

FIRE CHIEF/CODE ENFORCEMENT OFFICER
JOB DESCRIPTIONS

NATURE OF WORK- CODE ENFORCEMENT

The Code Enforcement Officer will report to the Town Manager; he will be responsible for the following enforcement, observation and investigation of activities as they apply to the *Basic Land Use Ordinance for the Town of Greenville 1995*, which includes Shoreland Regulations, and for the Town's Subdivision Regulations. This employee will be assigned duties by the Planning Board and the Board of Appeals and the Town Manager that pertain to administration and enforcement of the Town's Land Use Ordinances and Subdivision Regulations.

Based on 30-A M.R.S.A. Section 4451 an existing Code Enforcement Officer needs to be certified by the State Planning Office as of January 1, 1993. Any CEO appointed after that date will become certified within twelve (12) months of the appointment date. Once granted, certification is valid for five (5) years.

RESPONSIBILITIES

It shall be the duty of the Code Enforcement Officer to enforce the provisions of the *Basic Land Use Ordinance for the Town of Greenville 1995* and the *Town of Greenville Subdivision Regulations*. The CEO shall have good communication and writing skills.

The Code Enforcement Officer will be available during prescribed office hours to provide information to the public about the zoning ordinance such as procedures for application, review, and permit issuance.

The Code Enforcement Officer shall provide administrative assistance to the Planning Board and the Board of Appeals. The CEO will prepare the Planning Board and the Board of Appeals agendas at least six (6) days in advance of regularly scheduled meetings.

~~Shall attend all Planning Board and Board of Appeals meetings and assist the members in their deliberations unless excused by the Town Manager or Chairs of the Boards.~~

Shall become familiar and have a very good working knowledge of the above Ordinance and Regulations. Shall also be familiar and have a good working knowledge of the *Municipal Code Enforcement Officer's Training and Certification Manual* by the Maine Municipal Association, Department of Environmental Protection and other federal and state land use agencies regulations.

The Code Enforcement Officer shall prepare the agendas and all necessary correspondence for the Planning Board and the Board of Appeals board meetings.

The Code Enforcement Officer shall conduct on-site inspections to insure compliance with all applicable laws and conditions to permit approvals. Permits will be granted to an applicant within a reasonable time.

Shall keep a complete record of all essential transactions of the Office including, but not limited to, violations investigated, written complaints received, violations found, records of all mileage, dates, checks of subdivisions.

Emphasis will always be placed on being friendly, helpful and establishing a good rapport with the public, fellow employees, and municipal officials. Derogatory statements or such will not be tolerated. If a problem develops with a member of the public or otherwise, this employee should inform the town Manager as soon as possible and he or she should avoid getting involved in a dispute with this person if it can be avoided.

Shall be responsible for all other duties and responsibilities as assigned by the Town Manager or Planning Board and Board of Appeals as they apply to the above Ordinance and Regulations.

NATURE OF WORK – FIRE CHIEF

The Fire Chief is responsible for organization and direction of the volunteer fire department in order to ensure that loss of life, property or injury as a result of fire is prevented and/or minimized.

The Fire Chief will report to the Town Manager. This position will be responsible for directing the activities of the fire department and is the sole authority and command at the scene of a fire. The Fire Chief is responsible for directing all volunteer firefighters and ensuring that firefighters have adequate training. The Fire Chief is responsible for ensuring that firefighting equipment is monitored on a regular basis and is in good working order. The Fire Chief will develop all policies and procedures concerning firefighting in accordance with municipal ordinances, state law, and federal laws and regulations. Providing adequate fire services will enhance the safety of residents and may prevent or reduce unnecessary injury, loss of life or damage or destruction of property as a result of fire.

RESPONSIBILITIES

1. Develop, review and implement all firefighting policies and procedures in accordance with municipal ordinances, state law, and federal laws and regulations.

Main Activities:

- Establish appropriate firefighting techniques
- Plan firefighting strategies
- Ensure firefighting policies and procedures are strictly adhered to
- Make recommendations on changes to the firefighting by-law

2. Recruit, train and direct the activities of volunteer fire fighters in order to ensure that trained fire fighters are available in the event of a fire.

Main Activities:

- Recruit and orient volunteer fire fighters
- Ensure a high level of morale among fire fighters
- Facilitate the training of volunteer fire fighters
- Evaluate the performance of fire fighters
- Discipline and/or dismiss fire fighters if necessary

3. Inspect firefighting equipment in order to ensure appropriate equipment is available as required.

Main Activities:

- Ensure inspections of the apparatus on a regular scheduled basis.
- Make recommendations on the replacement and/or repair of equipment
- Make inspections of places of business to ensure compliance with regulations and formalization.

4. Takes command in the event of a fire in order to ensure a safe, effective and controlled response.

Main Activities

Ensure effective command and control techniques are in place at the scene of the fire

Make all decisions concerning the appropriate response to and method fighting a fire

Direct all activities at the scene of the fire

Ensure that fire fighters are responding in a safe and appropriate manner

Investigate the cause of fire once it has been extinguished

5. Complete administrative tasks as required.

Main Activities:

Maintain records on incidence of fire, injuries and loss of property

Prepare reports on all areas of firefighting

Monitor the firefighting budget

Implement fire prevention education and awareness programs

Ensure compliance & participation in Maine Dept. of Labor S.H.A.P. Program.

6. Develop a community oriented Fire Prevention program to include Schools, Daycares, youth and the elderly.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

Must have proficient knowledge in the following areas:

Knowledge of firefighting techniques and methods

Knowledge of command and control techniques

Knowledge of fire investigation and evidence gathering techniques

Knowledge of firefighting training programs

Knowledge of training techniques and methods

Knowledge of firefighting public education and awareness programs

Knowledge of public safety theories and methods

Knowledge of emergency response techniques

Knowledge of emergency procedures, emergency first aid, and CPR

Knowledge of volunteer training, development and recognition

Skills

Must demonstrate the following skills:

Leadership skills including the ability to take full command at the scene of a fire

Analytical and problem solving skills

Decision making skills, Research and program development skills

Stress and Time management skills

Negotiations skills

Effective verbal and listening communications skills

Ability to deal effectively with people in difficult situations