



**TREDYFFRIN-EASTTOWN  
FIRE DEPARTMENT**



JOB OVERVIEW			
<b>JOB TITLE</b>	Chief of Fire and Emergency Medical Services		
<b>DEPARTMENT</b>	Tredyffrin-Easttown Fire Department (TEFD)	<b>UNION</b>	Non-Union
<b>EEO JOB CATEGORY</b>	Officials - Administrators	<b>FLSA CLASSIFICATION</b>	Exempt
<b>REPORTS TO</b>	Tredyffrin-Easttown Fire Commission	<b>PAY WEEK HOURS</b>	40
<b>EFFECTIVE DATE</b>	TBD	<b>REVISION DATE</b>	(Updated as of 4/21/2026)

POSITION DETAILS	
<b>STATEMENT OF DUTIES</b>	<p>Tredyffrin and Easttown are served by the TEFD and the Berwyn, Paoli, and Radnor Fire Companies. The Chief of Fire and Emergency Medical Services leads and manages all aspects of the TEFD and, during a phased transition, coordinates the delivery of services with the Fire Companies. This position has full authority over TEFD personnel, operations, and policy and is ultimately responsible for the delivery of all emergency operations, Emergency Medical Services (EMS), administration, training, fire prevention, and personnel management within the two Townships. This position oversees budgeting and financial planning, develops policies and procedures to ensure compliance with federal, state, and local regulations, and directs staff for effective fire and emergency response. The Chief of Fire and Emergency Medical Services also serves within the Incident Command System during fires, natural disasters, and other emergencies and may assume incident command as appropriate based on the nature and scale of the incident. This position reports directly to the Tredyffrin-Easttown Fire Commission.</p>

**ESSENTIAL DUTIES  
AND  
RESPONSIBILITIES**

**Essential Duties and Responsibilities:**

- As a newly established department, the Chief of Fire and Emergency Services will lead the development and implementation of the TEFD, including organizational buildout, staffing, and operational integration, while coordinating with the Fire Companies during a phased transition.
- Accountable for establishing, resourcing, and continuously improving the TEFD's Standards of Cover (SOC), ensuring that response performance consistently meets or exceeds TEFC benchmarks.
- Monitors and presents SOC performance data to the TEFC, including response time performance metrics, incident workload and call volume trends.
- Develops and administers the Fire Department operating and capital budgets, revenues, expenditures, goals, and objectives to ensure appropriate service and staffing levels.
- Selects, trains, motivates, and evaluates personnel; enforces departmental rules and regulations; reviews and evaluates work methods and procedures; establishes standards of performance; conducts performance evaluations; and implements discipline and termination procedures.
- In coordination with the Fire Companies, assumes full management responsibility for TEFD services and activities, including fire suppression, prevention, inspections, emergency medical services, hazardous materials response, disaster preparedness, public education, and related operations.
- Works with the public, Townships, police, other fire departments, PEMA, FEMA, county emergency services, and other governments to respond to fires and other emergencies and develop response plans and strategies.
- Establishes and maintains cooperative relationships with neighboring fire and EMS agencies.
- Oversees the purchase of all equipment, supplies, capital assets, and services for the operation and maintenance of the Fire Department.
- Provides monthly status reports, financial position, and service delivery benchmarks to the Tredyffrin-Easttown Fire Commission and Charter Municipalities as needed.
- Leads strategic initiatives, including the integration of advanced technologies into fire and EMS operations and the development of Standard Operating Guidelines (SOG) that enhance service delivery and safety.
- Manages and leads all aspects of TEFD Fire and EMS response and collaborates with career and volunteer fire and EMS leadership.
- Represents the Townships at community events and media engagements to enhance public relations and awareness.
- Maintains the ability to respond to emergencies and attend meetings or trainings outside typical work hours.
- Participates in ongoing professional development.
- Other duties as assigned by the Tredyffrin-Easttown Fire Commission.

