



**OFFICE OF THE
TOWN ADMINISTRATOR**

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Grafton, MA 01519
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Town Administrator: *Timothy P. McInerney*
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www.grafton-ma.gov

Vacancy Notice

Full Time Fire Chief

The Town of Grafton is looking to hire its first full time Fire Chief. We're a growing town of over 19,000 inhabitants with 23 square miles of land and over 123 miles of roads. The Massachusetts Turnpike runs through town as do the Grafton & Upton, Providence & Worcester MBTA commuter rail and CSX Railroads. The department handles fire service only, during more extraordinary events we may provide staff to support emergency medical services provided by a private ambulance company under contract with the town.

The successful candidate will possess excellent communication skills, leadership and organizational skills and be able to work with a diverse group of dedicated on call personal. In addition, the chief will be directly responsible for supervising all department staff (including on-call and career staff); will direct and oversee the selection, training, development and evaluation of department personnel. The chief will do plan reviews and inspections as necessary and respond to calls during the day. This position will have many challenges and rewards that are outlined in a staffing study which is found online. The cover letter should address issues outlined in the staffing study in general before an assessment center is held. The complete position profile can be found at: <https://www.grafton-ma.gov/human-resources/pages/employment-opportunities-now-hiring>.

Please submit resume, cover letter to: Town Administrator's Office, 30 Providence Road, Grafton MA, 01519, or by email to chasej@grafton-ma.gov, or online at <https://www.grafton-ma.gov/human-resources>. The position is open until filled. Salary range \$110,000-\$130,000.

The Town of Grafton is an equal opportunity employer.

Town Bulletin Board:

July 1, 2020

Grafton News

July 9, 2020

Town of Grafton, Massachusetts

Position Profile: Fire Chief



The Town of Grafton is looking to hire it's first full time Fire Chief. We're a growing community of over 19,000 inhabitants in 5,800 residences on a little over 23 square miles of land with 100+ lane miles of roads. The Massachusetts Turnpike runs through the northern border of the community as do the Grafton & Upton, Providence & Worcester and CSX Railroads. The department handles general public safety requirements under fire services, during more extraordinary events we may staff to support emergency medical services provided by a private ambulance company under contract with the town.

REQUIRED EXPERIENCE

Must have served in an Executive Officer's position for at least two years, have 5 years progressive supervisory experience, and must have a minimum of 10 years of fire service experience and a familiarity of all positions and services within a Fire Department command structure.

REQUIRED EDUCATION

Must have a minimum of an Associate's Degree, Bachelor's Degree preferred or a combination of relevant experience and education to meet demands of position. Must have completed:

- NIMS training
- ICS training
- Firefighter II with Firefighter III desirable
- Fire Prevention Officer I
- Fire Instructor I
- Fire Officer I and II with III desired
- Minimum Certified EMTB



IDEAL CANDIDATE PROFILE

The general responsibilities will include all phases of the management of the fire department within the Town Charter & By-Laws, along with applicable state & federal statutes, as directed by the Town Administrator. The ideal candidate should be able to meet or exceed the following expectations:

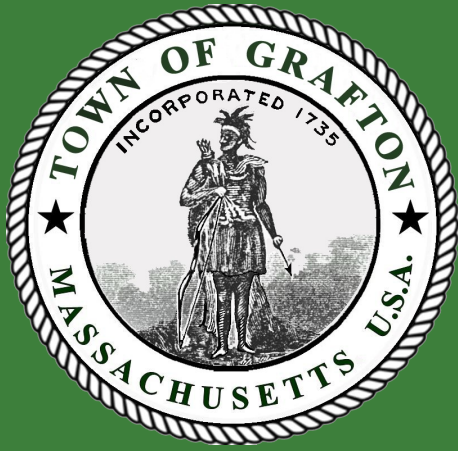
- Ability to work with a diverse group of individuals with a sensitivity towards on call personnel.
- Proven track record of bringing people together in an organization.
- Demonstrate exceptional written and verbal communication skills.
- Experienced public speaker both in front of large group and on an individual basis.
- Demonstrate consistent policy development in areas of staff retention, recruitment, fleet management and training.
- Experienced in planning related to retention staffing and recruitment.
- Certified technician in hazardous materials.
- Ability to set and meet budgetary goals including developing and administering department capital and operational budgets.
- Experience in a call and/or combination Fire Department.
- Ability to utilize data to make decisions while still applying common sense approach to solutions.
- Individual will be required to work closely with on call Chief for a smooth transition.
- Experience with ambulance service and ability to develop long range plans that include integrating an ambulance program into the town operations.

GOALS FOR POSITION

- The most unique aspect of this position is to be able to create a bridge from a call Chief to a full time professional Chief.
- Implement broad goals as established in the staffing analysis completed last year.
- Successful candidate will lead in the development of the future structure, staffing, and operational policies and guidelines in order to ensure that the Grafton Fire Department continues to meet current demand.

