

**TOWN OF BARTLETT
SELECTMEN'S OFFICE**
56 TOWN HALL ROAD
INTERVALE, NH 03845
(603) 356-2950

APPLICATION FOR EMPLOYMENT

DEPARTMENT: FIRE DEPARTMENT POSITION: FULL TIME FIRE CHIEF

NAME: _____

MAILING ADDRESS: _____ TOWN _____ STATE _____ ZIP _____

RESIDENCE ADDRESS: _____ TOWN _____ STATE _____

TELEPHONE NO. _____ DRIVER'S LICENSE NO. _____

EMAIL ADDRESS: _____

CURRENT EMPLOYER: _____ POSITION: _____

PREVIOUS JOB HISTORY (LAST 5 YEARS):

DATES OF EMPLOYMENT	EMPLOYER	POSITION	REASON FOR LEAVING

(continue on to the back of this page)

PLEASE LIST ANY EXPERIENCE OR TRAINING THAT YOU FEEL WE SHOULD KNOW ABOUT THAT MAY BE USEFUL IN THIS POSITION:

PLEASE LIST THREE REFERENCES:

NAME	MAILING ADDRESS	PHONE NO.

I hereby certify that to the best of my knowledge, all of my statements are true, correct, complete, and made in good faith. I understand that I may have to pass a physical exam. I understand I may have to have a criminal background check performed. I understand that any information I give may be investigated as allowed by law.

Date: _____ Applicant: _____

******* PLEASE ATTACH RESUME TO THIS APPLICATION *******

JOB DESCRIPTION
FOR TOWN OF BARTLETT, NH
FULL TIME FIRE CHIEF POSITION

DUTIES OF THE FIRE CHIEF INCLUDE (but may not be limited to):

1. Respond to all fire calls in the Town of Bartlett, NH and assist, as requested, any surrounding area fire departments.
2. Investigate all fires and/or work with the Fire Marshal's Office on all fire investigations
3. Provide training for members of the department as needed
4. Prepare reports for all department calls
5. Investigate any fire complaints from the public
6. Prepare annual budget and report for the Selectmen's review
7. More than likely, the Fire Chief will be appointed as the Forest Fire Warden and assume responsibilities associated with that position
8. Be certified to drive the fire trucks and ambulance
9. Inspect new oil burners if requested
10. Issue fire permits as needed
11. Maintain communication with the Board of Selectmen on any department issues.
12. Recruit and train volunteer on call firefighters and maintain any records associated with their service to the department
13. Maintain all equipment and facilities in working order
14. Monitor daily fire danger prediction and make necessary changes in permit issuing with Patch's Market and online fire permitting system
15. Approve and submit all invoices and any other pertinent information to the Selectmen's Office in a timely manner
16. Document all gear issued to new and existing BFD members in electronic files as well as personal hard copy files
17. Respond to all inquiries either by phone, mail, or email.

Applicant will be required to take a physical (paid for by the Town) and pass a background check (paid for by the Town), results of which will be reported to the Board of Selectmen. Salary range of \$57,000-\$65,000 commensurate with experience. Paid holidays and vacation, NH Retirement System, Health Insurance 90% paid by Town, Dental Insurance 100% paid by Town. The Town of Bartlett is an equal opportunity employer.

Applications with attached resume in a sealed envelope marked "FIRE CHIEF POSITION" should be submitted to the Town of Bartlett Selectmen's Office, 56 Town Hall Rd., Intervale, NH 03845. Applications accepted until the position is filled. Any questions should be directed to the Selectmen's Office at selectmen@townofbartlettnh.org.