



# HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401

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## FIRE CHIEF FIRE DEPARTMENT

**POSTING DATE:** September 22, 2015  
**RATE OF PAY:** \$90,902 – \$101,180 /year  
**EXEMPT/NON-EXEMPT:** Exempt

**DEADLINE TO APPLY:** Open Until Filled  
**POSITION STATUS:** Appointed Full Time  
**CLASSIFICATION GRADE:** N/C  
**UNION:** Non-Union

This Department Head position is responsible for all aspects of efficient and effective operations of the Burlington Fire Department and the provision of equitable fire service throughout the City. The position is expected to work in collaboration with other City Department Heads and employees, City Councilors, collective bargaining unit members, residents and community partners to identify and resolve a wide range of varied issues within the Department, City government more broadly, and the community as a whole. The Fire Chief must demonstrate impeccable honesty and integrity both on and off the job.

The Fire Chief will have a track record of professionalism, integrity, customer service, successful implementation of new initiatives, openness to adoption of new technology and practices, data-driven decision making, and striving for the highest ideals of public service and professional conduct. It is imperative that this individual is able to manage emergency situations effectively, build credibility both with the public and within the Department, and hold the Department accountable for its performance. An ideal candidate will have a demonstrated history of strategic planning, problem solving skills, and the utilization of current technology to improve the provision of fire services to the community. This individual should have a genuine desire to become an active participant in the Burlington community and have a resolute commitment to developing long-term, collaborative and respectful relationships within City government, across the community, and have experience with public engagement in a racially and culturally diverse community setting.

### ESSENTIAL JOB FUNCTIONS:

- Develop and direct the preparation of the Department's strategic plans, goals, and objectives for each organizational component, or unit of the Department.
- 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.
- Serve as bridge between the Department and Administration as well as the public.
- Manage and evaluate Department staff including hiring, discipline, and discharge of employees.
- Strong written and oral communication skills.
- 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.
- Administer labor agreements and union contracts and provide appropriate input to the City's negotiating team during the collective bargaining process.
- 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.
- Provide the public with information regarding the operations, duties, responsibilities, activities, and programs of the Department.
- Assist the public in resolving service problems.

- 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 recruitment 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.

#### **QUALIFICATIONS/BASIC JOB REQUIREMENTS:**

- Bachelor's Degree in Fire Science or related field 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. Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Experience working in a racially and culturally diverse community is preferred.
- Experience utilizing technology and data-driven approaches to community safety is preferred.
- 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 polices 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, and guide employees.
- Ability to communicate policies to staff to ensure consistent implementation required.
- Knowledge of City of Burlington and Burlington Fire Department operations in conjunction with State Emergency Management plan required.
- Ability to work nights, weekends, holidays required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

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**To Apply: Submit cover letter, resume and a City of Burlington Application to:** Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR). The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact

Human Resources Department at 865-7145.

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