



**TOWN OF SUDBURY**  
*Office of the Asst. Town Manager/HR Director*

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**Fire Chief**  
*Town of Sudbury*

The Town of Sudbury (pop. 19,500) seeks a progressive and accomplished leader and manager for the town's professional fire protection, EMS and paramedic ambulance services. Appointed by and reporting to the Town Manager, the Fire Chief is responsible for the overall management, administration and supervision of 42 full time personnel, with a headquarters and two substations and a budget of \$5.7 million. The successful candidate will possess superior leadership, management and communication skills. Also essential are demonstrated decision-making, planning, organizational and financial management abilities. Minimum requirements – Associate's degree in fire science, Bachelor's degree in fire science, public administration or related field preferred, and ten years of progressively responsible fire service experience, at least five years as a fire officer in a supervisory capacity, fire officer certification preferred, or an equivalent combination of education and experience. Salary range: \$112,766 to \$131,489 DOQ; full range is \$148,331. The Town of Sudbury offers progressive, public service oriented local government operations employing a professional management team and work force in a challenging and rewarding work environment. Send Letter of Interest and resume via e-mail to [bilodeaum@sudbury.ma.us](mailto:bilodeaum@sudbury.ma.us) by Friday, January 10th, 2025 at noon. Resumes reviewed as received. Position open until filled. AA/EOE

**See complete job description on pages below.**

## **FIRE CHIEF**

### **Position Purpose:**

Responsible for managing the operations of the Fire Department to include the protection of life and property in fire suppression, fire prevention, emergency medical services and emergency management operations; performs all other related duties as required.

### **Supervision:**

*Supervision Scope:* Performs highly responsible duties requiring independent judgment and initiative in planning, organizing and directing the work of the department and in the enforcement of federal, state and local laws, and town and departmental bylaws.

*Supervision Received:* Works under the policy direction of the Town Manager, and in accordance with the applicable provisions of the Massachusetts General Laws.

*Supervision Given:* Responsible for the supervision and performance of all people within the operating units under his/her direction and control.

### **Job Environment:**

Work is performed primarily in offices, vehicles, and outdoor settings; is performed under variable weather conditions, including temperature extremes; incumbent is exposed to alarms and hazards associated with fighting fires, rescue, hazardous materials, and rendering emergency assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. Some work is performed in emergency and stressful situations. The Chief is on call at all times to respond to major fires and other emergencies.

Regularly operates motor vehicle; when in the office, operates computer and standard office equipment such as telephone, copier, and facsimile machine; when at a fire or emergency, may be required to operate some or all of the following equipment: light trucks, various power tools, and hand tools, fire and emergency apparatus to include engines, ladder truck and ambulance, radio, and all standard firefighting and rescue equipment and tools.

Has frequent contacts with town, state, and federal officials, other fire departments, the media, insurance companies, and other town departments, requiring excellent customer service and communication skills.

Has access to an extensive amount of highly confidential information such as personnel records, criminal investigations and records, litigation, personal information about citizens, and homeland security information.

Errors can be costly in terms of decreased or less efficient protection to persons and property, confusion and delay, and result in direct financial and legal repercussions to the Town and individuals.

**Essential Functions:**

*(The essential functions, or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Supervises the operation and personnel of the Fire Department, including duty assignments of subordinates; care and maintenance of stations and apparatus; the purchase of equipment involving preparation of specifications; and the formulation of departmental rules and regulations.

Supervises Emergency Medical Services Operations, including direction of the Quality Assurance/Quality Improvement Program, selection and hiring of a hospital based Medical Director, and selection and hiring of the department based Emergency Services Coordinator.

Serves as Emergency Management Director.

Plans, develops and oversees administrative direction of the Department to ensure safe and efficient operations in carrying out of services. Establishes standards for performance and safety; ensures that an adequate number of qualified personnel are available, trained and properly supervised to fulfill overall responsibilities of the Department.

Plans, directs and exercises general supervision over the work of the entire department to include the management of staffing, technology, physical facility, vehicles and apparatus, record keeping and equipment.

Works with the Town Manager's office, Town Labor Counsel, and the Board of Selectmen to continuously manage labor relations, including collective bargaining and resolution of grievances.

Establishes policy and enforces departmental rules, regulations, work methods and procedures.

Manages and institutes the training for employees and officers; maintains training records.

Prepares and administers the Department annual budget; monitors budget to ensure adherence to budgetary control; oversees personnel administration function within Department including reviewing time sheets/run sheet, preparation of payroll and auditing payments.

The Chief administers all Department programs including fire prevention, fire suppression, hazardous materials operations, rescue operations, emergency preparedness and management, communications, staff training, and equipment maintenance. Directs the firefighting and emergency operations at all major Town fires and emergency incidents.

