



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of Human Resources

Fire Chief Job Description

Job Summary

The Fire Chief's position is responsible for supervisory and administrative work in the protection of life and property from fires, emergency medical events, and other related emergencies while also enforcing State and Fire Code regulations. The Fire Chief is responsible for evaluating, planning, organizing, budgeting, staffing, supervising, and directing the activities and personnel of the fire and ambulance services. The Fire Chief is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control; and to perform related work as assigned.

Supervision Received

Town Administrator

Supervision Exercised

Fire and Rescue Personnel

Examples of Duties and Responsibilities

Department Operations and Goals

- Use judgement and initiative to establish, follow, and enforce rules, policies, procedures, and regulations for the technical operations of Barrington Fire and Rescue.
- Department planning, including setting, monitoring, accomplishing, and reporting on goals and objectives resulting in the desired departmental services and outcomes.
- Work with the Town Administrator and Select Board implement (and recommend, where appropriate) Town-wide policy initiatives and priorities.
- Communicate to the community, in an open and transparent manner, the Department's goals, objectives, and outcomes.
- Develop and administer the department's operating budget.
- Strategic and capital planning to ensure Department success and the desired level of service to the community. Financial planning will include making projections and recommending additional personnel and equipment purchases.
- Properly budget and plan for future equipment and apparatus expenditures.
- Follow all Town financial policies and procedures.
- Represent the Department and Town at meetings and civic events.
- Educate the public on fire safety and emergency life-saving techniques through speeches and demonstrations.
- Perform other related duties as assigned.

Coordination of Fire and Emergency Medical Service Activities

- Direct all aspects of fire protection and emergency medical services, including inspections, firefighting and prevention, fire service training, medical calls and first aid assistance,



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NEW HAMPSHIRE

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hazardous materials handling, natural disaster and emergency rescue operations, and Department equipment and maintenance.

- Provide administrative direction and training to assure the delivery of effective fire prevention and suppression programs for the Town.
- Acquire and maintain necessary apparatus and equipment for fire and emergency medical services.
- Ensure equipment is maintained and that qualified personnel are available to operate it.
- Monitor and improve the efficiency and effectiveness of Department resources and responses.

Personnel Management

- Supervise all members of the Fire and Rescue Department (including assignment of duties, scheduling, evaluation, and discipline) and establish the appropriate command structure.
- Ensure compliance with Town-wide and Department personnel policies and procedures.
- Supervise and manage educational and training programs to ensure compliance with regulations.
- Create a recruitment and retention plan to achieve department longevity.
- Maintain positive workplace culture and Department morale.
- Recommend personnel decisions to the Town Administrator.

Emergency Response and Scene Management

- Work with the Emergency Management Director and Police Chief regarding emergency management operations, including taking command when appropriate.
- Respond to alarms and emergency calls as needed.
- Make technical decisions to control emergencies based on conditions and surroundings.
- Direct operations, assign resources, and engage in emergency situations.
- Provide auto extrication and rescue services as required.
- Plan and coordinate major emergency drills to prepare the Town for large-scale events.
- Fire pre-planning, including both proactive and reactive planning efforts. Especially for high-risk and complex buildings or locations within the Town.

Inspection and Regulatory Compliance

- Review building permits, subdivision plans, and construction plans for fire safety compliance.
- Conduct inspections and pre-incident surveys.
- Investigate incidents involving fires, emergencies, fire code violations, hazardous materials, and explosives.
- Enforce fire safety regulations and abate fire hazards.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of Human Resources

- Consult with the Building Inspector on fire safety issues.

Professional Development and Compliance

- Participate in trainings, workshops, seminars, and conferences to stay updated on firefighting, rescue, and medical techniques.
- Ensure Department compliance with professional development and training requirements.
- Maintain departmental readiness to meet community needs.
- Promote participation in trainings, workshops, seminars, and conferences for all Department staff to encourage continuous learning.

Collaboration and Mutual Aid

- Coordinate with other fire protection and government agencies.
- Develop mutual aid agreements with neighboring fire departments.
- Serve as Forest Fire Warden and may delegate duties as appropriate.
- Act as liaison with the State Fire Marshal's Office.
- Maintain membership with Seacoast Chief Fire Officers Mutual Aid District.

