



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmcclanahan@cityofhaverhill.com

Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com

Christina Carrie, Head Clerk/Floater – ccarrie@cityofhaverhill.com

NOVEMBER 12, 2020

JOB # 2020-045

**PLEASE POST
ANTICIPATED OPENING**

POSITION: **FIRE CHIEF (Non-Civil Service position)
Fire Safety Services**

HOURS OF WORK: **As required to perform duties of position**

SALARY: **To be negotiated**

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

The City of Haverhill Fire Department is a unionized, civil service unit servicing a community of over 62,000 residents. The Fire Chief is a non-civil service position and will serve as the chief administrative and supervisory director in the operation of the Fire Department, in the protection of life and property and in the prevention and suppression of fires within the community. Performs responsible duties requiring a high degree of judgement and initiative in planning, organizing and directing the work of the Fire Department (including developing and implementing long- and short-range goals, objectives and budgets); supervising, training and commanding personnel; and in the enforcement of statute law, city ordinances and departmental rules and regulations.

Fire Chief will establish long- and short-range plans and objectives, personnel performance standards and assumes direct accountability for department results. Fire Chief will consult with the Mayor where clarification, interpretation or exception to municipal policy may be required. Employee exercises control in the development of departmental policies, goals, objectives and budgets, and is expected to resolve all conflicts that arise and coordinate with others as necessary. Employee has access to confidential personnel files, lawsuits and criminal investigations and regards involving the department.

Responsible for the supervision of full-time firefighters/EMT's, maintenance personnel, and office staff. Employees are located in different areas and work different shifts than the Chief. Chief will be required to work outside of normal business hours as necessary to accomplish the position's responsibilities. May also be required to work weekends and may be contacted at home to respond to emergencies.

JOB ENVIRONMENT:

Work is performed according to administrative or organizational policies, general principals, legislation, or directives that pertain to fire and emergency medical services. Employee uses extensive judgment and ingenuity to develop new or adept existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies.

The Fire Chief is recognized as the department's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies. Work consists of employing many different concepts, theories, principals, techniques and practices relating to fire and emergency medical service management. Assignments typically concern such matters as studying trends in the field for application to the work; assessing



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services and recommending improvements; planning long range projects; devising new techniques for application to the work, recommending policies, standards or criteria.

Errors could result in personal injury/loss, delay or loss of service, monetary loss, injury to other employees, damage to buildings and equipment and/or legal repercussions. The position's responsibility is to provide the protection of lives and property under hazardous and emergency conditions and may require decisions that can have catastrophic consequences to the city if improperly made.

The position has occasional contact with the public in person, in writing and on the telephone. The purpose for contact is to respond to inquiries, requests, or complaints, and/or give or receive information. The position has daily contact with other city departments, boards, and committees, federal and state officials. The purpose for contact is to resolve problems, give or receive information and assistance, and/or discuss administrative issues. Contacts are made in person, on the telephone, or in writing.

ESSENTIAL FUNCTIONS:

Administers the Fire Department under the provision of municipal bylaws, department rules and regulations and the General Laws of the Commonwealth of Massachusetts, protecting life and property in the event of fire.

Responsible for the supervision, assignment, evaluation, and discipline of personnel; directs the overall firefighting effort and training of personnel. Develops and enforces rules and regulations. Prepares budgets and necessary records. Assists in collective bargaining negotiations.

Supervises and actively manages all Firefighter personnel, assuring adequate training for all personnel, ensuring proper care and maintenance of emergency vehicles and equipment and items necessary for the care of the sick, injured, and enforcing sanitation codes pertaining to the ambulance and rescue vehicles.

Administers fire prevention programs; inspects buildings for fire hazards; inspects various places of public assembly, flammable liquid storage facilities and related places for compliance with legal requirements or local controls. Supervises the requisitioning of equipment and supplies and the testing and maintenance of firefighting equipment units; provides for maintenance and repair of buildings and equipment.

Reviews lot and building plans for conformance with fire code regulations and makes recommendations to improve fire safety. Approves and issues permits for the storage of flammable liquids, solids and gases; approves licenses for the storage of flammables, subject to the final approval of the City Council; inspects and approves plans for fire protection systems, and if necessary, installations that may affect the fire protection of the city.

Prepares and submits reports on building fires to the state Fire Marshal and forest and brush fires to the Department of Natural Resources.

EDUCATION AND EXPERIENCE

A candidate for this position should have a Bachelor's Degree in Fire Science or Fire Administration (Master's Degree preferred) and a minimum of ten (10) years of progressively responsible fire service experience in a supervisory capacity in a comparable sized municipal department.

Preference given to candidates who have previously served as Fire Chief, Deputy Fire Chief or equivalent position.

Address: 4 Summer Street Haverhill, MA 01830 Webpage: www.cityofhaverhill.com/departments/human_resources/index.php



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Candidate should have knowledge of: local, state and federal laws, statutes and regulations that define fire protection activity; department rules and regulations; modern tactics, methods, techniques and principles related to fire suppression and prevention, telecommunications, emergency medical care and emergency response management; principles, practices and methods related to modern fire department administration and personnel administration.

Candidate should have skill in supervision and is expected to be an active manager of the department. Candidate should show leadership ability, effective communication and public relations, problem solving, identifying and taking corrective measures for conditions which are potential fire or public safety hazards.

Candidate should have the ability to plan, assign, direct and review the work of subordinates and direct large scale operations of personnel and equipment under emergency conditions; provide leadership; instill loyalty and the desire for improved performance in both uniformed and civilian employees; work cooperatively with other town and state officials; maintain good public relations.

PHYSICAL AND MENTAL REQUIREMENTS

Employee works in a moderately loud to very loud fire station and out in the field. Employee is exposed to outdoor weather conditions, high places, toxic or caustic chemicals, fumes and airborne particles, extremes of heat and cold, near moving mechanical parts, risk of electric shock, work with explosives, risk of radiation, fire, smoke, hazardous materials and biohazards up to 1/3rd of the time. Employee is required to stand, walk, talk, listen, use hands, climb, balance, stoop, kneel, crouch, reach with hands and arms, and taste or smell up to 1/3rd of the time. Employee frequently lifts up to 10 lbs., and occasionally up to 100 lbs., and seldom lifts more than 100 lbs. Normal vision is required for the position. Equipment operated includes trucks in excess of 26,001 lbs., light trucks, automobile, heavy equipment, light equipment, medical equipment, power tools, hand tools, firefighting equipment, office machines and computers. While performing the duties of the job, the employee regularly works in various weather conditions and will be exposed to wet, humid, and other climatic environments.

CLOSING DATE:

OPEN UNTIL FILLED

SUBMIT COVER LETTER, RESUME AND APPLICATIONS TO:

**Denise McClanahan, Human Resources Director
City of Haverhill
4 Summer Street Room 306
Haverhill, MA 01830**

"The City of Haverhill is an AA/EEO/ADA Employer."

APPLICATION IS AVAILABLE ONLINE AT:

www.cityofhaverhill.com/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB # 2020-045 WHEN APPLYING ONLINE.