

# **FIRE CHIEF KEY MANAGEMENT EAST WINDSOR TOWNSHIP**

## **GENERAL DESCRIPTION**

Manages all fire service operations within the Township to ensure their timely, through and cost-effective preparation and conduct. Oversee fire operations which include, protecting citizens during emergencies, executing rescues, mitigating chemical spills, responding to alarms, and medical emergencies and extinguishing fires. Ensures the cleaning, sanitizing and maintenance of fire headquarters, fire equipment and fire apparatus. Supervises and evaluates the performance of fire personnel and plans, organizes, directs and coordinates fire service operations. Directs the fire prevention functions as the head fire official within the Township.

## **QUALIFICATIONS/CRITERIA**

Education, Experience, License Requirements.

- Must be a United States Citizen.
- Must have a High School Diploma.
- Must possess a valid New Jersey Driver's License.
- Must have 10 years of progressive fire service experience in suppression and code enforcement.
- Must be at least 18 years old and cannot be one day past their 35<sup>th</sup> birthday at the time of appointment: Age requirement does not apply if already enrolled in Police and Fire Pension System.
- Must have a minimum of three years of supervisory experience in fire suppression as a full-time fire officer
- Must minimally possess Firefighter II and Incident Management 3 Certifications issued by the New Jersey Division of Fire Safety.
- Must possess and maintain a valid State Fire Official Certification.
- Good health, sufficient to satisfy the New Jersey Police and Fire Retirement System (PFRS) Board of Trustees: required for eligibility of membership.

## **DUTIES AND RESPONSIBILITIES:**

- Supervise and evaluate fire personnel.
- Oversee the fire prevention function.
- Provide and evaluate directives and standard operating procedures (SOP) to personnel to inform, instruct and direct their responsibilities.
- Ensure compliance with all agency SOPs, and county, state and federal rules and regulations.
- Review and oversee department training programs to ensure compliance with all applicable regulations.
- Evaluate and replace fire service equipment and apparatus as necessary.
- Respond to all fires and function as incident commander as needed.
- Perform activities normally associated with firefighting such as laying hose, climbing ladders, operating nozzles, performing ventilation, and salvage and overhaul activities.

- Supervise all fire agency activities to evaluate personnel performance and SOP effectiveness.
- Ensure fire station, fire apparatus and fire equipment maintenance by fire personnel during assigned shifts.
- Complete all necessary reporting.
- Maintain technical knowledge by attending education workshops and studying publications; participate in training courses, programs and scheduled drills.
- Manage fire budget and ensure State and Township purchasing rules are followed.
- Attend Township related meetings as needed or required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Current technical issues, ideas and technology related to fire service.
- Supervisory techniques that support effective individual and team performance in a variety of situations.
- National Fire Protection Association (NFP) standards, including Life Safety Code.
- Agency Policy regarding corrective and disciplinary action
- HAZMAT and SOPs related to HAZMAT
- Incident Command System (ICS) including current legislation.
- Fire behavior/characteristics and suppression.
- Basic building construct to safely conduct fire suppression operations.
- Work in a collegial setting; must be punctual, reliable, professional and cooperative
- Establish, apply and evaluate a budget.
- Engage with and serve public patrons, including adults and children.
- Maintain quality, safety and/or infection control standards.
- Work outside normally schedule shift as situation dictates.

*Candidates must successfully complete and pass an interview, medical examination, psychological evaluation, background investigation and a one-year probationary period in the position.*