



GLASTONBURY FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES



SOG NUMBER: PER-116

ISSUED DATE: 04-01-23

EFFECTIVE DATE: 04-01-23

REVISION #: 0

REVISED DATE:

EFFECTIVE DATE:

CATEGORY: PERSONNEL

SUB-CATEGORY: JOB DESCRIPTION

SUBJECT: EXECUTIVE OFFICER

RELATED GUIDELINE: PER-001

Section I – Introduction

A. Objectives

To identify the job description associated with the position of Executive Officer, which shall include the essential job functions, additional job functions, non-emergency response duties, knowledge, skills, abilities, and the physical and mental effort along with environmental conditions.

An Executive Officer will complete these duties in accordance to the Town of Glastonbury Fire Department's mission statement, and its core values of Commitment, Respect and Integrity.

B. Applicability

The job description is an outline of the roles and responsibility of an Executive Officer within the Glastonbury Fire Department.

C. Reference

None

Section II - General Description

The Executive Officer reports directly to the Fire Chief, and has no level of supervision responsibilities within the overall operational chain of command. The Executive Officer will directly support the Fire Chief with administrative duties, which may include budget and operating guideline development. The Executive Officer will support other staff members within the Fire Chief's office as it relates to the safety and training of personnel, which promotes an effective and efficient operation of the Fire Department.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Section III - Essential Job Functions:

- Assist in all managerial functions of the Fire Department, including, but not limited to, financial, planning, maintenance, training, community relations, communications, as well as health and safety.
- Assigns various administrative functions to other personnel in order to maintain efficiency and ensure execution of the duties.
- Participates in Department's drills and outside training in order to maintain and enhance individual skill sets.
- Strong written and verbal communication skills commensurate with the position.
- Possess and able to demonstrate strong interpersonal skills, able to work in harmony with others in a professional manner.
- Considerable knowledge of the methods of organization, planning, management and supervision.
- Considerable initiative and imagination.

Section IV – Additional Job Functions

Additional job functions shall include, but are not limited to the following:

- Participates in pre-plan preparation.
- Completes forms and reports to document other information pertinent to duties and assignments.
- Ensures compliance with Department's rules and Standard Operating Guidelines.
- Perform other duties as assigned.

Section V – Non-Emergency Response Duties

- Assists with the administrative aspects of the Fire Department.
- Assists in the development, implementation and administration of Fire Department operating guidelines, rules, and programs.
- Assist the Fire Chief and/or other Chief officers with the developing and evaluating of the Department's Standard Operating Guidelines.
- Responsible for following the Town of Glastonbury's Bid and Purchasing Policy.
- Recommends annual capital expenditures projects to the Fire Chief.
- Administers capital expenditure projects when appropriate and as approved.
- Responsible for promoting the Fire Department in fulfilling its Mission Statement.
- Responsible for overseeing and maintaining a high level of education and training of personnel in topics commensurate with their duties and responsibilities.
- Provide recommendations to the Fire Chief and/or Chief officers enhancements to the Department's training and equipment.
- Promotes and educates the public and other Town departments about fire protection, prevention and safety.
- Chairs ad hoc committees, such as training, safety, recruitment and retention.
- Attends training and education programs commensurate with their duties and responsibilities to enhance their professional development and department operations.

Section VI - Knowledge, Skills and Abilities

- Knowledge of safe practices, regulations, methods and equipment used in fire suppression, command, and training.
- Knowledge of management principals regarding fire department administration.
- Knowledge of federal, state and local laws, rules, and regulations as they pertain to the fire service.
- Knowledge of training techniques relating to the fire service.
- Ability to use Department's software systems in performance of duties.

- Good oral and written communication skills, both written and electronic with the ability to establish and maintain effective working relationship with Department staff, Town and State officials and the public.
- Ability to analyze data, create plans, and develop budgets.
- Ability to communicate in descriptive detail.
- Ability to prepare technical and administrative reports.
- Ability to accept responsibility.
- Ability to work in harmony with other town officials, agencies and able to accept consensus agreement when appropriate and in the interest of the Department and/or Town.
- Ability to exercise good judgment in evaluating situations and making decisions.

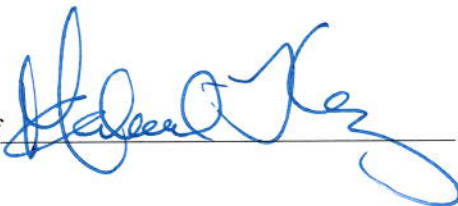
Section VII – Physical and Mental Effort along with Environmental Conditions

An Executive Officer will be expected to:

- Pass a medical examination annually
- Tolerate extreme fluctuations in temperature while performing duties in both frigid and hot and humid environments while wearing personal protective equipment
- Rely on senses of sight, hearing, smell and touch to determine the nature of the emergency while maintaining personal safety
- Work for long periods of time which require sustained physical activity and keen concentration
- Perform a variety of tasks, including lifting heavy objects, on slippery, hazardous surfaces, such as steep grades.
- Ability to lift 50 pounds frequently and 75 pounds occasionally.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Incumbent must be able to perform Essential Duties with or without reasonable accommodation.

Section VIII – Approval

Fire Chief 

Date of Approval 4/1/23