**TOOLS AND  
EQUIPMENT USED**

- Familiarity with Fire & EMS documentation programs
- Familiarity with CAD, Mobile Public Safety (MPS), and mobile/portable radios
- Desk phone or mobile phone
- Copy machine
- Scanner
- Printer

<p><b>WORK ENVIRONMENT</b></p>	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.</p> <p>This position will work in an office setting and outside (in all weather conditions). The noise level in office environment is usually quiet. The noise level outside of the office is loud and potentially damaging to ears.</p> <p>This position is subject to twenty-four (24) hour “on call” for “call back” for emergencies.</p>
<p><b>SUPERVISION RECEIVED</b></p>	<p>Works under the supervision of the Tredyffrin Easttown Fire Commission</p>
<p><b>SUPERVISION EXERCISED</b></p>	<p>General supervision over all departmental employees, and all functions of the Tredyffrin-Easttown Fire Department and budgetary management of funds allocated to Berwyn, Paoli and Radnor fire companies.</p>
<p><b>MINIMUM QUALIFICATIONS</b></p>	
<p><b>EDUCATION</b></p>	<ul style="list-style-type: none"> <li>• Bachelor’s Degree in Fire Science, Business, Political Science, Planning, Law, Public Administration (or a related field) from an accredited college, university, or trade school is required.</li> <li>• Master’s Degree in Leadership, Management, Public Administration, Public Safety, Fire, EMS, Emergency Management is preferred or the equivalent combination of education and qualifying experience.</li> <li>• Center for Public Safety Excellence (CPSE) Chief Fire Officer (CFO) professional credential is required within six (6) months of employment.</li> <li>• Pennsylvania Municipal League (PML) / Pennsylvania Career Chief Fire/EMS Official Association (PACFCA) PA Chief Officer professional credential is required within six (6) months of employment.</li> </ul>
<p><b>EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>• Minimum fifteen (15) years of experience in fire service, EMS, public safety or equivalent.</li> <li>• Minimum ten (10) years of experience as a fire officer, administrator, supervisor or equivalent.</li> <li>• Demonstrated experience operating within a combination fire/EMS system.</li> <li>• Demonstrated supervisory and management experience with paid employees.</li> <li>• Demonstrated experience with collective bargaining agreements, including operating in a union environment.</li> <li>• Demonstrated experience working in a municipal Fire/EMS organization.</li> <li>• Demonstrated experience with fire/life safety project management.</li> </ul>
<p><b>LICENSES AND CERTIFICATIONS</b></p>	<ul style="list-style-type: none"> <li>• Valid Pennsylvania driver’s license (If out of state, must obtain within 6 months of hire) and must maintain valid license status during employment.</li> <li>• Required certifications and qualifications to include: <ul style="list-style-type: none"> <li>▪ NFPA 1021 Standard for Fire Officer Professional Qualifications – Level II Certification</li> <li>▪ NFPA 1521 Standard for Fire Department Safety Officer Professional Certification</li> <li>▪ Valid Pennsylvania Department of Health Emergency Medical Technician certification or higher (If out of state, must obtain within 6 months of hire) and maintain status during employment</li> <li>▪ Must pass NFPA 1582 medical clearance</li> </ul> </li> </ul>

<p><b>KNOWLEDGE AND SKILLS</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of fire service issues, emergency management, disaster management, and hazardous materials incident management.</li> <li>• Knowledge of fire safety programs, fire safety systems, fire safety inspections, fire prevention, fire suppression, fire codes, etc.</li> <li>• Knowledge of the operations, maintenance, administration, planning, budgeting, capital planning, grant opportunities, capital procurement, policies and procedures of fire and EMS companies (municipal, paid, volunteer).</li> <li>• Knowledge of EMS billing.</li> <li>• Knowledge of modern management techniques, supervisory practices, and evaluation methods.</li> <li>• Proficient in the operation of local government, local fire companies, and local ambulance companies.</li> <li>• Proficient in reporting, web-based reporting, administrative aspects of fire and EMS reporting.</li> <li>• Strong leadership skills.</li> <li>• Capability to establish and maintain effective working relationships with a variety of stakeholders.</li> </ul>
<p><b>PHYSICAL DEMANDS AND REQUIREMENTS</b></p>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.</p> <p>Position requires the ability to sit for an extended period in an office setting, along with being able to stand for an extended period on an emergency scene. Position requires heavier lifting for fire, rescue, EMS and other types of emergencies and ability to move, lift, carry and drag up to 200 pounds. Position requires the ability to utilize self-contained breathing apparatus (SCBA) and pass annual facepiece fit testing. Position requires twisting, pulling, crawling, crouching, pushing, balancing and other movements in performance of administrative and operational duties.</p>

**SELECTION GUIDELINES**

Formal application, rating of experience; oral interview; reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be 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.

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

<b>EMPLOYEES NAME (PRINTED)</b>	
<b>EMPLOYEES SIGNATURE</b>	
<b>DATE</b>	

<b>ATTESTED BY</b>	
<b>SUPERVISORS NAME (PRINTED)</b>	
<b>SUPERVISORS SIGNATURE</b>	
<b>DATE</b>	