

LOWER ALLEN TOWNSHIP TOWNSHIP JOB DESCRIPTION

POSITION TITLE: Chief of Fire Rescue Services	BAND: Public Safety	BBP CLASS: 1	
DEPARTMENT: Department of Fire Rescue Services	SUPERVISOR: Township Manager	ACCOUNTABILITY: Township Manager	
NAME:	ISSUE DATE	PAGES: 5	

POSITION SUMMARY:

The Chief of Fire Rescue Services serves as a key member of the Lower Allen Township Leadership Team. The Chief of Fire Rescue Services translates strategic direction and plans into action through the development of policies, leadership, supervision, management, allocation of resources, and innovation for the Lower Allen Township Department of Fire Rescue Services. All duties and responsibilities require consistent attention and commitment to this agency's mission, goals, vision, values, and Lower Allen Township's goal of "Community First." The Chief of Fire Rescue Services reports directly to the Township Manager.

The Chief of Fire Rescue Services is responsible for establishing major departmental policies, planning long-term programs, implementing policy, managing best practices, and making executive-level decisions in alignment with the direction of the organization as set by the Board of Commissioners and the Township Manager. Primary duties involve overseeing all fire prevention, fire code compliance, fire/rescue training, and fire suppression, including developing recommendations and plans for the protection of life and property within the community. Responsibilities include determining major departmental policies; planning long-term programs; supporting townshipwide and department sustainability, innovation, and communication efforts; and making difficult technical and administrative decisions. Work involves responsibility for leading, managing, and administering all Fire Rescue operations.

Work includes assuring the accomplishment of the mission, values, and vision statement of the Department of Fire Rescue and Lower Allen Township goals through the direct and indirect supervision of all personnel assigned to the department. Work will require attending some evening meetings and occasional weekend meetings/events.

Work is performed with wide latitude for independent judgment and action and is reviewed by the Township Manager through conferences, reports, and the success of the department's programs and activities.

ESSENTIAL FUNCTIONS OF THE JOB:

- Executive Level Management Duties:
 - Partners with other departments and departments to advocate and promote fulfillment of Township's mission statement, values, and vision.
 - Directs departmental personnel and operations in such a manner as to meet the Township's strategic plan, goals, and objectives established by the Township Manager, and Township Board of Commissioners.

- Embodies Township's "Community First" in all interactions and discussions with citizens, employees, vendors, and intra-departmentally.
- Represents the Township, and Department of Fire Rescue Services in a professional manner and positive light.
- Represents the Township and Department of Fire Rescue Services at County, Regional, or state-level association organizations. Develops policies, procedures, and best practices that demonstrate exceptional customer service, innovation, and prudent stewardship of Township revenue.
- Develops and recommends Standard Operating Guidelines (SOGs), Standard Operating Procedures (SOPs), General & Special Orders, Personnel Orders, rules, regulations, procedures, and practices for fire operations within the Township; and enforces when adopted.
- Deals with contentious issues in a timely manner that reflects and supports Township management philosophy and decisions.
- Communicates and collaborates with the Township Manager, Executive Leadership Team, and Management Team members to develop innovative solutions that support and promote a high-performance organization.
- Models and encourages employees and volunteers to demonstrate ownership and support of the Township by fostering a collegial and supportive work environment.
- Supports and encourages ongoing employee and volunteer professional development through internal and external education and training to improve member performance and service to the community.
- Develops a department management team that supports the goals and objectives of an all-hazards full-service fire rescue Department.
- Applies the principles and best practices of public administration, financial, and human resource management.
- Maintains proficient knowledge of and clear interpretations of all applicable laws, ordinances, and codes.
- Attends Township Board of Commissioner meetings and takes necessary action regarding agenda items.
- Staff Management and Development Duties:
 - Demonstrates a long-term perspective through coaching and development of employees to meet succession management goals.
 - Supervises personnel and takes necessary actions to ensure proper personnel administration throughout the department by coaching, mentoring, leading, and counseling to create an environment of minimal interpersonal conflict.
 - Supervises personnel, which includes, but is not limited to, completing performance evaluations, making disciplinary recommendations, and approving leave and timesheets.
 - Participates in investigating and implementing disciplinary actions approved and as set by policy.
 - Provides effective oversight and leadership, to plan, assign, and efficiently direct the work of subordinates, departments, and programs in a manner conducive to full performance and high morale.
 - Coaches and holds employees and volunteers accountable to conduct their work and activities in a manner that embraces the Township's "Community First" values.

