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JOB TITLE:	Chief of Department
CLASSIFICATION & FLSA STATUS	Exempt (salaried); Permanent; Full-Time
UPDATED:	June 2024

POSITION OBJECTIVES:

This position serves as the chief operating officer to direct and manage Charlotte Volunteer Fire and Rescue Services Inc.

QUALIFICATIONS & SKILLS

REQUIRED

- Bachelor's degree and minimum of five (5) years of progressively responsible fire service and EMS leadership experience or an equivalent combination of education, training and experience.
- Valid Vermont driver's license (or ability to obtain one) with a clear record and pass a background check.
- Strong knowledge of fire service and EMS practices, procedures and equipment.
- Ability to work effectively with a wide range of individuals and organizations, both inside and outside of Town government.
- Strong planning, management, communication and organizational skills.
- A working knowledge of Public administration and basic financial procedures.
- Ability to communicate orally and in writing, both individually and publicly.
- Ability to work independently on difficult or complex tasks.
- Ability to form and maintain working relationships



Patrice Machavern
10:02 AM Jun 3

Chief Operating Officer or Director of Operations

