



**TOWN OF BLANDFORD**  
**Executive Office of the Select Board**  
1 Russell Stage Road  
Blandford, MA 01008  
413.848.4279 x206

*www.townofblandford.com*

**Select Board Members**

Cara Letendre, Chair  
Theodore Cousineau  
Jeff Allen

**Town Administrator**

Christopher E. Dunne

## **JOB DESCRIPTION: FIRE CHIEF**

**Job Title:** Fire Chief

**Job Type:** Appointed

**Hours Per Week:** 19.5 hours/week

**Location:** 1 Russell Stage Road

**Reports To:** Select Board and Town Administrator

**Pay Basis:** \$23.00-25.00 hourly

### **JOB DESCRIPTION:**

Pursuant to Massachusetts General Laws, Chapter 48, Section 42, the Fire Chief shall have full and absolute authority in the administration of the Fire Department. Responsible for supervising and coordinating department operations, including fire suppression, emergency medical response, purchase and maintenance of equipment and apparatus, recruitment, retention, and training of personnel and code enforcement. Also pursuant to Massachusetts General Laws, Chapter 48, Section 43, the Fire Chief shall act as the Forest Warden with all due powers and responsibilities. The Fire Chief is also the designated Emergency Management Director (EMD) for the Town. In this capacity, the EMD takes the lead in coordinating all emergency preparedness activities between the local, regional, and state level. The EMD coordinates the preparation and response to local large-scale emergencies and acts as the Incident Commander during these responses. In the absence of any other person filling the role, the Emergency Management Director will designate an E911 Municipal Coordinator and Database Liaison, or take on those responsibilities.

The Fire Chief works collaboratively with the Town Administrator and reports to the Select Board.

### **THE IDEAL CANDIDATE:**

The Town is looking for a candidate who is comfortable working in a small-town atmosphere where positions in the Fire Department are volunteer and relationships date back generations. The ideal candidate will help ensure town-wide cooperation to effectively address the needs of the Fire Department and facilitate regional discussions with bordering communities to help strengthen mutual aid relationships in an effort to strategically meet the safety needs of the public. He or she will work cooperatively and build bridges to all constituencies within the town, including residents, elected and appointed officials, volunteers, and business owners. The Fire Chief must be able to provide support, direction, and motivation to ensure high performance and professional growth by Fire Department personnel. The Fire Chief must be a creative problem-solver who is accessible, transparent, trustworthy, collaborative, respectful, and a consensus-builder.



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**JOB DUTIES (administrative):**

- Drafts fire services policies, implements department policy and fire suppression plans. Plans for short-term and long-term resource and scheduling requirements.
- Plans for short-term and long-term equipment and apparatus requirements.
- Directs the operations of the Fire Department and evaluates and administers such functions as: requisitioning of supplies; maintenance of reports, records, repairs, and equipment.
- Ensures all existing Memorandum of Agreements, Memorandum of Understandings, Certifications, Registration, Radio Licenses and Contracts for Service are kept in force and up to date.
- Recruit and retain volunteers.
- Hires, fires, trains, supervises and directs departmental personnel and volunteers. Meets with firefighting personnel to review and evaluate their performance, provide feedback and supervision and listen to complaints and suggestions.
- Supervise all fire department volunteers and personnel.
- Assures that Fire Department personnel complete and maintain all required training.
- Maintain personnel files on all employees including but not limited to applications, pre-employment physical results, Personnel Action Forms, training certificates or other forms of training documentation, personnel evaluations, letters of recommendation letters of reprimand and letters of termination.
- Prepares and administers grants for firefighting equipment and activities.
- Prepares annual department budget. Presents and defends budget before the Selectboard, Finance Committee and Town Meeting.
- Directs and controls the expenditure of the approved budget.
- Prepares Annual Report.
- Ensures prompt and proper completion of required paperwork.

**JOB DUTIES (activities/operations):**

- Performs firefighting duties including combating and extinguishing fires, rescuing victims, saving property, and operating fire apparatus. Provides first responder medical service at all emergency incidents. Responds to hazardous materials incidents, including carbon monoxide emergencies.
- Responds to fire alarms, medical and other emergencies and requests for assistance both within the Town of Blandford and to other towns within the Mutual Aid response area.
- Plans procedures; assigns personnel and equipment to effect proper fire control, fire suppression and rescue operations; directs firefighting operations.



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- Maintains familiarity with road locations and conditions, the location of hydrants, standpipes and other water sources.
- Ensures maintenance of hydrants, standpipes and other sources of water and the access to these sources. May mean repair or replacement of equipment and physical cleaning of intake screens etc.
- Maintains familiarity with the location and layout of buildings and the types of building construction and other information important to the department in emergencies.
- Confers with town officials, other departments, and the public to provide fire safety education and problem solving as needed.
- Enforces fire codes.
- Performs plan reviews for building permits.
- Conducts, or ensures completion of MGL Chapter 148 Section 26F1/2 inspections for all transfer or sales of property (single and two-family dwellings).
- Must be available to the public via phone or in person to answer any and all questions relating to fire codes, fire safety, fire department operations or other general information.
- Engages in public relations activities and shall foster good relationships with the public.
- Participates in training exercises and classes to enhance job-related skills and abilities.
- Maintains familiarity with changes to 780 CMR State Building Codes where they pertain to or effect fire safety and/or fire behavior in structures.
- Remains vigilant and educated on changes in the firefighting community/industry; such as changes to laws, regulations and codes, changes in tactics and protocols, and emerging threats (opioids, active shooter, etc.)
- Ensures all personnel are aware of and where necessary trained and properly equipped to respond to these emerging threats such as fentanyl awareness, hostile MCI, tactical medic and warm zone operations.
- Participates in fire chief associations and other trade organizations related to fire department needs.