- Directs allocation of manpower and equipment for maximum effectiveness.
- Provides for and oversees a comprehensive program for department selection, hiring, onboarding, and training of new personnel (Volunteer, Part-time, and Full-time), and the promotion of those personnel.
- Oversees recruitment and retention activities of the volunteer fire companies in the Township.
- Oversees development and administration of a comprehensive training program for all volunteer, part-time and full-time personnel.
- Determines and ensures personnel (Volunteer, Part-time, and Full-time) are qualified to perform assigned duties and responsibilities.
- Keeps informed as to personnel, property, and operations by observation, reports and management input and acts on such information to improve operations.
- Communicates effectively with departmental staff, other Township employees, other emergency service members, the general public, members of civic organizations, or other agencies.
- Operational Management Duties:
 - Provides day-to-day managerial decisions on problems and issues that arise, ensures cost-effective and sustainable operations, and departmental operations with respect to Township-owned facilities, vehicles, equipment, apparatus, and personnel (Volunteer, Part-time, and Full-time).
 - Participates in the preparation of specifications for new equipment, stations, and other facilities, and equipment.
 - Demonstrate extensive knowledge of the principles, practices, and techniques of modern fire suppression, prevention, and emergency medical response, and ability to apply this knowledge to varied fire control, prevention, EMS, and administrative problems.
 - Prepares reports and implements work programs.
 - Supervises both short-range and long-range implementation of plans.
 - Prepares recommendations and studies for administrative consideration.
 - Oversees direction of the comprehensive program of fire prevention including inspection (Fire and Property Maintenance) of various types of structures within the community and conduct of fire and life safety education programs.
 - Responds to and is authorized to take command of emergency incidents and personally directs emergency activities through subordinate officers.
 - Directs related administrative activities including department budget preparation and execution, purchasing, personnel selection, reports, employee training, and correspondence in the administration of projects.
 - Directs all Department planning activities (both short-range and long-range); prepares and implements comprehensive plans and planning policies.
 - Reviews plans, technical reports, budget estimates, and proposed ordinances and regulations under the purview of the Department of Fire Rescue Services.
 - Purchases and approves purchase of Department materials, supplies, and equipment.
 - Maintains and improves Fire and EMS incident response to fulfill safe community strategic objectives.
 - Studies the community hazards and risks, develop performance goals, and recommend response deployment plans (Box Cards) to ensure a safe and effective force for fire suppression, rescue services, and specialty response situations.

- Studies the effectiveness of Township fire resources, staffing (volunteer and career), operational response systems, and automatic/mutual aid resources and provides reports as needed.
- Develops, recommends, implements, monitors, and evaluates plans for providing consistent, competent, and professional emergency services to the Township.
- Administrative Management Duties:
 - Preparation of the department budget, the procurement of materials, supplies, and equipment, and the maintenance of the necessary records.
 - Prepares and ensures the communication of special orders, instructions, notices, administrative memoranda, and other forms of communication to the department personnel.
 - Attends meetings/events/training, as needed, to keep abreast of the latest developments in firefighting methods and administration, coordinate mutual aid plans, coordinate and expand training programs, and exchange of ideas.
 - Attends, as needed, the regular evening Township Board meetings and study sessions. May attend evening or weekend community events. Incumbent is accountable for all duties of this job, and other projects and responsibilities may be added at the Township's discretion.
 - Addresses citizen groups and businesses regarding the activities of the department and to explain and promote public understanding of its work.
 - Maintains regular and punctual attendance.
 - Embrace and utilize the principles and practices of community risk reduction.
 - Embrace and utilize of the concepts associated with accreditation as prescribed by the Center for Public Safety Excellence.

