



## MONTGOMERY TOWNSHIP

**POSITION TITLE:** FIRE CHIEF/FIRE MARSHAL/ EMERGENCY MANAGEMENT COORDINATOR/ EMS Coordinator  
Regular, Full-time, Exempt

**DEPARTMENT:** Fire

**EFFECTIVE:** November 1, 2006

**REVISED:** September 1, 2008; October 22, 2019; November, 2021; December 2022; January 2026

### **GENERAL DESCRIPTION:**

Responsible for directing and coordinating the provision of Fire-Fighting, Fire-Protection, Emergency Management, EMS services, and Fire Marshal services to the Township. This position performs technical and administrative work involving the protection of life and property and the supervision and direction of all fire services including career and volunteer members. This position also involves policy development, fiscal planning, and human resource planning. Work involves the efficient operation of Fire Services through the general control of all departmental activities, including training, assignment, supervision and discipline of all departmental employees. Responsible for the establishment of programs to prevent fires, protect life and property, and to educate the public on matters of fire safety. This position also is responsible for all emergency management activities and fire investigations.

### **SUPERVISION RECEIVED:**

Under the immediate supervision of the Township Manager.

### **SUPERVISION EXERCISED:**

General supervision over all departmental employees and members of Fire Services Department, and all functions in accordance with Ordinance #22-327.

### **ESSENTIAL JOB FUNCTIONS:**

Formulates policies, plans, procedures, regulations and program priorities governing the activities of Fire Services.

Works closely with Township Administration, other Department Heads and Volunteers to establish policies and procedures that ensure the effective and efficient operation of the Fire Services.

Confers with staff to formulate and develop plans and programs; especially in the areas of fire prevention, fire safety education and community relations. These programs should focus on fire hazard mitigation, fire investigation and public education.

Directs Fire Services operations in order to achieve goals within budgeted funds and available personnel.

Ensures Fire Services operations are in compliance with all applicable federal, state and local laws and guidelines. Additionally ensures Fire Services is operated in compliance with Township standards.

Directs and develops short and long-range plans, goals and objectives for Fire Services. Additionally plans for the availability and efficient utilization of financial and human resources.

Prepares specifications and makes recommendations for the acquisition of Township Fire Services equipment, supplies, and apparatus.



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Coordinates EMS services with the Township's selected EMS provider.

Performs Emergency Management Responsibilities including EOP, COOP, planning and coordinating of Township events, preparation, mitigation, response, and recovery from disasters.

Works with local and regional public safety partners in the coordination of responding to emergencies.

Participates in policy determination for the Annual Fire Inspection Program (Fire Marshal) and the Emergency Management Program (Emergency Management Coordinator). Additionally consults with Administration and Department Heads to coordinate Fire Inspections and Emergency Management Response.

Conducts the planning of drills and exercises that test the effectiveness of various emergency plans and pre-plans.

Assures adequate response to disasters by developing and maintaining an interdepartmental emergency management system.

Establishes and maintains liaison with law enforcement authorities, Department Heads, businesses, and community and volunteer organizations for the purpose of implementing the Emergency Management Program.

Establishes and maintains positive communications and a strong working relationship with the Volunteer Fire Department and keeps them informed of Fire Services operations.

Develops a positive working relationship with elected or appointed officials of other fire service agencies, community groups, businesses and the public regarding all aspects of Fire Services activities.

Provides technical support to the Township Manager. This includes the interpretation and applications of policies and procedures, developing recommendations regarding fire-related matters, and interpretations of legislative changes.

Reviews the work of technical and professional personnel involved in various Fire Services programs.

The Fire Chief is "on-call" continuously in cases of emergency or public need.

Formulates and prescribes work methods and procedures to be followed by members of Fire Services.



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Participates in the selection of persons for original appointment to paid positions within the Fire Services Department, and recommends paid fire personnel for appointment to positions of higher rank.

Supervises the preparation of annual budget programs and controls the expenditure of budgeted funds.

Plans, directs and supervises training programs, including making specific training assignments to subordinate officers.

Coordinates investigations of fires, explosions and other incidents in conjunction with relevant law enforcement agencies.

Cooperates with local, state and federal law enforcement officials in matters pertaining to criminal investigations at fire scenes, suspected arson cases and other related matters.

Ensures the scheduling of the maintenance of all apparatus, equipment, hose, buildings and properties of Fire Services. Responsible for the maintenance and safekeeping of all Fire Services equipment and other property.

Meets with public and private community agencies to explain the programs of Fire Services and tries to obtain community cooperation and support for Public Safety activities.

Available to advise the Deputy Fire Chief regarding command of Incident Operations as necessary.

As Fire Marshal, issues compliance notices, warning letters and citations; initiates prosecution of offenders.

