

**Municipal Fire Chief**  
**Job Description**  
**Ludlow Fire Department, Ludlow Vermont**

**Summary**

The Fire Chief performs a variety of technical, administrative, and supervisory work in planning, organizing, directing, and implementing the Fire Department's mission to protect life, property, and the environment. This is accomplished by providing high quality fire suppression, rescue, emergency medical services, fire prevention, and public education.

**Supervision Received**

- Fire Chief works under the general supervision of the Municipal Manager.

**Supervision Exercised**

- Supervises the subordinate officers, firefighters, and other positions as assigned.

**Essential Duties & Responsibilities**

- Plans, coordinates supervise, and evaluates Fire/Rescue Operations.
- Implements municipal Inspection Agreement with Division of Fire Safety if entered into by Town and supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention and building ordinances.
- Appointed Fire Warden for activities that are the responsibility of the Fire Warden.
- Appointed Town Health Officer for duties that are the responsibility of the Town Health Officer.
- Coordinate with Ludlow Ambulance Chief to provide support for ambulance/EMS operations.
- Establishes policies and procedures for the Fire Department to implement directives from the Municipal Manager.
- Develops and implements Standard Operating Procedures consistent with nationally accepted standards.
- Ensures compliance with Vermont's Occupational Safety and Health Administration rules and regulations as applied to the Fire Department.
- Plans and implements Fire and Rescue programs for the Town to better carry out the policies and goals including those set forth in Town policies; reviews departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.
- Supervises and coordinates the preparation and presentation of an annual budget for the Fire Department; directs the implementation of the Department's budget.
- Controls the expenditure of departmental appropriations consistent with Town Financial Policies.
- Plans for and reviews specifications for new or replacement apparatuses.
- Functions within the National Incident Management and Incident Command System.
- Responds to alarms and directs activities as the scene of emergencies as Incident Commander.
- Directs the operation of departmental training activities.
- Manages grievances, maintains departmental discipline and the conduct and general behavior of assigned personnel in accordance with Fire Department policies and the Town Personnel Policy.

- Plans departmental operations with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.
- Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.
- Ensure department's competence in hazard material operations, bloodborne pathogen, exposure control, CPR/AED, apparatus driving and operation and other required competencies.
- Prepares and submits reports to the Municipal Manager regarding the Department's activities and prepares a variety of other reports as appropriate including an annual report of activities.

#### **Other Duties**

- Meets with Elected or Appointed Officials, other Fire/EMS officials, community and business representatives, and the public on all aspects of the Department's activities.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire Department in a variety of local, regional, state, and other meetings.
- Develop and implement recruitment/retention programming.
- Serves as a member of various committees.
- Performs other duties as assigned by the Municipal Manager.

#### **Minimum Qualifications**

- Education & experience:
  - Minimum certification of Vermont State Fire Fighter I and II.
  - Minimum certification as Vermont Emergency First Responder (VFER) or EMT by National Registry of Emergency Medical Technicians must be obtained within 1 year of hire.
  - Fire Officer II Certification obtained within two years of employment.
  - Pumping Apparatus Driver Operator Certification. (PADO)
  - Four years prior work experience of a progressively responsible nature in firefighting, prevention, and emergency medical services, including supervisory duties, which must have been equivalent to Fire Lieutenant or higher.
  - Must live within 15 miles of Town of Ludlow.
- Necessary knowledge, skills, and abilities:
  - Knowledge of modern fire suppression, rescue, and emergency medical services, principles, procedures, techniques, and equipment.
  - Knowledge of applicable laws, ordinances, departmental standard operating procedures, and regulations.
  - Skill in the operation of Fire Department tools and equipment.
  - Ability to train and supervise subordinate personnel.
  - Ability to perform work requiring good physical condition.
  - Ability to use tools and equipment listed below. Ability to exercise sound judgement in evaluating situations and in making decisions.
  - Ability to effectively give and receive verbal and written instructions.
  - Ability to establish and maintain effective working relationships with other departments, employees, supervisors, and the public.

#### **Special Requirements**

- Must be 21 years of age or older.
- NIMS requirements:

- ICS-100, ICS-200, ICS-300, ICS 400 and ICS 700 certifications.
- Physically fit and able to perform duties associated with EMS services and Fire/Rescue services as appropriate.
- No felony convictions, no pattern of misdemeanor convictions, no pending misdemeanor or felony charges, not a habitual drunkard or gambler, no use of illegal drugs in the past 10 years, never sold illegal drugs.
- Ability to meet Departmental physical standards.

### **Tools & Equipment**

- Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone, washer/extractor, SCBA filling station, emergency medical equipment, and similar equipment.

### **Physical Demands**

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, use hands to use objects, tools, and/or controls, and be able to reach with arms. Talking and listening will also be essential. The employee is occasionally required to climb or balance, stoop, kneel, crouch, crawl, smell, or taste.
- The employee is required to be able to function in and wear Fire Department personal protective equipment that weighs approximately 40 pounds.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment & Schedule**

- Work is performed primarily in the office, vehicle, and outdoor settings, in all weather conditions, including extreme temperatures, during day and night.
- Work is often performed in emergency and stressful situations.
- Individuals are exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.
- The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid and slippery and icy conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually quiet in an office setting and loud at an emergency scene.
- This is a full-time, salaried position.
- Regular hours are Monday through Friday, 7:00 am to 3:30 pm, with the ability to respond to emergency situations at all hours of the day.

Interested candidates may apply in person or send a cover letter and resume to the following address or email:

**Brendan A. McNamara** ([tmanager@tds.net](mailto:tmanager@tds.net))

**Ludlow Municipal Manager**

**PO Box 359, Ludlow Vermont 05149**



