types of work 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 in the position.

Organizes, directs, supervises, and coordinates the fire services for the town; ensures effective and efficient provision of emergency and non-emergency services including, but not limited to, fire suppression, inspections, disaster planning and implementation, fire prevention and education.

Directs the overall firefighting effort and training of personnel; plans, organizes, assigns, directs and inspects the operations of the fire department; responsible for extinguishing all fires in the municipality and protecting life and property in the event of fire; consults with town officials in the developing of policies for the protection of life and property.

Responds to emergency incidents and directs activities at the scene of major fires and related emergencies.

Responsible for the recruitment, retention, assignment, evaluation, discipline and termination of call personnel; resolves personnel problems and conflicts; follows town and department policies and procedures when dealing with personnel matters; determines disciplinary actions a necessary.

Supervises and conducts fire inspections; issues permit for blasting and storage of explosives and flammables, and burn permits.

Creates and manages the department budget; makes recommendations for equipment personnel, capital improvement and special services and furnishes documentation to support requests; supervises the requisition and purchase of equipment and supplies and the care and maintenance of equipment apparatus and facilities.

Performs similar or related work as required, or as the situation dictates.

Physical Requirements:

Minimal physical effort is required to perform work in the office. Moderate physical effort is required to perform inspection work. Moderate to strenuous physical effort is required to perform work at the scene of emergency incidents or fires, which requires long periods of time working and standing; occasionally required to lift more than 100 pounds. During emergencies the employee may be required to stoop, kneel, crouch, crawl, reach with hands and arms and climb and balance. Vision requirement including the ability to read and analyze documents and use a computer. Ability to operate a motor vehicle.



Recommended Minimum Qualification:

Education and Experience:

High School graduation or equivalent; Associate's Degree in fire science or business, or other related advanced training desirable. Must be a member of the Chester Fire Department or another Fire Department with at least five years of fire suppression experience and at least three years in a command capacity; administrative experience; or an equivalent combination of education and experience.

Knowledge, Ability and Skill:

Thorough knowledge of the delivery of emergency services and modern firefighting and fire prevention principles, practices, and equipment; comprehensive knowledge of the state fire laws, town by-laws, building codes, hazardous materials and the town water system; knowledge of municipal finance, long range planning, vehicle maintenance, building maintenance and supervisory practices. Valid Massachusetts motor vehicle operator's license.

Ability to establish and maintain effective and harmonious relationships with call personnel, the public, and town officials, organize, assign and direct the work of subordinates, evaluate emergency situations and take immediate action necessary for the protection of life and property, prepare and manage budgets and direct emergency operations.

How to Apply:

Applications may be submitted electronically or mailed/dropped off at the Chester Town Hall. Please send resume with a cover letter and three (3) professional references – addressing the job requirements to the Town Administrator at townadministrator@townofchester.net. Or to this mailing address: Town Administrator, Chester Town Hall, 15 Middlefield Road, Chester, MA 01011

Posting will remain open until the position is filled.

The Select Board will undertake final interviews and will be the hiring and appointing authority.

Should you have any questions regarding this job posting, please contact: Don Humason, Town Administrator, at (413) 354-7760 or townadministrator@townofchester.net.

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