

Fairview Township, Erie County, PA

Fire Chief

Job Description and Requirements

Job Title:	Fire Chief
Reports to:	Fairview Township Supervisors
Schedule:	Full-Time, Monday - Friday 7:30am - 4:00pm with some evenings and weekends as needed. Overtime at the discretion of the Supervisors.
Pay Rate:	\$75,000 - \$85,000 annual salary based on experience and education, plus opportunities for additional compensation
Benefits:	Medical, Vision, Dental, Pension, and optional 457 retirement contribution plan; paid time off, and holidays; life insurance and short-term disability

Position Summary:

The Fire Chief will be responsible for providing effective leadership and management for all aspects of fire service management including operational, training, organizational and personnel matters within the Township. They shall provide strategic and visionary thinking that will have long-term Township-wide application and impact, including the development and implementation of critical programs, and supervision of multiple assigned functions, divisions, and significant resources. This shall be accomplished following the provided Plan of Merger and development of a Strategic Plan and Standard of Cover.

The Fire Chief works under the direction of the Fairview Township Supervisors, and in coordination and cooperation with Fairview Lake Shore Fire Department (FLSFD) Board of Directors, adhering to all Township Ordinances, applicable laws and regulations, and ensuring full compliance with departmental policies, procedures and bylaws. The Fire Chief is responsible for, through study and consultation with the Fire Department and Township officials, developing recommendations for the protection of life and property in the Township.

Essential Duties and Responsibilities:

- Manage all volunteer and career personnel
- Responsible for the overall day-to-day management of the operations of the Fire Department, apparatus, and personnel
- Prepares reports and attends meetings for the township on a regular or as needed basis
- Establishes and maintains positive communications and a strong working relationship with all Department members
- Directs activities of the Fire Department to include all fire suppression, fire prevention, emergency medical services (QRS), and related functions and activities.

- Engage with community groups, non-profit organizations, business owners, state and local officials, and other stakeholders to assess laws and policies related to fire prevention and safety.
- Maintain sufficient knowledge of new trends in the field of fire science and emergency medical services and supervise the development of new fire mutual aid and automatic aid agreements and procedures.
- Create and develop marketing strategies to promote the department and its mission
- Administer the townships Knox Box system
- Review all new building and development plans
- Develop Fire Inspection and Fire Code Enforcement Program
- Act as a liaison to any/all other emergency services agencies in the area, including but not limited to the County Dispatch Center, PSP, and mutual aid departments.
- Work with other agencies such as the Water Authority, PennDOT, and other utility providers
- Write and administer grants relating to Emergency Services
- Monitor the activities of all department personnel
- Work with department Officers including Assistant Chiefs, Captains, and Lieutenants to ensure all department SOG's are adhered to, and operations of the department remain at an appropriate level
- Reviews all incident reports for accuracy and ensures reports are sent to the appropriate agencies
- Responds to incidents within and outside of the township when necessary
- Works with Township and Fire Department officials on budgets and financial needs
- Maintains and/or improves ISO rating
- Any other duties assigned by the Township or FLSFD Board of Directors

Qualifications:

- 10 years of experience in Fire Service with at least 5 years of progressive supervisory experience required
- Valid PA Class B Driver's License with Tank endorsement or the ability to obtain
- IFSAC and/or ProBoard Firefighter II NFPA 1001 Certification
- IFSAC and/or ProBoard Fire Service Instructor I NFPA 1041 Certification
- IFSAC and/or ProBoard Fire Service Officer I
- IFSAC and/or ProBoard Fire Inspector I or the ability to obtain
- Valid National Registry EMT or Paramedic Certification with the ability to obtain PA reciprocity
- ICS 100, 200, 300, 400, 700, and 800
- College Degree in Fire Science, Public Administration or related field preferred
- Experience working with a combination fire department preferred

Skills/Knowledge:

- Effective written and verbal communication
- Effective recruitment and retention abilities
- Conflict resolution
- Interpersonal relations
- Budget and department finances
- Scheduling management
- Innovative and action oriented

Work Environment and Physical Conditions:

- Frequent sitting, standing, talking, hearing, speaking, and mental concentration are necessary. Read, comprehend, and explain policies, procedures, and practices. Safely operate emergency vehicles and their equipment, particularly under stressful and/or dangerous conditions. While performing essential functions of the job, the employee is occasionally required to lift and/or move 100 pounds. The employee is required to use distance vision, color vision, and depth perception to accomplish job responsibilities.

Other:

- Position requires successful completion of any required licenses/certifications, current Criminal Background checks, Child Abuse and FBI Clearances as a condition of hire and successful post-offer/pre-employment drug screening.
- Pre-Employment physical required
- Location of primary residence of the Fire Chief must be within 20 miles of Fairview Lake Shore Fire Department primary station at 7190 West Ridge Road, Fairview, PA 16415 within 12 months of hire.

Apply by submitting a cover letter and resume to:

supervisors@fairviewtownship.com