



**Town of Carrabassett Valley  
Fire Chief/Emergency Management Director  
Job Description**

This position involves overseeing, management of, planning, organizing, directing, and implementing firefighting, fire prevention, emergency medical activities, and emergency management activities of the Carrabassett Valley Fire and Rescue Service to prevent or minimize the loss of life and property by fire, and other emergency situations as required. This is a full-time salaried professional management position, including the likelihood of over 40 hours of work some weeks as necessary to respond to emergency calls.

The Fire/Rescue Chief shall be appointed by the Board of Selectmen and work is performed under the general direction of the Town Manager.

**Work involves:**

Responsibility for Fire & Rescue personnel administration including performance evaluations, hiring, promoting, terminating and disciplining of all part-time and appointed Fire/Rescue personnel.

Developing Fire & Rescue procedures and insuring compliance with same; and identifying the service and policy needs of the Fire & Rescue Service and bringing the same to the attention of the Town Manager.

The Fire/Rescue Chief also holds the position of Town Emergency Management Director (General Duties & Responsibilities listed below) and Forest Warden. As the Town Emergency Management Director, this position coordinates the development of the municipal emergency management program that seeks to mitigate the effects of emergency hazards, prepares measures that will preserve life and minimize damage, coordinates responses, and provides necessary assistance during emergencies, and establishes a recovery system to return the municipality to a pre-emergency state following a major emergency.

This position is responsible for general maintenance of both of the Town's fire stations including cleaning of the facility and basic utility maintenance. This includes on-going clearing of both facilities, inspections and care of all utilities and related equipment.

The Fire/Rescue Chief is expected to proactively work closely with the Town's Code Enforcement Officer, Police Chief, Sugarloaf Mountain Corporation and all the various Home Owner Associations and Businesses in Carrabassett Valley to promote the safety of Town residents, homeowners and guests and to enforce related Federal, State and Town fire and safety requirements.

### **General Duties & Responsibilities of the Fire/Rescue Chief:**

- Plans, coordinates, supervises, and evaluates Firefighting and Rescue activities.
- Establishes policies and procedures for Fire/Rescue Department operations consistent with all State and Federal laws and requirements.
- Supervises and coordinates the preparation and presentation of an annual budget for Fire/Rescue Department; directs the implementation of the Department's budgets; plans for and reviews specifications for new equipment.
- Responds to alarms and direct activities at the scene of emergencies, as required.
- Directs the operation of departmental in-service training activities.
- Prepares a variety of reports as appropriate including the annual report of activities.
- Plans departmental operations with respect to equipment, apparatus, and personnel and 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.
- Responsible for coordination with area municipalities and rescue entities as appropriate.
- Recruits and retains on-call firefighters and EMS personnel to maintain staffing levels.
- Ensures that personnel records, including training activities, are accurate and current.
- Review and comment on public and private development projects relative to public safety issues consistent with relevant standards and codes and works closely with the Town's Code Enforcement Officer involving these activities.
- Ensures that inventories of supplies are maintained at a proper level.
- Identifies and applies for Federal, State, and local grants as applicable.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the Town Fire/Rescue Department in a variety of regional, local, county, and state meetings.
- Stays abreast of State/Federal and industry standards and ensures compliance with same.
- Coordinates and performs, as needed, maintenance and repair of all department equipment and facilities.
- Conducts Fire Department pre-planning visits and on-site inspections as prudent.
- Interfaces with the public and the media, as necessary, on matters pertaining to fires, fire prevention, and fire safety.
- Coordinates fire prevention and emergency medical services education to schools, residents, and businesses.
- Achieves additional certifications, creates additional plans, and performs additional work as required by State law, local ordinances, and Town Manager.

### **General Duties & Responsibilities of the Emergency Management Director:**

- Coordinates, with the County Emergency Management Agency, the development of a Federal and State-mandated emergency operations plans for the Town and its departments, private institutions, organizations and industry.
- Coordinates the scheduling and implementation of emergency management training programs and exercises for public safety and the general public with the County Emergency Management Agency for the benefit of the Town of Carrabassett Valley.

