

**APPLICATIONS MAY BE OBTAINED AT THE  
BOROUGH OF CHAMBERSBURG  
100 S. SECOND ST. CHAMBERSBURG, PA 17201**

**Deadline: Return Applications and Resumes to Borough Office no later than March 2, 2018, by 5:00 PM**

**BOROUGH OF CHAMBERSBURG  
POSITION OPENING**

**CLASSIFICATION:** Assistant Emergency Services Chief   **GRADE:** NBE-1

**SALARY:** \$74,984.00 - \$79,539.20

**PLACE OF WORK:** Headquarters Fire Station – Emergency Services Department  
130 North Second Street

**HOURS OF WORK:** Generally 8:00 A.M. - 5:00 P.M., Monday through Friday  
(HOURS SUBJECT TO CHANGE)

**TYPE OF WORK:**

**GENERAL STATEMENT OF DUTIES:** The Assistant Emergency Services Chief (“Assistant Chief”) serves as an assistant to the Emergency Services Chief; Assists in the command, control, management and direction of all career and volunteer firefighters and emergency medical personnel associated with the Chambersburg Emergency Services Department (“Department”) or any volunteer fire company of the Borough of Chambersburg, or any fire or emergency incident within or affecting the Borough of Chambersburg. The Assistant Chief is also responsible for directing the Fire Code Inspection Program, performing a variety of administrative duties for the Chief and for the Department, and any other duties and/or tasks assigned by the Chief.

**DISTINGUISHING FEATURES OF THE CLASS:** The Assistant Chief is a supervisory position. The Assistant Chief is considered an at-will employee and is subject to a non - competitive examination in accordance with the civil service provisions of the Borough Code and the Civil Service Regulations of the Borough of Chambersburg. The Assistant Chief shall be a Fair Labor Standards Act (“FLSA”) Exempt employee. The Assistant Chief must be able to direct the Department in the absence of or when assigned by the Emergency Services Chief; and, shall serve with full authority to execute the mission of the Department. Daily responsibilities include, but not limited to: fiscal and management control of the operating budget of the Department, personnel and employee assignments, schedules, evaluations, and, when necessary recommendations for discipline; supervision and management of record keeping including fire and EMS management software; and the Fire Code Inspection Program for the Borough including making final decisions on codes interpretation, amendments and legal actions. The Assistant Chief shall be the lead officer initiating fire code enforcement actions, which may occasionally require testifying in legal proceedings and appearing as a witness. The Assistant Chief must interact with the public, including presentations at public meetings regarding the affairs of the Department, Fire Codes, fire safety education, and customer service. The Assistant Chief will be the point of contact for the State Fire Marshal and fire investigators.

**EXAMPLES OF WORK:** (illustrative only)

- Serves as acting Chief in the absence of the Emergency Services Chief.

