



<b>JOB TITLE:</b>	<b>Chief of Department</b>
<b>CLASSIFICATION &amp; FLSA STATUS</b>	Exempt (salaried); Permanent; Full-Time
<b>UPDATED:</b>	March 13, 2022

**POSITION OBJECTIVES:**

This position serves to direct and manage the operations of Charlotte Volunteer Fire and Rescue Services Inc.

**QUALIFICATIONS & SKILLS REQUIRED**

- Bachelor's degree and minimum of ten(10)years of progressively responsible fire and rescue service experience or an equivalent combination of education, training and experience.
- NREMT and Vermont Emergency Medical Technician (AEMT) certification and appropriate NIMS training
- Vermont Firefighter II certification or equivalent.
- Fire Instructor I certification.
- Hazardous Material Operations certified.
- 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

**CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Act as chief administrator and operating officer of CVFRS.
- Ability to command fire suppression and Emergency Medical Service (EMS) forces at fire, rescue, Haz-Mat, and other types of emergency incidents.
- Coordinate with the Emergency Management Director for the Town of Charlotte in the event of a disaster or wide-scale emergency.
- Ensure the Department meets the standards set by the CVFRS Board, including a positive public image of the Department, community support and education, and positive interactions with other employees and neighboring agencies.
- Oversee compliance with CVFRS Employee Handbook.
- Works within parameters of CVFRS By-laws
- Coordinate mutual aid agreements with other agencies.
- Oversee the maintenance and repair of all Department vehicles, equipment and station.

- Oversee training programs, communications, personnel and support functions.
- Advise CVFRS Board, Town officials and Department personnel on the implications of, regulatory and technological developments relating to fire prevention, fire suppression and emergency medical care.
- Maintain compliance with all federal, state, and local regulatory statutes, mandates, and licenses required for operations.
- Propose and create appropriate ordinances related to fire prevention and suppression.
- Coordinate the long-range forecasting and planning needs of the Department in conjunction with the needs of the community and its citizens.
- Prepare, implement and control an annual capital and operating budget.
- Develop and maintain appropriate recordkeeping systems for all Departmental functions.
- Oversee grant applications, procurement of outside funds, appropriate expenditure of funds, accountability and tracking of inventory items, and timely and accurate reporting to appropriate agencies.
- Attend Town, County, and State meetings as needed or identify a designee for the department.
- Respond to requests for information relating to the operation of the Department.
- Review proposed site and building plans submitted to the Town for fire safety concerns.
- Interview and recommend candidates for positions.
- Oversee purchasing of supplies as needed.
- Develop, interpret, and implement standard operating and testing guidelines, policies, and training programs.
- Review time-sheets, payroll, logs, records, as required for the efficient operation of the organization.
- Perform related work as required.
- Schedule employees, per diems, and volunteers
- Review time sheets, payroll, logs, records, etc. as required for the operation of the organization.
- Attends meetings of the board of directors
- Attends meetings of the Town of Charlotte Select Board or other town organizations as needed

#### **SUPERVISION RECEIVED**

This position is supervised by the CVFRS Board of Directors

#### **SUPERVISION EXERCISED**

Direct and indirect administrative and operational supervision of full-time, per-diem staff, call-staff, and volunteers.

#### **PHYSICAL REQUIREMENTS**

This position requires flexibility in the availability of the person filling it. The following chart Identifies physical demands and potential hazards typically encountered and reasonably anticipated in this position. Each item is marked with the rating that best matches the expectations of the position based on the following scale:

NA: Not applicable, not required/expected of position

NE: Requirement is present, but not essential to the position

O: Occasional (up to 20% of the time) and essential to the position

F: Frequently required (over 20% of the time) and essential to the position

Physical Requirement/Hazard	NA	NE	O	F	Physical Requirement/Hazard	NA	NE	O	F
Sitting				X	Work in inclement weather			X	
Walking				X	Exposure to dust, chemicals, fumes			X	
Standing				X	Exposure to electrical current			X	
Bending or twisting				X	Seeing objects at a distance			X	
Squatting or kneeling			X		Seeing objects peripherally			X	
Reaching above shoulder level			X		Seeing close work (e.g. typed print)				X
Climbing stairs or inclines			X		Distinguishing colors			X	
Driving car or duty truck			X		Hearing conversation or sounds				X
Repetitive motion of hands/fingers				X	Hearing via telephone or radio				X
Grasping with hand/gripping			X		Communicating through speech				X
Lifting/carrying 10-25 pounds			X		Communicating through writing/reading				X
Lifting/carrying 26-50 pounds			X		Overnight travel			X	
Lifting/carrying more than 50 pounds		X			Work/travel in adverse conditions				X
Pushing/pulling			X		Exposure to aggressive/angry people			X	

The Chief of Department will generally work Monday thru Friday. Work on evenings, nights, and weekends may be required.

This is a salaried position.

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change. The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*

*This general outline illustrates the type of work, which characterizes the Job Classification. It is not designed to cover or contain a comprehensive listing of activities, duties, responsibilities, and qualifications that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*