- Develops an Emergency Operational Center (EOC) from which key government officials will exercise direction and control over emergency operations.
- Directs the EOC staffing and implements internal operating procedures to permit key local officials to conduct coordinated emergency operations.
- Provides knowledge and advice to the Town Manager and appropriate *Town* department heads, such as the Police Chief, Road Commissioner and on the special conditions and operating requirements imposed by emergencies.
- Maintains the Town alerting/warning system.
- Coordinates the identification of resources in manpower, equipment and materials for conservation and deployment during emergencies.
- Coordinates the emergency public information program for the dissemination of essential emergency information to the Town Manager, Board of Selectmen and Road Commissioner.
- Coordinates data collection required for disaster declaration and for State and Federal disaster assistance reimbursement for the Town of Carrabassett Valley in a state and/or federally declared emergency.
- Participates in the Federal and State-mandated chemical planning and response systems with procedures for emergency chemical release notification and reporting.
- Provides activity reports to the Town Manager, Board of Selectmen and County Emergency Management Agency about emergency management functions, when applicable.
- Coordinates with the Town Manager and Identifies and applies for technical and financial assistance to help defray costs incurred by the Town, when available.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the Town Emergency Management department in a variety of local, county, and state meetings as appropriate.
- Achieves additional certifications, creates additional plans, and performs additional work as required by State law, local ordinances, and Town Manager.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. The above is not intended to be an exhaustive list of all responsibilities and duties required.

#### **General Expectations of Position:**

- Be committed to the mission of the Town.
- Work as a member of a team in the performance of duties.
- Work schedule flexibility, especially in the winter months when the Sugarloaf Mountain Ski Resort is open for winter business and during special events.
- Work in harmonious relationships with all Town staff and members of the public.
- Perform duties in a conscientious, cooperative manner.
- Perform required amount of work in a timely fashion with a minimum of errors.
- Be neat and maintain a professional appearance.
- Understand and work within the Town of Carrabassett Valley Ordinances, Policies and Procedures.

- Have extensive knowledge of practices and procedures of prevention and suppression gained through experience and training.
- Have extensive knowledge and experience in firefighting equipment.
- Have a thorough knowledge of the rules and regulations of the service, fire prevention codes, ordinances, and emergency medical regulations and statutes.
- Have the ability to effectively work with and maintain good working relationships with members of the service and other town officials, State and Federal authorities, and the general public.
- Have operational level decision making skills as well as tactical and strategic planning skills. Such skills are often used in emergency situations requiring speed and accuracy.
- Have the ability to maintain at all times the highest form of personal and professional ethics.
- Be readily accessible and available for emergency operations coordination during declared emergency/disaster situations.

### **Physical Requirements:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and taste or smell.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 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.
- The employee may be required to pass a fitness test as administered by the Town's contracted Workplace Healthcare Provider to ensure compliance with the physical requirements of this position.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in fire stations, office, vehicles, and outdoor settings in all weather conditions, including temperature extremes, during day and night work. Work is often performed in emergency and stressful situations. Despite reasonable precautions, individual may be exposed to hazards associated with fighting fires, 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 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 the office and loud at an emergency scene.

**Qualifications:**

- Must have experience managing call force and/or per-diem staffing.
- Progressively responsible firefighting, rescue and emergency medical experience, including supervisory and administrative responsibilities, required.
- Associates degree or higher in fire science, or a closely related field preferred, High School diploma or equivalent required.
- These qualifications must be supplemented by specialized instruction in fire prevention, firefighting, first aid, and resuscitation techniques.
- Must possess and maintain valid motor vehicle operator's license, Fire Fighter I and II certification, EMT Basic license.
- Must become NIMS compliant within one year of employment.
- Employees are encouraged to achieve additional certifications.
- Individual must be able to reside within 20 Miles of the Mountain Fire Station, unless other residential arrangements are approved by the Town Manager and Board of Selectmen.