



## Town of Troy Fire Chief Job Description

**Nature of Work:** This is responsible administrative and supervisory work in the direction of the firefighting, fire prevention, and rescue activities of the Troy Municipal Fire Department.

Employee of this class has direct responsibility for the efficient operation of the Troy Municipal Fire Department. Work involves the maintenance of all department equipment and property, the prevention and extinguishment of fire, the protection of life and property, and the removal of fire hazards within the Town. The Chief is the superior officer within the department and has the authority to assume command at fire scenes. Work is reviewed through discussions of problems and policies under the supervision of the Town of Troy Select Board.

**Supervision Received:** This is an appointed position. Work is performed under the direction of the Selectmen.

### **Essential Duties and Responsibilities:**

- Directs maintenance, repair, improvement and replacement of firefighting equipment, and all other property of the Department.
- Investigates or participates in the investigation of all fires.
- Oversees the training or ensures the training of personnel in firefighting methods and use of equipment.
- Responds to and takes command of fire-related emergencies.
- Prepares and works with the Select Board for the department budget.
- Supervises the administrative details of the department, including requisition of materials, supplies, and equipment and maintains adequate records and reports. Copies of all records and reports forwarded to the Town Office.
- Directs and performs fire prevention activities such as inspections, issuance of fire permits, alarm maintenance, and fire investigations in cooperation with State and local authorities.
- Prepares and administers Standard Operating Procedures and Policies for the Fire Department.
- Performs related work as required.

### **Requirements of Work:**

- Working knowledge and experience in firefighting equipment, methods and techniques, hydraulics, and fire prevention methods.
- Thorough knowledge of the rules and regulations of the department and fire prevention codes and ordinances.
- Thorough knowledge of the street system and geography of the Town.
- Thorough knowledge of the water supply and hydrant system of the Town.
- Ability to effectively direct, with good judgment, the operations and activities of personnel and equipment under emergency conditions.
- Ability to effectively work with, and maintain good working relationships with, other municipal officials, State and federal authorities and the general public.

**Training and Experience:**

- Progressively responsible firefighting experience, including supervisory and administrative responsibilities.
- High school graduation supplemented by specialized instruction in fire prevention and firefighting; or any equivalent combination of experience and training.
- Must have a valid State of Maine Motor Vehicle Operator's License.

*The Town of Troy considers applicants for all appointments without regard to race, color, religion, sex, national origin, age, martial or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.*