

**Fire Chief  
Town of Hinesburg  
Hinesburg Fire Department**

The Town of Hinesburg, Vermont is actively seeking a full-time Fire Chief. The current part-time Fire Chief will be stepping down once a qualified replacement is found, and will remain on the department as a paid on-call member. The current Chief will assist in onboarding the new Chief, and is open to accepting any role within the department moving forward. This is a Department Head position which reports directly to the Town Manager.

The Hinesburg Fire Department is an all hazards, combination department comprised 3 full time employees (including the Chief), 30 paid on call members and a FY25 budget of \$628,898.00. HFD operates two engines, one mini-pumper, one tanker, one light rescue and one command car. In 2023, HFD responded to 558 emergency calls. HFD possesses a Vermont AEMT non-transport EMS license. HFD provides contracted emergency services coverage to the Town of St George.

The Chief will be part of the direct response team on emergency calls on a routine basis, and is expected to participate in fire suppression, emergency medical services and any other services as needed. The ideal candidate will have experience in fire suppression, incident command, EMS, fire prevention, supervision, and other aspects of departmental operation including public engagement, budgeting, purchasing, strategic planning, equipment management, and personnel management.

The successful candidate will have strong communication and public presentation skills, demonstrated ability to track multiple priorities and activities, the ability to work with tight budgets for the best public value, and effective leadership skills. A full list of minimum and desired qualifications can be found within the job description.

The Town of Hinesburg offers a comprehensive benefit package, including VMERS Defined Benefit Plan Group D, health insurance (or health insurance opt-out payment of 73% of town's contribution to a single-plan if eligible), dental, vision, short-term and long-term disability, combined time off and sick leave. A detailed benefits overview is available upon request. Annual salary range is \$79,000 - \$86,000 based on qualifications and experience. Letters of interest, resume and list of three references should be sent to:

Todd Odit, Town Manager  
10632 Route 116  
Hinesburg, Vermont 05461

Or emailed to [todit@hinesburg.org](mailto:todit@hinesburg.org) on or before June 17, 2024.

The Town of Hinesburg is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The Town of Hinesburg makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our EEO Policy ([we can include the link](#)).

**Fire Chief**  
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**JOB SUMMARY**

The Fire Chief is responsible for the overall formulation, organization, direction, supervision and coordination of the departmental activities to ensure the effective and efficient provision of emergency and non-emergency services. These services include, but are not limited, to fire suppression, emergency medical services, technical rescue, disaster planning and implementation, hazardous material management, fire prevention and education, and emergency management programs for the Town. The candidate shall possess a high degree of judgement and initiative as well as an ability to anticipate and react under stress. The position requires technical, administrative, and supervisory work in planning, organizing, directing, and implementing departmental services. Work is performed in accordance with Federal and State laws; all other related work as required.

**MAJOR DUTIES**

- Plans, coordinates, supervises, and evaluates Fire Department Operations.
- Establishes policies and procedures for the Fire Department to implement directives from the Town Manager.
- Develops and implements Standard Operating Policies and Standard Operating Guidelines consistent with nationally accepted standards.
- Ensures compliance with Vermont's Occupational Safety and Health Administration rules and regulations as applied to the Fire Department.
- Plans and implements Fire, Rescue and First Response programs for the Town to better carry out the policies and goals including those set forth in Town policies; reviews departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.
- Supervises and coordinates the preparation and presentation of an annual budget for the Fire Department; directs the implementation of the Department's budget.
- Controls the expenditure of departmental appropriations consistent with Town Financial Policies.
- Plans for and reviews specifications for new or replacement apparatuses.
- Functions within the National Incident Management and Incident Command System.
- Responds to alarms and directs activities as the scene of emergencies as Incident Commander.
- Directs the operation of departmental training activities.
- Manages grievances, maintains departmental discipline and the conduct and general behavior of assigned personnel in accordance with Fire Department policies and the Town Personnel Policy.
- Plans departmental operations with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.

- Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.
- Ensure the department's competence in hazardous material operations, blood-borne pathogen, exposure control, CPR/AED, apparatus driving and operation and other required competencies.
- Prepares and submits reports to the Town Manager regarding the Department's activities and prepares a variety of other reports as appropriate, including an annual report of activities.
- Participates as part of a direct response team to emergency calls while on-duty, providing emergency medical care, engaging in fire suppression, and all other tasks as necessary.