Qualifications, Knowledge, Skills, and Abilities

Qualifications

- Associate's degree with supervisory experience required, bachelor's degree with major coursework in fire science or a closely related field preferred.
- At least 10 years of progressively responsible experience in a fire suppression and prevention, with at least 5 years in a supervisory capacity.
- Completion of courses or applicable experience in personnel management, budget and finance, and emergency management.
- Possession of active Pro-board certified Firefighter Level II certification and National Registered and NH Licensed Emergency Medical Technician.
- Equivalent combination of education and experience that meets the necessary knowledge, skills, and abilities.
- Valid vehicle operator's license.
- Residency within 45 minutes of the Town of Barrington preferred.

Knowledge

- Principles and practices of modern fire department administration.
- Modern firefighting duties, methods, and techniques.
- Training methods and ability to instruct others in the use of machines and equipment.
- Emergency medical care and rescue operations.
- Sprinkler systems and fire alarm systems.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of Human Resources

- Town ordinances, state laws, and relevant codes.
- Municipal budgetary practices and procedures.

Skills

- Operation of fire equipment, tools, and apparatus used in modern fire suppression, fire prevention, and investigation.
- Driving and operating specialized fire equipment and trucks.
- Emergency management.

Abilities

- Assess and direct fire and rescue operations.
- Exercise judgment and resourcefulness in correcting hazardous conditions.
- Must possess and maintain a valid New Hampshire driver's license as a condition of employment.
- Operate both as a team member and independently during incidents of uncertain duration.
- Supervise, plan, organize, evaluate, and direct the work of others.
- Develop training and instructional procedures.
- Maintain records and prepare reports.
- Inspect, operate, and repair fire and emergency medical equipment and apparatus.
- Operate two-way radio equipment.
- Prepare and present oral and written materials relating to the department.
- Communicate effectively with others and establish working relationships with Town Officials, State and Federal authorities, civic leaders, employees, and the public.
- Face life-or-death and high stress decisions during emergency conditions.
- Sustain physical activity and intense concentration under emotionally stressful situations for extended periods.
- Must be able to maintain highly confidential information, such as personnel records, criminal investigations and records, and personal information about residents, among others.
- Perform complex tasks during life-threatening situations.
- Spend extended periods outside exposed to the elements.
- Tolerate extreme fluctuations in temperature and humidity while performing duties and wearing personal protective equipment.
- Be available for emergency call backs as required.
- Must successfully pass an annual physical examination as a condition of employment.
- Must successfully pass a background check.



TOWN OF BARRINGTON

NEW HAMPSHIRE

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Working Conditions and Physical Demands

Physical and Mental Requirements: Moderate physical effort generally required in performing Fire Chief duties. Position requires the ability to operate various Department equipment. Regularly required to lift items weighing up to 50 pounds. The employee is frequently required to use hands to touch, handle, or feel Department equipment and to reach with hands and arms. The employee is frequently required to sit, talk, and hear. Specific vision requirements include close vision, distance vision, and to adjust focus. Below is a more detailed account with the understanding the Town will make reasonable accommodations as outlined in the Americans with Disabilities act.

Primary Physical Requirements	Other Physical Considerations
Lift up to 10 lbs.: Frequently required.	Twisting: Frequently required.
Lift up to 25 lbs.: Frequently required.	Bending: Frequently required.
Lift 26 to 50 lbs.: Frequently required.	Crawling: Frequently required.
Lift over 50 lbs.: Occasionally required.	Squatting: Frequently required.
Carry up to 10 lbs.: Frequently required.	Kneeling: Frequently required
Carry 11 to 25 lbs.: Frequently required.	Crouching: Frequently required.
Carry 26 to 50 lbs.: Frequently required.	Climbing: Frequently required.
Carry over 50 lbs.: Occasionally required.	Balancing: Occasionally required.
Reach above shoulder height: Frequently required.	Work Surface(s)
Reach at shoulder height: Frequently required.	Indoor and outdoor surfaces including uneven surfaces and surfaces in inclement weather.
Reach below shoulder height: Frequently required.	
Push/Pull: Frequently required	During an 8 Hour Day Employee is Required to:
Hand Manipulation	<u>Consecutive Hours</u> <u>Total Hours</u>
Grasping: Frequently required.	Sit: approximately 2 Up to 10+
Handling: Frequently required.	Stand: approximately 4 Up to 10+
Torquing: Occasionally required	
Touching: Frequently required.	Walk: approximately 4 Up to 10+