Candidates should review the following reports ahead of making application for the Chief position:

- Fire Department Staffing Study: <https://www.grafton-ma.gov/home/news/fire-department-staffing-study>
- Fleet Assessment: https://www.grafton-ma.gov/sites/graftonma/files/uploads/grafton_fire_department_fleet_assessment_v8_16_0.pdf



Grafton Fast Facts

- Town annual operating budget of approximately \$65 million in FY20.
- AA+ bond rating.
- Maintains healthy reserves of approximately 10% of annual operating budget.
- Local school district: Grafton Public Schools, operates out of 6 school buildings throughout town.
- Visit www.grafton-ma.gov for more information on the Town of Grafton.

Old Farnumsville Firehouse



Community Profile

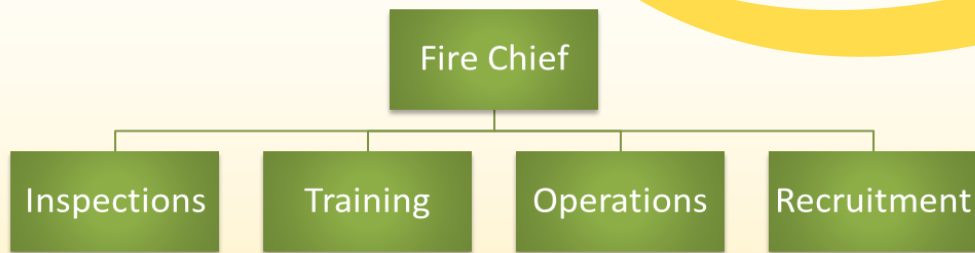
Grafton's Mission

Grafton is a fiscally sound and stable town providing to all its residents and businesses a safe, viable, and clean environment, complimented with an excellent quality of life. The town will plan, construct, and maintain public facilities, and public works infrastructures to provide for the health, safety, and welfare of all we serve. Grafton will continue to place a high value on public safety and community involvement, while providing superior services to all residents, businesses and visitors. The full time Fire Chief will play an integral role in fulfilling the mission of the Town of Grafton. The position will be a vital part of a leadership team working to meet public safety goals throughout the community.



Grafton Common

Grafton Fire Department Department Profile



The department, when fully staffed, has had: a Chief, Deputy Chief, two Assistant Chiefs, three Captains, six Lieutenants, up to 60 call fire fighters and up to 24 auxiliary fire fighters. All members of the department are currently call fire fighters and serve out of three fire stations. There is/are: a full time office manager, part time clerical person and part time inspector in the office at Station 1. The Department maintains 16 vehicles/apparatus throughout the three stations and a vehicle assessment study was completed in 2016 with a replacement program for the aging fleet. The town has adhered to that replacement program and replaced 3 major vehicles since 2016 through a lease purchase program. The Town intends to continue the replacement of vehicles as needed and specified in the report. The Fire Chief is appointed by Town Administrator and will report to the Town Administrator. After an Assessment Center process, the Chief will be appointed by the Town Administrator.

Grafton Fire Department Fast Facts

- Operates out of 3 stations with Headquarters located in center of town.
- Maintains a fleet of 16 vehicles/engines.
- Invested over \$2 million in fleet over last 5 years. To view EVR Fleet Report completed in 2016, visit: https://www.grafton-ma.gov/sites/graftonma/files/uploads/grafton_fire_department_fleet_assessment_v8_16_0.pdf.
- FY20 Annual Operating Budget of approximately \$700,000.
- The Grafton Fire Department responded to 463 calls for service during calendar year 2019.



SALARY & BENEFITS

Health and Insurance Benefits – Health, dental, life and long-term disability coverage is available to employees and their dependents.

Sick Leave – All regular employees will receive one and one-quarter (1 and ¼) days for each month of employment or fifteen (15) days a year for sick leave cumulative to a maximum of 150 days.

Retirement – Town employees are members of Worcester Regional Retirement System (WRRS) which provides generous retirement benefits. WRRS provides a defined benefit pension at retirement for Town employees. The pension formulas and employee contribution amounts may vary by bargaining unit, date of hire, prior qualifying service, and classification.

Flexible Spending Account: A pre-tax program which excludes from Federal income tax purposes expenses for medical, child care or dependent care is available to employees.

Chief's Automobile will be provided.

Salary—Salary range is between \$110k-\$130k dependent on qualifications. Benefit package competitive with surrounding communities.



How to Apply

Please submit resume, cover letter to: Town Administrator's Office, 30 Providence Road, Grafton MA, 01519, or by email to chasej@grafton-ma.gov, or online at <https://www.grafton-ma.gov/human-resources>. The position is open until filled. **Cover letter should detail why candidate believes they meet the requirements in the Ideal Candidate Profile set forth in this document. Candidates will be required to go through an Assessment Center as part of the hiring process.**

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Station 1—Grafton Fire Department Headquarters