Pursues and manages grant funds for training, personnel, equipment and vehicles through various donation and grant sources.

Supervises, trains and evaluates subordinates; oversees the assignment of members of the force to shifts and daily routines; determines disciplinary action as required; interviews and recommends

appointment or promotion of all applications for positions within the fire department; participates in the collective bargaining process as a management representative. Institutes and revises policies and procedures for the department.

Formulates and reviews policies to ensure that the needs of the community are met. Promulgates and issues general and special orders covering every function of the department. Researches and plans the development of long and short range goals for the department in all areas.

Conducts investigations on the causes of fires in conjunction with local and state law enforcement officers in cases of fire-related criminal activity, such as arson; administers the enforcement of all codes, bylaws, and laws relating to fire prevention and suppression.

Acts as representative of the Department before Board of Selectmen, MEMA, FEMA, and citizen groups; represents the Department at community, civil, and social events.

Attends professional meetings and conferences for purposes of emergency management planning/homeland security issues, regional discussions, and information gathering and exchange; several of the organizations/agencies involved include: the Massachusetts Association of Fire Chiefs, the International Association of Fire Chiefs, the New England Fire Chiefs Association; Massachusetts Emergency Management Agency; Federal Emergency Management Agency.

Participates in mutual aid with other area municipalities.

Oversees the maintenance of all Department records and statistics.

Keeps abreast of developments in the field and technology of firefighting equipment, procedures and emergency preparedness.

Plans, implements and promotes public information programs in fire prevention, emergency preparedness, and safety including speaking at public events, civic groups, and schools.

Plans for and reviews specifications for new or replacement equipment.

Plans and prepares short- and long-term Capital Needs Plan for the Department.

Responds to alarms, administers initial emergency response and or service when necessary and directs activities at the scene of emergencies as required.

Manages and conducts mandated inspections of buildings and residences; makes recommendations for fire prevention, reports violations; issues permits; assesses hazardous material sites.

Controls the expenditures of departmental appropriations.

Plans departmental operations with respect to equipment, apparatus, and personnel and further supervises the implementation of such plans in accordance with established policies.

Evaluates the need for and recommends the purchase of new equipment and supplies.

Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Department's activities.

Performs similar or related work as required.

### **Recommended Minimum Qualifications:**

#### **Education, Training and Experience:**

Master's degree in Public Administration, Fire Science or related field; 7 to 10 years of related work experience and a minimum of 7 years in a supervisory capacity; or any equivalent combination of education and experience.

#### **Special Requirements:**

Fire Chief – Massachusetts Credentialed

Fire Chief Officer Certification

EMT Certification

Massachusetts driver's license

Firefighter I & II

AED & CPR Certification

Hazmat Technician desirable

CDL license desirable

#### **Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of modern firefighting principles, equipment and techniques; thorough knowledge of the Town, fire and emergency risks and other potential emergency exposures; knowledge of various fire department maps. Working knowledge of Massachusetts state laws and regulations pertaining to Fire services. Comprehensive knowledge of the State fire laws, Town bylaws, building codes, and hazardous materials. Knowledge of Federal and State laws related to homeland security. Knowledge of computer systems and communications equipment applicable to fire departments. Good knowledge of the principles and practices of planning, budgeting, administration, supervision, and coordination of a fire department.

*Ability:* Ability to quickly and prudently exercise command authority in life-threatening situations, taking into account a wide variety of factors and concerns. A demonstrated ability to formulate goals and objectives and to establish and maintain effective contacts with a variety of groups and organizations in and outside the government. Ability to read and understand blueprints, building and subdivision plans, fire alarm plans, fire sprinkler plans and perform hydraulic calculations. Ability to remain calm, concentrate and perform all responsibilities in a competent manner at all times. Ability to communicate effectively and efficiently verbally and in writing at all times. Ability to delegate responsibility and work well with subordinates. Ability to plan, prepare, and manage a budget and capital expenditure program.

*Skill:* Imagination, innovation and judgment relating to planning and achieving department goals. Financial management skills. Excellent planning, time management and organizational skills. Proficient in computer skills. Skill in operating above mentioned equipment.

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Performance of work may involve standing, walking and sitting for long periods of time. Physical ability required to operate ladder trucks, pumpers, and other emergency vehicles. Ability to use hoses, forcible entry tools, and other equipment. Physical agility is required to access all areas at the scene of the fire. Work involves pushing, climbing, stooping, kneeling, crawling, reaching with hands and arms. May be required to lift/carry equipment or persons weighing more than 100 pounds. May be required to wear protective equipment which weighs up to 50 pounds while climbing a ladder. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*