#### OTHER DUTIES

- 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.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire Department in a variety of local, regional, state, and other meetings.
- Develop and implement recruitment/retention programs.
- Serves as a member of various committees.
- Performs other duties as assigned by the Town Manager.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the operation of all apparatus and equipment and methods used in combating, extinguishing and preventing fires and in rescue/EMS work.
- Knowledge of emergency medical principles and applications.
- Knowledge of Firefighting standards, practices, strategies, tactics, and equipment.
- Knowledge of rules, regulations, and standard operating procedures of the fire department.
- Knowledge of equipment maintenance principles.
- Knowledge of building construction and related codes, fire-ground hydraulics and the location of hazardous occupancies in the municipality.
- Knowledge of hydrant locations, water systems and water mains.
- Knowledge of local, state, and federal fire codes.
- Knowledge of universal precautions relating to infection control.
- Knowledge of human anatomy and physiology.
- Knowledge of algebra, pharmacology, and chemistry.
- Knowledge of hazardous materials.
- Skill in the operation of all firefighting, rescue and EMS equipment, including motor vehicles.
- The ability to train and supervise subordinate personnel.
- The ability to perform work requires good physical condition.

- The ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to effectively give and receive verbal and written instructions.
- The ability to establish and maintain effective working relationships with other departments, employees, supervisors, and the public.

## SUPERVISORY CONTROLS

The Fire Chief works under the general supervision of the Town Manager.

## GUIDELINES

Guidelines include town, state and federal fire codes, state laws pertaining to emergency medical treatment, established medical protocols, Vermont Revised Statutes Annotated, National Fire Prevention Association guidelines, local ordinances, building codes, and department operating procedures. These guidelines are generally clear and specific but may require some interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of related fire suppression, rescue, and emergency medical service duties. The variety of emergency situations encountered contributes to the complexity of the work.
- The purpose of this position is to protect lives and property through fire prevention and suppression activities and provision of emergency medical services. Successful performance helps ensure the safety of lives and property in the community.

## CONTACTS

- Contacts are typically with co-workers, other town employees, school staff, representatives of other fire departments, hospital staff, representatives of state and federal agencies, vendors, local business owners, and the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, and educate the public.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, except while at fire or other emergency scenes. The employee is exposed to machinery with moving parts, irritating chemicals, extreme temperatures, hazardous situations, IDLH (immediately dangerous to life and health) environments, and inclement weather. The work requires the use of protective clothing and devices.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

Supervises the subordinate officers, firefighters, and other positions as assigned.

## MINIMUM QUALIFICATIONS

- Proboard Firefighter I or Vermont State Firefighter I certification.
- Proboard Firefighter II or Vermont State Firefighter II certification.
- NREMT Certification as an EMT and Vermont EMT Provider's License.
- NREMT Certification as an AEMT and Vermont AEMT Provider's License, or obtain with 18 months of hire.
- Proboard or Vermont Fire Instructor I Certification.
- Proboard or Vermont Fire Inspector I Certification, or ability to obtain within 18 months of hire.
- Proboard or Vermont Fire Officer I Certification, or ability to obtain within 18 months of hire.
- Proboard or Vermont Fire Officer II Certification, or ability to obtain within 24 months of hire.
- Ten years of fire and EMS experience.
- Five years of progressive supervisory Fire and EMS experience; work experience of a progressively responsible nature in firefighting, prevention, and emergency medical services, including supervisory duties, which must have been equivalent to Fire Lieutenant or higher.

## DESIRED QUALIFICATIONS

- Associates degree or greater in a relevant field of study.
- Pumping Apparatus Driver Operator Certification. (PADO)
- CDL-B with tank endorsement.
- First response EMS and transport EMS experience.
- Vermont Emergency Management Director Certification.

## SPECIAL REQUIREMENTS

- NIMS requirements:
  - ICS-100, ICS-200, ICS-300, ICS 400 and ICS 700 certifications.
- Physically fit and able to perform duties associated with EMS services and Fire/Rescue services as appropriate.
- No felony convictions, no pattern of misdemeanor convictions, no pending misdemeanor or felony charges, not a habitual drunkard or gambler, no use of illegal drugs in the past 10 years, never sold illegal drugs.
- Ability to pass an NFPA 1582 compliant preemployment medical exam and be confirmed as fit for duty as an EMS provider and firefighter.

Date Created: 05/1/2024

Last Modified: 05/1/2024

Town Manager:

Name: Todd Odit

Signature: \_\_\_\_\_/s/\_\_\_\_\_