OTHER FUNCTIONS OF THE JOB:

- May serve as the Township Local Emergency Management Coordinator, responsible for Emergency Operations Center administrative functions, maintenance of the Emergency Operations Plan, and planning and participating in disaster drills.
- May be assigned oversight of the Emergency Medical Services through that department head.
- Act as Public Information Officer for the Department of Fire Rescue Services or other Township entities, as assigned.
- Administer grants
- Engage in public speaking functions, as requested
- Expected to be available outside normal business hours to address significant incident, emergencies, and organizational matters and may be required to respond when situations warrant.
- Monthly report preparation
- Has analytical ability with mental alertness.
- Driving is essential to this position and must safely operate Township vehicles. Has the ability to be a credible witness in Court as part of Chief Officer duties.
- Ability to communicate via radio.
- Work conditions vary by shift or assignment.
- Tasks may be performed outside or indoors.
- Has the ability to move 100 pounds to a height of 4 feet and carry 100 pounds.
- Has the ability to sit or stand for extended periods of time.
- Has the flexibility sufficient to enter and exit vehicles frequently, ambulate for long periods over all types of terrain, climb over and around obstacles, and suddenly move out of the way of dangers.
- Efficiently operates computer equipment and software programs used by the Fire and EMS Departments.
- Strives to obtain competency in accordance with employee evaluation measures.
- May perform fire suppression duties, such as firefighting or fire apparatus driver/operator.
- Performs other related duties as assigned.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree from an accredited university or college with major coursework in Public Administration, Fire Administration, Emergency Management, Business Administration, or related field.
- Supervisory experience at the Battalion/District/Department Chief level or above.
- Ten years of experience in fire rescue training, fire suppression, fire prevention, emergency medical response, and emergency preparedness, in any combination.
- Five years of progressively responsible management and supervisory responsibility in an emergency services department.
- Maintain a valid Pennsylvania driver's license and safe driving record throughout employment.
- The ability to pass a background check, criminal investigation, drug test, and physical exam.
- Current Pennsylvania EMT or National Registry EMT.
- NIMS/ICS 100, 200, 300, 400, 700, and 800.
- The following Certifications (DOD, IFSAC, or Proboard):
 - Firefighter II
 - Fire Officer IV
 - Fire Inspector I
 - Fire Instructor I
- An equivalent combination of education and experience may be considered.

Preferred:

- Master's Degree from an accredited university or college with major coursework in Public Administration, Fire Administration, Emergency Management, Business Administration, or a related field.
 - The following Certifications (DOD, IFSAC, or Proboard):
 - Fire Inspector II
 - Fire Instructor II
 - Public Fire and Life Safety Educator II
- Incident Safety Officer
- Chief Fire Officer (CFO) designation from CPSE
- Graduate of the National Fire Academy's Executive Fire Officer Program.
- Minimum five years of executive level experience as a senior manager/leader in an emergency services department, such as an Assistant/Deputy or Fire Chief.

Any equivalent combination of education, training, and experience, which would provide the required knowledge, skills, and abilities, may be considered.

OTHER REQUIREMENTS:

- Maintains EMT and Firefighter/Fire Officer certifications.
- Ability to communicate effectively and professionally in English both verbally and in writing.

(BOC approval 12/11/2023 modified 9/2026)

- Citizen or National of the United States, a lawful permanent resident alien, or an alien authorized to work in the United States.

I have read the foregoing job description and certify that I can perform all aspects of the job and meet qualifications as required by Lower Allen Township.

Employee

Date

Supervisor

Date