**JOB DUTIES (emergency management):**

- Develops local government emergency plans outlining what each governmental force and supporting group will be responsible for.
- Develops an Emergency Operating Center/facility (EOC) and emergency shelters.
- Develops training exercises/activities for municipal employees for a wide variety of potential emergencies/disasters.
- Prepares and administers grants related to Emergency Preparedness/Management.



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- Ensures proper level of ICS training for all applicable town employees and maintains records of training (copies of training certificates where possible).
- Chairs Emergency Management Team Meetings.
- Serves as the Incident Commander and primary contact person responsible for all emergency actions needed.
- Periodically reviews and updates all emergency plans.
- Develops and maintains a comprehensive confidential contact list of all members of the Emergency Management Team.
- Monitors weather conditions during times of predicted severe weather. Ensures notification of Town residents via Reverse 911 system when necessary.

**E911 Coordinator**

- As E911 Municipal Coordinator and Database Liaison, works with the State 911 NextGen Commission to ensure all address, house numbers, street name and locations are correct.
- Assigns house numbers pursuant to E911 best practices.
- Works/coordinates with Assessors office to ensure correct information is in both agencies database.
- Coordinates with Town Boards such as Planning, Zoning, Town Clerk and Building Department to ensure proper house numbering throughout any new building, addition or change of use processes.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Specialized training in firefighting administration, fire prevention and inspection.
- Has working knowledge of building construction and building HVAC systems that enables him/her to effectively carryout the responsibilities of the position.
- Has a thorough knowledge of fire alarm systems.
- Has a thorough knowledge of radio communication systems.
- Has a thorough knowledge of Laws, Regulations and Codes pertaining to Fire Prevention and safety: 527 CMR 1.00, MGL Chapter 148 and MGL Chapter 48 as an example.
- Has a strong working knowledge of the Nation Incident Management System.
- Has ability to work well with the public.
- Must have the ability to get people of different backgrounds, abilities, and personalities to work together as a team, often in life threatening situations.
- Must have the ability to be a good leader.
- Has ability to react quickly and calmly in an emergency.
- Has thorough knowledge of the principles and practice of municipal fire service administration.
- Has ability to command a fire scene, including planning attack, directing personnel, and directing



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rescue operations.

- Has ability to make difficult decisions involving the safety of others and protection of property.
- Has thorough knowledge of firefighting apparatus and equipment maintenance practices and procedures.
- Has a strong mechanical background and mechanical abilities.
- Familiar with small engine maintenance practices.
- Has a thorough knowledge of electrical systems: DC vehicle electrical systems, AC household systems, AC transmission/distribution, and Photovoltaic generation systems.

**MINIMUM QUALIFICATIONS:**

- High School diploma required; Associates degree preferred.
- Three to five years' experience in fire/EMS service.
- Minimum of two years in supervisory position in Fire/EMS service.
- Must have completed training up-to the level of ICS-400.
- Possesses valid Massachusetts driver's license.
- Must obtain certification for First Responder and health care provider level CPR with Automatic External Defibrillator certification.
- Hazmat Operation certification

**ADDITIONAL PREFERRED/DESIRABLE:**

- EMT certification
- Pumps and Hydraulics certification
- RIT certification
- Chief Officer Orientation
- Mass Casualty Training

**WORKING CONDITIONS:**

The physical demands and work environment 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.

- Duties often involve extreme physical exertion such as lifting heavy objects or persons and climbing several flights of stairs while wearing protective gear and self-contained breathing apparatus.
- The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up



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to 100 pounds and occasionally lift and/or move up to 150 pounds.

- While performing the duties of this job, the employee is regularly required to sit, stand, walk and run; use hands to finger, handle or feel objects, tools or controls; reach with hands or arms, climb or balance, stoop, kneel, crouch or crawl and talk and hear and taste and smell.
- Specific vision abilities required by this job include close vision, distance vision, night vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the essential functions of this job, the employee regularly works in outdoor weather conditions and near moving mechanical parts, occasionally works in high, precarious places and in high heat and is occasionally exposed to stress, personal danger, toxic or lethal gases, fumes or airborne particles, and pathogens, blood borne pathogens, biohazards, toxic or caustic chemicals and risk of electrical shock.

**COMPENSATION:**

Hourly range for this hourly position is \$23.00 to \$25.00 at 19.5 hours per week. The typical workweek is Monday through Friday and can include evenings and weekends. The applicant must have scheduling flexibility. Residency is not required.