

**TOWN OF BRIDGTON**  
**FIRE CHIEF**

**POSITION NARRATIVE:**

This position involves responsible administrative, supervisory and manual work directing the fire fighting and fire prevention activities of the Town. The Fire Chief is responsible for the organization, management, administration and efficient operation of the Bridgton Volunteer Fire Department.

The Fire Chief responds to and takes command at fires and directs all firefighting operations; is responsible for maintenance, repair, improvement and replacement of firefighting equipment and other fire department properties including fire stations; trains volunteer firefighters in methods of firefighting, use of apparatus, maintains all required training records and is responsible for insuring all firefighters are current in their training; investigates causes of fires, either alone or with a representative of the State Fire Marshall's Office; oversees safety inspections on wood stoves, chimneys, smoke detectors, etc. and consults with builders and developers to ensure that new construction is built according to the fire code; and, maintains a variety of records, writes reports, prepares bid specifications and develops the annual department budget.

**LEVELS OF AUTHORITY AND DECISION MAKING:**

    ROUTINE ACTIONS AND FOLLOWING THE REQUIREMENTS OF THE PROCEDURES ASSIGNED TO THE POSITION TASKS.

  X   DECISION MAKING RELATES TO INTERPRETTING POLICIES AND PROCEDURES AND APPLYING THOSE TO THE TASKS OF THE POSITION.

  X   DECISION MAKING INCLUDES RECOMMENDING POLICY AND AMENDING PROCEDURES TO IMPROVE THE EFFICIENCY OF TASK COMPLETION.

**SUPERVISION:**

This position is supervised by the Town Manager. The Fire Chief consults with the Town Manager on problems of finance, policy and planning, but works independently in the supervision of technical operations.

**EXAMPLES OF WORK (These are examples only and not meant to be the complete listing.)**

Supervises the administrative details of the department, including the assignment and discipline of personnel; requisition of materials, supplies, and equipment; and the maintenance of adequate records, including personal data.

Plans, organizes and directs fire training activities; develops fire fighting plans for various types of structures, facilities and flammable substances.

Develops the Fire Department budget and monitors expenditures.

Directs maintenance, repair, improvement, and replacement of fire fighting equipment, and all other properties of the department.

Responds to and takes command at fires, being in readiness or reachable 24-hours a day with the exception of scheduled leaves of absence, sick leave or scheduled vacation time.

Prepares standard operating procedures and policies of the department.

Directs all fire fighting and life saving operations; order apparatus and equipment not needed at the fire to return to its station; supervises overhauling and salvage operators.

Is responsible for the necessary delegation of authority to subordinate officers, commensurate with their duties and responsibilities.

Directs activities of Regional Hazardous Materials Response Team.

Plans, organizes and directs fire prevention activities including inspections, plans review, impact statements.

Coordinates with and prepares reports for Planning Board as needed and in a timely manner.

Performs other related work as required.

**SKILLS, ABILITIES AND REQUIREMENTS OF THE POSITION:**

Thorough knowledge of fire fighting methods and equipment and of fire prevention methods.

Thorough knowledge of the geography of the Town, including the location of streets, fire alarm boxes, hydrants and other water supplies and major fire hazards.

Thorough knowledge of departmental policies and regulations and of the laws and ordinances affecting Fire Department operations.

Working knowledge of the municipal budget process; ability to develop and administer a budget.

Ability to analyze situations correctly and quickly and to adopt effective courses of action, giving due regard to surrounding hazards and circumstances.

Ability to establish and maintain effective working relationships with subordinates, other Town officials, and the general public.

Familiarity with the principles of the public administration.

**DESIRABLE EXPERIENCE AND TRAINING:**

Experience in fire fighting, including experience as a ranking officer; graduation from a standard high school or equivalent, supplemented by formal instruction in fire fighting technology; or equivalent combination of experience and training.

**NECESSARY SPECIAL REQUIREMENTS:**

Physical strength and agility sufficient for performing fire fighting responsibilities.

Must possess valid appropriate State of Maine motor vehicle operator's license.