



# TOWN OF WALLINGFORD

## Open Competitive Examination

Department of Human Resources  
Wallingford Town Hall  
Room 301  
45 South Main Street  
Wallingford, Connecticut 06492  
Telephone (203) 294-2080  
Fax (203) 294-2084

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### **FIRE CHIEF**

**\$124,968 – \$159,899**

**(Annually)**

**General Statement of Duties:** This is highly responsible managerial work involving the overall administration of the Fire Department. Work involves responsibility for the municipality's firefighting, fire prevention, rescue and educational programs including direction of both full-time and volunteer divisions. Duties include planning, directing and evaluating departmental activities, determining the proper response for fire and rescue apparatus and equipment and also responding to all major incidents on a twenty-four-hour basis. This position also has the responsibility for making the most difficult firefighting and rescue technical decisions. The work requires that the employee have thorough knowledge, skill and ability in every phase of the firefighting prevention and rescue services provided by the Department.

**Supervision Received:** Works under the administrative direction of the Mayor.

**Examples of Duties:** Establishes goals and objectives for the Fire Department Plans strategies for achieving goals. Establishes operating policies and procedures. Directs the activities of the entire department through Deputy and Assistant Chiefs. Holds staff meetings, plans and coordinates departmental activities. Directs the preparation and implementation of the Fire Department budget. Presents budget proposals to Town officials. Drafts specifications and evaluates bids on apparatus and equipment. Attends meetings with other department heads, public officials and community leaders. Sits as a member of, or chairs various task forces and committees. Prepares special and periodic reports. Hears and resolves labor relations grievances and participates in negotiations. Reviews and approves personnel actions: hiring, transfers, promotions, demotions and disciplinary actions. Maintains liaison with civic, business, community and professional organizations; attends meetings. Makes presentations on fire prevention, fire safety and fire suppression. Oversees training program development and implementation, including the department's safety programs. Responds to multiple-alarm fires and rescue incidents, fatal fires or other unusual occurrences. Prepares, updates and administers town's emergency plan. Attends continuing education courses and conferences to keep current with new technology and management principles. Performs related work as required.

**Required Knowledge, Skills, and Abilities:** Thorough knowledge of fire service administration, including personnel management, fiscal affairs, program planning, labor relations and training. Thorough knowledge of fire suppression and fire prevention theories, principles, techniques, and equipment. Considerable knowledge of planning and policy research. Thorough ability to direct the operations of a large department under routine and emergency circumstances. Thorough ability to direct the operations of a large department under routine and emergency circumstances. Thorough ability to make decisions, often under pressure or crisis conditions, that may involve life, property or the operations of the entire department. Considerable ability to identify, select, train and delegate work to managers and supervisors. Considerable ability to conduct effective meetings. Considerable ability to express ideas clearly and concisely, both verbally and in writing. Considerable ability to establish and maintain effective working relationships with superiors, associates, subordinates, vendors, officials of other agencies and the general public.

**Minimum Qualifications:** A bachelor's degree in fire services management, public administration or the equivalent from a recognized college or university plus ten (10) years of progressively responsible fire services experience or an equivalent combination of education and qualifying experience substituting on a year-for-year basis, including at least five (5) years as a Captain or higher position.

**Special Requirements:** Must possess and maintain a valid State of Connecticut Motor Vehicle Operator's License.

**Fringe Benefits:** Excellent Health Insurance Packages, Group Life Insurance, Pension Plan, Paid Holidays, Paid Vacations, Paid Sick Leave.

**Application Forms:** May be obtained at the Department of Human Resources, Town of Wallingford, 45 South Main Street, Wallingford, CT 06492. Forms will be mailed upon request from the Department of Human Resources or may be downloaded from the Department of Human Resources Web Page and emailed to [wlfidhr@wallingfordct.gov](mailto:wlfidhr@wallingfordct.gov).

**Examination:** Written – 100% **or** Oral – 100% **or** Background Evaluation – 100% **or** Written- 50%/Oral – 50% **or** Written 50%/Background Evaluation – 50% **or** Oral – 50%/Background Evaluation – 50%

**Closing Date:** The closing date will be May 24, 2024.

**THE TOWN OF WALLINGFORD IS AN EQUAL OPPORTUNITY EMPLOYER**