Conducts on-site fire origin and cause determinations and other fire-related investigations; collects evidence; diagrams and photographs scenes; interviews witnesses and suspects; reviews insurance and bank records; coordinates preparation of criminal cases with law enforcement agencies; makes court appearances to provide testimony.

Conducts preliminary reconnaissance of new building construction sites for existing and required auxiliary fire protection appliances. Plan review of auxiliary fire protection appliances required by the fire code for all new construction within the Township.

Reviews plans for sprinkler systems, fire alarm system and storage of hazardous chemicals.

Coordinates the development and organization of the Township's fire prevention program. Enforces the Pennsylvania Uniform Construction Code (PUCC) and other fire safety-related ordinances and laws.



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Coordinates, supervises and oversees the inspection of buildings or other properties for fire hazards and enforces fire prevention ordinances.

Supervises public education programs conducted by career firefighters; composes newsletters and press releases. Provides public safety information regarding national standards, laws, budget preparation etc., via press releases, newsletters and public presentations, as directed.

Reviews local, state and federal legislation to determine impact on Departmental plans, policies and strategies. Prepares and coordinates responses and recommendations as appropriate.

Ensures personnel complaints are investigated and disciplinary action is taken when warranted.

Ensures appropriate disciplinary action is taken against department employees who violate Township and/or departmental policies, rules and regulations, or established procedures.

Responsible for attending Board of Supervisors meetings and Public Safety Committee meetings as directed by the Township Manager.

Develop departmental goals and objectives, and to direct, conduct and implement planning activities.

Coordinate the preparation of pre-fire plans.

Perform related duties and responsibilities as required.

The above are intended to describe the general nature and level of work being performed in this position; they are not intended to be an exhaustive list of all duties, responsibilities and qualifications of this position.

**JOB STANDARDS:** (Minimum qualifications needed to perform essential functions)

Position is frequently required to sit, talk, stand, walk, use hands and fingers to feel, and occasionally reach with hands and arms. Occasionally required to balance, stoop, kneel, crouch, taste and smell.

Analyze situations quickly and objectively. Employee must recognize actual and potential danger and determine the proper course of action.

Understand and follow instructions both orally and written.

Organize and prioritize workload effectively and efficiently.

Ability to read, review and interpret building plans for fire suppression equipment.



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Ability to participate in public speaking events that are related Fire Services activities, programs, training and other associated events.

Must have the ability to perform outside work in varying and extreme weather conditions during fire emergencies or disasters. May be exposed to hazardous fire conditions and hazardous materials. May be required to lift heavy objects and materials in excess of fifty (50) pounds. May be able to work at heights in excess of twenty (20) feet.

Employee is subject to 24 hour "on-call" or "call back" for emergencies.

Read, interpret and understand the applicability of the PUCC and NFPA standards.

### **KNOWLEDGE OF:**

Modern fire suppression and prevention principles, practices, procedures, regulations, equipment and techniques used in firefighting or disaster control.

Public administration, accounting principles, fiscal management, budget preparation, expenditure control, records keeping and public relations.

Management and supervisory principles and practices.

Applicable laws, ordinances, standard fire department operating procedures and regulations.

Current and proposed legislation and laws of the local, state and federal governments that affect Fire Services.

HazMat Operations, laws, emergency management, and Incident Command structure, including NIMS.

Emergency management & EMS best practices and requirements.

### **SPECIAL ABILITIES:**

Planning, organizing and directing assigned functions.

Communicating effectively with peers, subordinates, the general public, elected officials and law enforcement.

Establishing and maintaining positive professional and interpersonal relationships between paid and volunteer firefighters.

Establishing and maintaining effective working relationships with subordinates, other employees, volunteers, elected officials and the general public.



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Communicating effectively (oral and written) with individuals and groups regarding sensitive issues, complex issues or regulations.

Must pass a medical examination.

**JOB LOCATION:** (Place where work is performed)

Montgomery Township Fire Department buildings, fire department motor vehicles or other locations dictated by the needs of the Township and Fire Services.

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

Computer system, fire radios, adding and fax machines, copy machine, calculator, camera, automobile, first aid equipment, electronic test equipment, Township emergency vehicle.

**EDUCATION, EXPERIENCE, AND TRAINING:**

Four-year degree in Fire Administration or related field, or a minimum of 10 years of management experience, or any equivalent combination of education and experience, required.

Master's degree and/or graduate of the National Fire Academy's Executive Fire Officer Program, preferred.

Previous fire marshal experience.

Possession of a valid Pennsylvania Class C driver's license, required.

Current Firefighter 1 & 2 National Certification

Current Fire Officer 4 National Certification

Current Fire Inspector I National Certification or obtained within 120 days of employment.

Current Fire Inspector 2 National Certification

Current Plans Examiner National Certification

Current Fire Investigator 1033 National Certification

Current PEMA Local Level Emergency Management Certification

Successful results upon completion of pre-employment background checks, pre-employment physical, assessments or tests, as applicable, required.