## **Position Opening\***

### **Assistant Emergency Services Chief**

- Makes recommendations to Emergency Services Chief on operating procedures.
- Works closely with the Emergency Services Chief in implementing directives from the Borough Manager's office and/or Town Council.
- Designs and implements a program of systematic inspection of commercial properties for adherence to the Fire Code; supervises and trains paid staff in completing these inspections; may personally inspect properties on an as needed occasional basis.
- Reviews floor and site plans to ensure proper placement of fire extinguishing equipment and fire hydrants; works with legal staff to prosecute violators and keeps detailed records of inspections; provides testimony in cases where decisions are appealed.
- Recommends to Borough Manager's Office permit fees, inspection fees and re- inspection fees and other financial issues associated with the Department.
- Works closely with other Borough Code Officials, contractors, landlords, tenants, and property owners to ensure compliance with the Fire Code.
- Investigates code, fire scene, personnel and other complaints and responds to questions related to fire service, fire hazards and regulations.
- Performs fire fighting duties, including but not limited to: responds to alarms and emergency calls; lays and connects hose lines and nozzles; holds fire hose and directs stream; operates a pressure pump; makes openings in burning buildings for ventilation and entrance; removes persons from burning buildings; performs salvage operations at scenes of fire, such as covering furniture and cleaning debris; learns and practices new methods; operates firefighting equipment; assists in giving emergency first aid treatment to injured persons; assists in repair of building and grounds.
- Must meet with, work with, train, and encourage volunteer firefighters.
- Issues permits as required by the adopted Fire Code and adopted permit fee schedule.
- Reviews plans for fire suppression and fire detection systems to insure compliance with adopted code requirements.
- Implements drills, training and policies for Borough employees; works closely with Local, County, State and Federal Government officials on Emergency Management and Homeland Security matters.
- Investigates or directs the investigation of fire sites, working with law enforcement, insurance companies, local, state and federal agencies.
- Obtains valuations and estimates losses for investigated fires.
- Maintains active membership in various professional organizations such as code organizations as well as fire service and fire investigation organizations to stay current with code requirements, operational and tactical procedures and technology.
- Seeks out alternative funding sources such as grants at the local, state and federal level; writes grants to secure additional funding for department operations and improvements.
- Seeks out new technology to enhance departments operations and efficiency.
- Serves as the on-scene incident commander coordinating and directing all emergency services personnel; makes decisions as to the best methods of extinguishing fires and directs operations until relieved by the Emergency Services Chief; Supervises laying hose lines, directing and varying the pressure of water streams, placing of ladders, ventilation of buildings, rescue operations.
- Assists Emergency Services Chief in developing department budget; strategic planning and goal setting for Departmental long-range needs with respect to administration, operations, equipment, apparatus, facilities and personnel; supervises the implantation of such plans.
- May serve on boards or committees at the local or state level.
- May be required to work extended hours; may be exposed to hazardous conditions such as unsafe buildings and intense heat, hazardous materials and extreme weather conditions.
- Subject to call-in on a 24 hour basis.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

**Position Opening\***  
**Assistant Emergency Services Chief**

1. Must be in good physical condition due to the nature of the work and therefore must take and score satisfactory, in the sole opinion of the Borough's fitness test instructor, on all sections of the Agility Fitness Test biennially by firefighters;
2. Must have and maintain a valid Commonwealth of Pennsylvania motor vehicle operator's license, 3 years clean driving history, and be insurable in the independent opinion of the Borough's motor vehicle insurance underwriter, in order to be eligible for this position. Possess Commercial (CDL) license (with air brakes) or obtain within one (1) year of hire;
3. Must be able to work well with individuals of different backgrounds;
4. Completion of a high school education or equivalency required; must hold an Associate Degree in Fire Science or any equivalent combination of experience and training which provides the required knowledge, skill and ability equivalent to such a degree;
5. Must have five (5) years uninterrupted fire service supervisory experience;
6. Must not have any disciplinary record (written reprimand or more serious) in the three (3) years prior to appointment;
7. Must be able to work well with public officials, landlords, tenants, and the general public; frequently in difficult conditions;
8. Must have leadership and management qualities;
9. Must insure that confidentiality is maintained in all discussions related to code enforcement and fire scene investigations;
10. Must be certified as a Fire Fighter II, a Fire Officer II, and a Fire Inspector II; Must complete Fire Officer III within one (1) year of hire;
11. Must be certified in basic life support and CPR; and
12. Must have completed the basic and advanced course of Fire Scene Investigation Training at the State Fire Academy in Lewistown or equivalent at some other academy or institute as determined by the Borough in its sole discretion.

**APPOINTMENT:** This position is appointed by the Borough Manager.

**METHOD OF SELECTION:**

1. Employees working for the Borough of Chambersburg will be considered first;
2. If a Borough employee does not fill the position, outside persons will be considered in accordance with the Borough's Equal Employment Opportunity Policy. Preference will be given for Borough residents and nonuser of tobacco products.
3. Must not have had any disciplinary action (written or suspension) in file during preceding two years.

If interested, contact **Personnel at ext. 3251 or 3272.**

Deadline: March 2, 2018 at 5:00 PM

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Jeffrey Stonehill, Borough Manager