



HUMAN RESOURCES DEPARTMENT

City of Burlington

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*** Internal Posting ***

FIRE CHIEF

BURLINGTON FIRE DEPARTMENT

POSTING DATE: January 10, 2011

RATE OF PAY: \$82,932/yr - \$97,904/yr ** DOE

DEADLINE TO APPLY: January 19, 2011

POSITION STATUS: F/T Regular

EXEMPT/NON-EXEMPT: Exempt

**** A salary above \$92,302/yr requires approval of the Burlington City Council.**

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for oversight and management of all facets of operation for the Burlington Fire Department. In addition this position acts as the Emergency Management Director for the City's Emergency Management team.

ESSENTIAL FUNCTIONS:

- Prepare and administer department annual budget; monitor department expenditures, redefining department goals and reallocating funding and related staffing as necessary.
- Administer operations improvement and maintenance of the City's Fire stations.
- Manage and evaluate department staff including hiring, discipline, and discharge of employees.
- Establish department work rules and oversee department morale.
- Perform field inspections to monitor performance, taking corrective action as necessary.
- Allocate department staffing to department functions on the basis of skill, resources, job classification and budgetary limitations.
- Participate in labor negotiations and administer agreed to union contracts.
- Hear and adjudicate grievances.
- Research, monitor and approve major departmental purchases and equipment to achieve maximum operational efficiency and minimize costs.
- Prepare and up-date standards and long-range plans for the City's Fire Department on the basis agreed to Citywide goals and objectives.
- Maintain current working knowledge of municipal fire suppression and prevention as well as EMS and Emergency Management programs and technologies through participation in professional associations.
- Represent the department and the Commission, to the Mayor, City Council, other city departments, elected officials, state and federal agencies, and the general public.
- Work with department staff and the Mayor's office to evaluate and recommend staffing needs as department workload fluctuates.
- For all operational areas managed, perform periodic reviews and make recommendations to maximize public and employee safety.
- As Emergency Management Director, act as liaison between State and Federal agencies and City of Burlington employees and the general public.
- Deal with the public in resolving service problems and providing information and education to the public on related operational issues.
- Review statistical reports and call trends and recommend appropriate risk reduction strategies to local businesses, organizations, residents, etc.
- Investigates formal complaints against the department.
- Responds to emergency incidents.
- Oversee department recruiting practices and up-date as needed to meet changing department goals.
- Ensure that department performance and professional development objectives are met and implemented consistently.
- Act as support for Fire Marshall in matters regarding resident, business complaints.
- Carry out station visits and meet with station commanders to ensure consistent dissemination all department procedures and information are understood.
- Mediate disputes and or differences between employees and/or members of the public.
- Meet regularly with union leadership to ensure smooth operation and coordination of Labor/Management initiatives.
- Participate in Oral Boards for department promotions.
- May act as Emergency Incident Commander.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Fire Science and ten years of Firefighting experience with a minimum of one year in the administration of a Fire Department at the rank of Battalion Chief or higher, or the equivalent combination of education and experience required.
- Completion of the National Fire Academy Executive Fire Officer program preferred.
- EMT basic certification required.
- Ability to maintain valid Driver's License required.
- Ability to operate in a Windows computer environment and effectively use word processing, spreadsheet and database programs.
- Ability to maintain working knowledge of Hazardous-Material mitigation and operation procedures required.
- Knowledge of State and local Emergency medical system policies and procedures required.
- Knowledge of local, state and federal laws, departmental rules, regulations and policies and related programs required.
- Knowledge of City Personnel policies required.
- Knowledge of firefighting tactics, strategies and principles required.
- Knowledge of organizational policies that direct all members of the department in the discharge of their duties required.
- Knowledge of current labor/management philosophy required.
- Knowledge of mediation principles and practices.
- Ability to work in a municipal environment and balance organizational/safety/and public needs to ensure smooth implementation of events required.
- Ability to work in a diverse environment treating all with respect and dignity required.
- Ability to mentor, coach, guide employees.
- Ability to communicate policies to staff to ensure consistent implementation required.
- Knowledge of Burlington Fire Department operations in conjunction with State Emergency Management plan required.
- Ability to work nights, weekends, holidays required.

The City of Burlington does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, or disability in employment or the provision of services. Submit City of Burlington Application, Cover Letter and Resume by Jan 19th to: Human Resources Department, 131 Church Street, Burlington, Vermont 05401. Available in alternative formats for persons with disabilities. For disability access information, or to request an application, contact Human Resources at (802)865-7145 or (802) 865-7142 (TTY) Visit our Web site: www.hrjobs.ci.burlington.vt.us

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.