

37.5 Hrs.		Assistant Fire Chief		Job Posting	
<b>Direct Report</b>	Fire Chief	Grade	K \$81,076 to \$100,808 Expected hiring range \$81,076 - \$89,515 (plus educational incentives)		
<b>Department</b>	Public Safety	FLSA	Non-Exempt		
<b>Division</b>	Fire	Bargaining Unit	Non- Union		
<b>Date</b>	October 2015	Location	Fire Station – Main Street		

**Summary**

In conjunction with the Fire Chief, responsible for supervising the operations, and personnel of the Fire Department to include the protection of life and property in fire suppression, emergency medical services, and emergency management operations. Further responsibilities include but not limited to; department training, job performance evaluation, policies and procedures, attendance, and safety issues.

**Essential Duties**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Exercise general supervision over Fire Department personnel to include the management of staffing, emergency response, public relations, and firefighter safety.
2. In combination with the Fire Chief, develop annual operating budget.
3. Develop and update the Department’s Standard Operating Procedures in conjunction with the Fire Chief and enforce departmental rules, regulations, work methods and procedures.
4. Oversee all Fire Department training; such as developing a curriculum, scheduling, and supervising all department officers conducting such training.
5. Act on behalf of the Fire Chief when the Chief is absent or is serving as the Emergency Manager during an Emergency Operations Center incident.
6. Assist with emergency management as directed by Chief.
7. Enforce and act in accordance with all appropriate Federal, State and local laws, codes and regulations, including the State Fire Code and Department, rules and regulations, policies and Standard Operating Guidelines (SOGs).
8. Meet with elected or appointed officials, other Fire, EMS officials, Emergency Management, community and business representatives and the public on all aspects of the Departments' activities.
9. Attends conferences and meetings to keep abreast of current trends in the field; represent the Fire, EMS Departments and Emergency Management, in a variety of local, county, state and other meetings.
10. Performs and schedules fire prevention and training activities.
11. May respond to emergency calls.
12. Assists in developing, recommending and implement department goals and objectives, policies and procedures; ensures compliance with all applicable laws, rules, codes and regulations.
13. Oversees the maintenance of all Town fire stations; assigns inspections and other work to shift commanders.
14. Responds to public inquiries, requests, complaints; provides resolution or refers to the Fire Chief; interacts with subordinate supervisors.

**Minimum Qualifications**

1. Bachelor’s Degree in Fire Science, Paramedic Science, Emergency Management Science and or Nursing and;
2. 5 years supervisory experience or an Associate’s degree in Fire Science Paramedic Science, Emergency Management Science, Nursing and;
3. Nationally Registered Emergency Medical Technician or Massachusetts Registered Emergency Medical Technician at the Basic level or higher.
4. Ten years of progressively responsible fire-fighting experience or;
5. Any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job.
6. Position requires the possession of a valid Massachusetts driver’s license.

Applicant should be able to meet the requirements of the position as outlined in the Position Descriptions for Assistant Fire Chief. Applicant should state education, training and experience which he/she feels has provided him/her with the required knowledge, skills and abilities to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at [www.readingma.gov](http://www.readingma.gov) until filled.

A full Job Description is available upon request and online at [www.readingma.gov](http://www.readingma.gov)

Judith Perkins

Human Resources Director

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