

# Dunn's Corners Fire District

## Job Posting

### District Fire Chief

October 1, 2017

The Dunn's Corners Fire District is seeking applications for the position of Fire Chief. This is a full-time paid position with a competitive starting salary plus benefits, which is negotiable depending on qualifications. **Applications must be received by November 1, 2017.**

Any questions or concerns can be addressed by emailing the Chief Selection Committee, [chiefselectioncommittee@dunnscornersfire.com](mailto:chiefselectioncommittee@dunnscornersfire.com), or by leaving a voice message at (401) 322-0577, option 5.

#### Compensation

Salary to be competitive in southeastern New England, along with benefits, to be negotiated.

#### Criteria

Each applicant must satisfy the following minimum criteria:

1. Resident of Westerly or Charlestown or willing to relocate to Westerly or Charlestown within one (1) year of appointment to Chief.
2. Active member of a fire department(s) as of the posting date October 1, 2017.
3. Member of a fire department for not less than 10 years.
4. Have held the office of Lieutenant or Captain of a fire department for a period of not less than two (2) years (five (5) years or more, preferable).
5. Prefer applicant to be certified as a Deputy State Fire Marshal and an Emergency Medical Technician or willing to become so certified within one (1) year of appointment as Chief or at the next available class.

The Chief will be selected from among applicants meeting the minimal qualifications stated above by comparing against the following criteria:

1. Working knowledge of fire-fighting skills.
2. Leadership ability.
3. Formal education and training accomplishments.
4. Administrative ability
5. Communications skills, both written and oral.

Dunn's Corners Fire District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Dunn's Corners complies with applicable state and local laws governing nondiscrimination employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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#### Application Process

Applicant must provide:

1. Completed application form: electronic, available at [www.dunnscornersfire.com](http://www.dunnscornersfire.com) .
2. Complete qualifications check list: electronic, available at [www.dunnscornersfire.com](http://www.dunnscornersfire.com) .
3. Complete essay questions: electronic, available at [www.dunnscornersfire.com](http://www.dunnscornersfire.com) .
4. Resume and cover letter

Application package should be emailed to [chiefselectioncommittee@dunnscornersfire.com](mailto:chiefselectioncommittee@dunnscornersfire.com), or, if email is not an option, then mailed via U.S. Postal Service to:

Chief Selection Committee  
Dunn's Corners Fire District  
1 Langworthy Road  
Westerly, RI 02891

A Dunn's Corners Fire District representative will contact applicant to confirm receipt of applications.  
**Full application package must be received by November 1, 2017.**

#### Duties of the District Chief

##### General:

Plans, directs, supervises, and coordinates the activities of the Fire Department in the performance of its duties to provide fire prevention, suppression services, and other services relating to the protection of lives and property.

##### Responsible to:

Reports to the District Operating Committee (OC), which reviews work for effectiveness in conformance to established policy.

##### Primary Responsibilities and Duties:

- Assists the OC in the development of the annual budget and in preparation of operational reports.
- Develops and enforces policies, goals, and objectives related to the Dunn's Corners Fire Department.
- Conducts annual performance reviews of volunteer officers, and provides general and specific guidance, training, and discipline for subordinates.
- Assures 24-hour on-call command officer coverage for all fire and emergency incidents.
- Attends conferences, schools, and various meetings to keep abreast of new developments in fire fighting, fire prevention, training, administration, management, and leadership.
- Confers with agents of other governmental jurisdictions, with the Insurance Services office, and the Office of the State Fire Marshal. Coordinates mutual aid and automatic aid with other fire agencies.

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#### Primary Responsibilities and Duties (continued):

- Directs the maintenance of records of fire calls and fire losses. Enforces fire codes and other laws, ordinances and regulations. Assists the State Fire Marshal's office in investigations to determine cause and origin of fires in the District.
- Develops and implements fire hazard abatement and life safety programs; reviews plans for all new construction to eliminate fire hazards.
- Maintains an area disaster operation plan for the Fire Department.
- Assures the proper maintenance and operation of all firefighting and other emergency equipment; recommends to the OC the replacement of existing equipment and the acquisition of new equipment as part of the budget process.
- Performs related duties as required.

#### Typical Activities:

- Operates District vehicles (fire trucks, etc.). Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 lbs.
- Stoops, kneels, crouches, crawls, and climbs during emergency work; stands and walks for extended time periods; hearing and vision within normal ranges; works in an environment with exposure to smoke, dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally and in writing with District staff, co-workers, volunteers, and the public in face-to-face and one-on-one settings; regularly uses a telephone or radio for communication; uses office equipment such as computer terminals, copiers, and FAX machines.

#### Qualifications:

- Knowledge of the principles and practices of organization and management of fire departments and the demonstrated ability to implement them in a volunteer fire department setting.
- Familiarity with advanced methods, practices, and techniques of fire suppression, fire prevention, and code enforcement.
- Familiarity with federal and state regulations regarding the fire service, emergency medical services, and safety in the workplace; familiarity with fire and building codes, fire insurance rating standards, fire evacuation planning, and water supply needs for fire protection.
- Ability to work harmoniously with other employees; make decisions independently in accordance with established policy, use initiative and judgment in planning, organizing, and supervising others in the completion of tasks and responsibilities with only limited instruction and guidance, use tact and judgment when dealing with the public, and communicate effectively and in writing.
- Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is acceptable. A typical way to obtain the knowledge and abilities would be: ten years experience in the fire service, including 2 years of supervisory experience at the rank of Fire Captain or higher.

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