

**Town of Colchester, Connecticut**  
**Vacancy Announcement - Fire Chief**



The Town of Colchester is seeking a dedicated, engaging professional to lead the Colchester Hayward Fire Department as its Career Fire Chief. The Fire Department is an all-hazards, combination department that provides life and property protection services to the Town of Colchester, Connecticut.

**The Community**



The Town of Colchester, covering 49.7 square miles and located approximately 25 miles southeast of Hartford, is a suburban rural town home to approximately 16,000 residents. With State Route 2 (and others) running directly through town, Colchester is 30 minutes or less from much of Central and Eastern Connecticut, including major cities such as Hartford, Middletown, New London, and Windham. Incorporated in 1698, the town's history has been carried on proudly through historical groups and an overwhelming presence of community throughout. The Town Green and abundance of shops and restaurants bring both residents and visitors to Merchant's Row and the town's center. Outside of downtown, Colchester has all of the attributes and feel of a small rural New England town. This accompanied with exceptional public safety and services, an abundance of undeveloped land, affordable housing stock, and award-winning schools make Colchester a popular family community. For more information about the Town of Colchester, please visit our website [www.colchesterct.gov](http://www.colchesterct.gov).

## The Organization

The Hayward Fire Company was established in 1854 through a collaboration between the Town of Colchester and the Hayward Rubber Company, a manufacturer based in town at the time. The department's operations expanded further in 1993 to provide transport emergency medical services for the town. Today the Colchester Hayward Fire Department responds to approximately 2,000 incidents per year. The department operates out of two stations with nine suppression apparatus, two BLS transport ambulances, and other support units. Additionally, the department provides specialty rescue services such as Trench Rescue, Rope Rescue, and a FAST/RIT Team. The department's combination staffing is composed of 8 career personnel (Deputy Chief, Lieutenant/Safety Officer, 6 Career Firefighter/EMTs) and approximately 80 volunteer members (2 Assistant Chiefs, 3 Captains, 4 Lieutenants, members who are Firefighters and/or EMTs, and other support personnel). The Fire Chief also oversees the town's full-time Fire Marshal and is supported by a full-time administrative assistant.



For FY 21-22, the Department has 10 full-time positions with an annual operating budget of approximately \$1,456,776.

## The Position

The Fire Chief, under the direction of the First Selectman, is responsible for leading and providing a progressive direction for the Fire Department. This includes, but is not limited to, planning, organizing, and directing all departmental operations; directing and supervising departmental activities and emergency incidents as needed; developing and directing the implementation of department policies and operating procedures; preparing and monitoring expenditures; and recruiting and retention of volunteer and career personnel at all levels.



The Fire Chief is also responsible for establishing and maintaining a working environment conducive to professional growth, positive morale, and teamwork.

The Fire Chief is a highly visible individual and must possess strong leadership and interpersonal skills. Extensive experience with an all-hazards department, including emergency medical services with a transport agency, and knowledge of important competencies and regulations of each is required. The successful candidate will have a demonstrated record of:

- Being approachable, accessible, and visible in the community so as to strengthen relationships with the citizens, businesses, and other community organizations;

- Exemplary performance as Fire Chief or an upper-level manager in a comparably sized department and/or community;
- Effective communications and follow-up with employees, citizens, management, media, and other customers;
- Commitment to effective staff development and training;
- Innovative, practical, and successful approaches to management;
- Creating and articulating a vision of effective fire prevention for the department and community;
- High level of integrity, inclusion, fairness, transparency, and professional ethics while being able to instill those values in others;
- Building and maintaining partnerships to strengthen the community's ability to preserve and protect property loss from fires;
- Fiscally responsible management of operations;
- Strong writing, speaking, and interpersonal skills.



### **The Qualifications**

A Bachelor's degree from an accredited college or university with major coursework in fire science or a related field and 7 years of supervisory experience. Experience as an officer responsible for managing both career and volunteer personnel is highly desirable. Consideration may be given to any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

Connecticut Certification as Fire Officer III or the ability to obtain such within one year of hire;  
 Connecticut Certification as Incident Safety Officer;  
 Connecticut certification as an Emergency Medical Technician;  
 And possession of a Q endorsement or CDL A or B driver's license and are required.

Successful completion of NIMS ICS 400 is preferred.

### **The Work Hours and Schedule**

The selected candidate is anticipated to begin work on or around October 15, 2021. The normal work schedule is 40 hour per week, Monday-Friday. The selected candidate's attendance on the department's behalf will, on occasion, be required outside of normal work



hours. This includes instances not limited to department meetings and events, town meetings and events, and for responding to emergency incidents as needed. To best benefit the selected candidate, Fire Department, and Town, and to ensure the above requirements can be fulfilled effectively, the selected candidate is required to have primary residence within 30 minutes (driving time) of the Colchester Hayward Fire Department Headquarters within one year of employment. This is an exempt position and as such is not eligible for overtime compensation.

### **The Compensation**

The salary range is \$95,000 – 110,000 per year with a competitive benefits package. This includes a town match of up to 6% towards a defined contribution plan, department take-home vehicle, paid time off, as well as medical, vision, dental, and life insurance. The hiring rate of pay will depend upon the selected candidate's qualifications and experience. The preferred candidate will be subject to a criminal background check, drug/alcohol screening, motor vehicle check, and a pre-employment medical evaluation.



### **The Selection Procedure**

Candidates must include a cover letter expressing their interest and the knowledge, skills and experience that they would bring to the position, a resume, an application, a writing sample (such as a staff report), a valid email address and three professional reference contacts.

Employment applications can be found at <https://www.colchesterct.gov/human-resources/files/employment-application-pdf>

### **Application Deadline: August 31, 2021**

The final filing date for this recruitment is **August 31, 2021 at 4:00 pm**. The selection process will begin with a complete evaluation of the application and supplemental materials.

Candidates deemed the most qualified will be invited to oral interviews that will measure the candidate's combination of experience, training, knowledge, education, skills, abilities and other characteristics. The selected candidate will undergo an extensive pre-employment testing and background process. Contact Human resources at [HR@colchesterct.gov](mailto:HR@colchesterct.gov) or at 860-537-7264 if you have any questions.

*The Town of Colchester will not, except in the case of a bona fide occupational qualification or need, or except as otherwise permitted or required by law, discriminate on the basis of race, color, age, religion, gender, national origin, disability status, marital status, veteran status, genetic information, gender identity/expression or sexual orientation, with respect to hiring, compensation, promotion, discharge from employment or other terms and conditions of employment.*