

Cromwell Fire District
Job Description
Chief-Cromwell Fire Department

Job Summary:

The Cromwell Fire Department is a combination career/ volunteer fire department providing fire and emergency medical services to the citizens and taxpayers of the Cromwell Fire District within the Town of Cromwell, Connecticut. The position of fire chief is the highest-ranking officer in the Cromwell Fire Department. The fire chief plans, organizes, directs and coordinates all operations, functions and activities of the Department. The job requires a variety of technical, administrative and supervisory skills in planning, organizing, directing and implementing, fire prevention, suppression and rescue services to prevent or minimize loss of life and property by fire or disaster conditions. The fire chief must develop and maintain good working relationships with both the volunteer work force and career personnel.

Supervision Received:

The Cromwell fire chief works under the general guidance and direction of the Cromwell Fire District Executive Director and indirectly with the Board of Fire Commissioners.

Supervision Exercised:

Directs and administers the Department operations and personnel with assistance from subordinate officers.

Essential Duties and Responsibilities:

- Plans, coordinates, supervises, and evaluates departmental operations.
- Responds to emergency incidents that he/she deems necessary and assumes departmental command per the department's standard operating policies and policies.
- Assures that all Emergency Medical Services call records are properly prepared and billing services are maintained.
- Develops, recommends, implements and enforces standard operating procedures and guidelines for the department.
- Recommends and coordinates the preparation of an Annual Budget for department services.
- Supervises budgetary controls and adherence to District accounting and purchasing procedures that are applicable to the department.
- Supervises time recording and reporting for all Fire departmental personnel.
- Approves all payroll information submitted to the District Finance Office by the Fire department and its employees.
- Supervise scheduling for all departmental personnel.
- Plans, recommends and oversees the Fire departments five year capital plan.
- Develops specifications and documents for new Fire equipment and capital purchases in accordance with the purchasing procedures of the District.

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- Reviews, recommends and implements new and innovative technology relating to the Fire /EMS service.
- Prepares and submits grants applications as they become available to secure funding for fire department equipment and personnel.
- Prepares and submits monthly reports to the Executive Director regarding the department's activities and prepares a variety of other reports as appropriate including the annual report of activities.
- Attends monthly board of commission meetings and other commission meetings as required.
- Administers departmental discipline and grievance procedures as provided by department by-laws, collective bargaining agreements and District policies and procedures.
- Supervises the maintenance of fire department employee's records and documents in accordance with department by-laws, District and fire department policies and procedures and State and Federal requirements.
- Conducts personnel evaluations to determine competence and staffing needs in accordance with fire department by-laws and District and fire department policy.
- Plans and coordinates training activities for Fire and EMS operations.
- Plans and administers recruitment efforts for Fire and EMS personnel.
- Ensures that fire stations and grounds are in proper working order and are well maintained.
- Coordinates department activities with other departments, town and State agencies and the general public.
- Serves on town, regional and state organizations and committees to promote and enhance service to the department and the District.
- Prepares and releases information and official statements to the media, regarding fire and EMS related issues only.
- Maintains a superior working relationship with all personnel and ensures the workforce maintains a positive and effective working relationship with each other.

The list is not a ranking of importance. 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. Any other duties that may be assigned.

Required Qualifications:

- Represents the Cromwell Fire Department in a variety of local, county, state and other meetings.
- Attends conferences and meetings to keep abreast of current trends in the field.
- Must attend the regular Fire department and District monthly meeting.
- Must have computer skills, including Microsoft office products.
- Knowledge of EMS billing practices, procedures and oversight preferred.
- Knowledge of Plan reviews and Fire Prevention promotion

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- Sound financial and human capital management skills
- Extensive knowledge of fire suppression and prevention and emergency medical principles and techniques
- Knowledge of budgeting procedures, promotional and hiring procedures and practices; operations of a municipal fire department; state and federal laws and regulations including emergency medical service procedures and practices
- Extensive knowledge of building construction and fire prevention codes and standards including building design and construction plans review
- Working knowledge of the use of computer hardware and software in a fire department setting
- Ability to maintain effective working relationships with staff and the public as well as to communicate effectively in writing and verbally.

Desired Minimum Education Qualifications:

Graduation from an accredited college or university with a Bachelor's degree with a major field of study in Fire Science, Public Administration, Management or related field.

Certificates and Licenses Required:

- Fifteen (15) years of progressively responsible experience in Fire and Emergency Medical Service work.
- Ten (10) years of experience in a supervisory and command officer capacity.
- Fire Officer III, Fire Instructor II, Incident Safety Officer, Health and Safety Officer, CPAT,, CDL Driver's License with A, B, or Q equivalent, Certified CT EMT
- NIMS 100,200,300,400,700, and 800 training
- Executive Fire Officer Certification and Chief Officer Preferred

Compensation:

Wages will be commensurate with experience. The proposed salary range will be discussed.

Required:

Cover letter and resume with salary history and requirements, review of education and experience, appropriate testing and interviews, oral interviews, background check, physical ability, drug screening, motor vehicle record check final selection and pre-employment medical examination