

Job Description

Municipalities: Lower Moreland Township and Bryn Athyn Borough
Department: Administration
Position Title: Chief of Emergency Services
Job Category: Management/Administrator

General Description:

This is a highly responsible position serving as a champion for the current and future delivery of fire protection and emergency medical services (EMS) for two municipalities with independent combination volunteer/paid companies. The Chief of Emergency Services coordinates the emergency response services of the Huntingdon Valley Fire Company and Bryn Athyn Fire Company, and is tasked with confirming adequate fire suppression and EMS to prevent loss in compliance with laws, codes, rules, and regulations. Establishes a reporting framework for each volunteer company to provide guidance to the Board of Commissioners and Borough Council regarding the sufficiency of these emergency services. Participates with Fire Marshals, Emergency Management Coordinators, Police, Public Works, and Managers to respond to emergencies.

Lower Moreland Township and Bryn Athyn Borough do not have fully paid firefighting positions in 2022. However, both municipalities recognize the need to plan for the continuity of these services given waning volunteerism and have increased annual allocations in an effort to increase staffing hours at both fire houses. The Chief of Emergency Services would provide direct supervision of paid municipal firefighters, paramedics, EMTs and volunteers in a hybrid fire response program, and direct EMS if/when paid positions are created under municipal governance.

Supervision Exercised:

Establish and supervise the coordinated emergency response of Huntingdon Valley Fire Company and Bryn Athyn Fire Company.

Supervision Received:

Under the administrative direction of the Township Manager and Borough Manager.

Typical Examples of Work: (Any one position may not include all the duties listed nor do the listed examples include all of the tasks which may be required of this position.)

LOWER MORELAND TOWNSHIP
JOB DESCRIPTION – CHIEF OF EMERGENCY SERVICES
PAGE 2

Establishes professional relationships and municipal expectations with Huntingdon Valley Fire Company and Bryn Athyn Fire Company. Attends meetings for planning and other administrative purposes as they affect consistency of policies and procedures.

Reports to Township/Borough Manager and Board of Commissioners/Borough Council regarding fire and EMS response. Establishes Standard Operating Guidelines and makes recommendations to maintain/strengthen response times and other operational considerations.

May assist in fire response, if needed, not in the chain of command when available during on or off duty hours.

Works with both companies to optimize operations, annual budgets and capital planning.

Will be responsible (through delegation) for developing and scheduling fire and EMS training for both companies.

Makes recommendations to Township/Borough Manager and Board of Commissioners/Borough Council regarding facilities and equipment.

Will be responsible (through delegation) for the maintenance and testing of all fire and rescue apparatus, equipment, radios, Mobile Data Terminals (MDTs) and facilities.

Ensures compliance (through delegation) with annual regulatory requirements on personal protective equipment (PPE) and testing as well as medical testing requirements.

Oversees data collection and submission of all NFIRS requirements.

Participates with companies in fire prevention week activities. Makes recommendations to municipal bodies on expanding fire safety education for residents, businesses and organizations.

Provides support to Township/Borough Fire Marshal/Emergency Management Coordinator for fire prevention/inspection program and emergency management plans.

(When applicable) Directs, organizes and oversees all full and part time Fire Personnel and other staff assigned to Emergency Services Department. The Chief will assign, coordinate, supervise and monitor all daily functions of the Department.

(When applicable) Directs all fire and EMS operations and assumes or delegates command of all incidents during working hours. Will assign and assist incident commander as needed during off duty hours.

(When applicable) Develops operating budget for fire and EMS services in coordination with Township and Borough Managers.

Reports to and remains at work during major emergencies and/or disasters.

LOWER MORELAND TOWNSHIP
JOB DESCRIPTION – CHIEF OF EMERGENCY SERVICES
PAGE 3

Attends meetings with the Township/Borough Manager and Board of Commissioners/Borough Council regarding fire and EMS activities and projects.

Responds to concerns, inquires and complaints from the general public in both oral and written contexts.

Operates standard office equipment including a personal computer utilizing a variety of software applications.

Interacts with Federal and State emergency management agencies during major emergencies as well as within the context of grant funding programs/applications.

Performs related duties as required.

Necessary Occupational Traits: Minimum Qualifications Needed to Perform
Essential Functions

Communicate Effectively.

Read and interpret Township policies and procedures, blueprints and technical literature.

Lead and motivate others.

Work closely with others.

Sit, handle office complaints and perform fine manipulation frequently.

Stand, walk, climb, bend and reach all levels occasionally.

Posses visual acuity (near vision continuously; mid and far vision, field vision, depth perception and color vision occasionally).

Lift and/or move up to 50 pounds.

Withstand exposure to weather, traffic hazards, high noise levels, dusty conditions and uneven surfaces occasionally.

Ability to work in environments where hazardous conditions may occasionally be present including but not limited to:

- Hazardous materials including flammables, corrosives, poisons, etc.
- Biologic hazards (infectious agents) such as Hepatitis A, B or C, HIV, tuberculosis, smallpox, COVID-19, etc.
- Ionizing radiation hazards
- Extreme weather
- Violent actors/civil unrest

LOWER MORELAND TOWNSHIP
JOB DESCRIPTION – CHIEF OF EMERGENCY SERVICES
PAGE 4

Work may result in exposure to high noise levels requiring wearing of hearing protection.

Ability to pass background check.

Possess valid Pennsylvania Driver's License.

Job Location (Place (s) where work is performed):

Township Administration Building; Borough Hall; Huntingdon Valley Fire Company; Bryn Athyn Fire Company; various locations within and outside the Township and Borough.

Equipment (Examples of machines, devices, tools, etc. used in job performance):

Good working knowledge of Microsoft Office Word, Excel and Outlook software for word processing, spreadsheets, database and electronic mail functions and Township radio equipment.

Knowledge and proficiency in the use of fire and emergency service equipment.

Minimum Education, Training and Experience Required:

Minimum ten (10) years of progressive experience in the fire or EMS service with a minimum of five (5) years in a supervisory position. Experience and understanding required in the delivery of Emergency Medical Services.

International Code Council of IFSAC/ProBoard Fire Inspector I&II certifications. State or IFSAC/ProBoard Firefighters 1&2 certification. State or IFSAC/ProBoard Fire Officer 1&2 certification. State of IFSAC/ProBoard Fire Investigator certification. NAFI or IAAI Fire Investigator certification.

National Fire Academy NIMS 100, 200, 300, 400, 700 & 800.

Preferred Education, Training and Experience:

Bachelor's Degree in Fire Science, Fire Management, Public Administration, or related field from an accredited university.

Master's Degree in Fire Science, Management, or a related field.

National Fire Academy Executive Fire Officer Program (EFO) Graduate or enrolled with a specific completion date.

State or IFSAC/ProBoard Fire Officer 3&4 certification.

Chief level incident command experience.