



TOWN OF MILTON, VERMONT

Position: Director of Public Safety

Department: Public Safety

Facility and Work Area: Milton Municipal Building and public safety department facilities

Supervisor: Town Manager

Supervision Exercised: Directly and indirectly employees and volunteers of the Fire Department, Rescue Department, Police Department, Office of Emergency Management, and Animal Control

Summary Description

This is a single position responsible for ensuring the delivery of efficient and effective public safety services within the Town of Milton. While not responsible for the day-to-day operations of the three public safety agencies, the Director of Public Safety works directly with service chiefs to develop strategic plans, budgets, and services to residents and visitors to the Town of Milton. Individually the Director of Public Safety serves as the town's Emergency Management Director, responsible for all aspects of emergency management planning, implementation, and mitigation.

Job Functions:

Under the supervision of the Town Manager, the Public Safety Director is responsible for the overall supervision and direction of:

- Chief Engineer, Milton Fire Department
- Chief of Department, Milton Rescue Department
- Chief of Police, Milton Police Department
- Office of Emergency Management, Town of Milton
- Animal Control Officer, Animal Control Department

The following duties are normal for this position, but should not be construed as exclusive or all inclusive. Other duties may be assigned and required as needed.

1. Works directly with Department chiefs and respective leadership teams to support and grow each program.
2. Responsible for the development and implementation of departmental goals, objectives, and priorities, recommends and administers policies and procedures.
3. Plans and organizes ongoing long-term projects to meet agency goals. Develops long term strategies to ensure continuous public safety service delivery.
4. Develops long term plans to improve departmental operations. Evaluates current and pending legislation, and statutes, and response to changing regulations and technology through review of technical standards and professional practices.
5. Develops annual department budgets for operations and equipment. Develops long-range capital budgets and oversees purchase and maintenance of capital equipment, including operational equipment, vehicles, supplies, and buildings.

6. Maintain emergency management and preparedness plans and engage stakeholders in community safety initiatives and planning.
7. Operate as an Animal Control Officer, Deputy Town Health Officer, Firefighter, or EMT as necessitated by the operations of those departments.

Physical and Environmental Characteristics

Required Physical Activities: sitting, walking, standing, climbing, balancing, lifting of 125+ pounds

Physical Characteristic of the Job: Generally light work requiring the exertion of twenty-five pounds of force occasional, and ten pounds of force frequently. Sitting for more than 50% of the workday. If certified and licensed as an EMT or Firefighter individual physical requirements vary.

Environmental Conditions: The work is performed primarily inside and includes season exposure to cold and heat. Exposure to awkward/confining space, darkness or poor lighting, dirty and dust, fumes and odors, isolation, moving machinery, noise, visual strain, wetness and humidity, mechanical hazards, traffic hazards, firearms, and bodily injury is possible. In addition, exposure to unpleasant social situations, significant pressure due to work pace, and irregular work hours is possible.

Qualifications

Knowledge of:

1. Administration of fire and emergency medical services, public information and communication systems, information technology associated with the provision of such administrative services
2. Organizational and management practices as applied to the analysis and evaluation of public safety programs, policies, and operational needs
3. Principles and practices of disaster preparedness, response, and recovery
4. General operational characteristics of police, fire, and EMS apparatus and equipment
5. General knowledge of hazardous material mitigation and management
6. Methods and techniques of public relations
7. Pertinent federal, state, and local laws, codes, and regulations
8. Principles and practices of municipal organizations, administration, and personnel management
9. Principles and practices of municipal budget preparation and administration
10. Principles of supervision, training, and performance evaluation

Ability to:

Manage and direct a comprehensive public safety program including fire suppression and prevention, emergency medical services, disaster preparedness, public communications, and associated programs, services, and operations.

Effectively work with the Town Manager, Selectboard, municipal departments, employees and volunteers, citizens, and other persons, both on the telephone and in person; ability to work amicably as a team to accomplish individual and group assignments and goals.

Education Requirements: High School diploma required, post-secondary education preferred, major course work in political science, criminal justice, fire science, behavioral science, business, or public administration, or related field.

Training:

Required within 6 months of hire:

- FEMA NIMS Certification ICS-100 and 200, IS-700 and 800
- G-191: Incident Command System-Emergency Operations Center Interface
- Vermont Local Emergency Management Director Course
- Vermont Emergency Management Director Certification

Preferred:

- Firefighter I Certification (or higher)
- Emergency Medical Technician (EMT) license (or higher)

Experience:

- Four (4) years of emergency services experience
- Three (3) years of supervisory experience
- Project management
- Policy development and implementation
- Exercise development, execution, and evaluation

Compensation

The starting salary range for this full-time exempt position is \$58,000 - \$61,000 commensurate with skills and experience.

Milton provides full time staff a comprehensive and competitive benefits package, including health, dental, vision, disability and life insurance. Defined benefit and defined contribution retirement options are available through the Vermont Municipal Employee Retirement System (VMERS).

Town employees accrue vacation, sick, and personal leave in accordance with policies set forth in the Administrative Code, and the Town observes twelve paid holidays per year.

The Application Process

The position will be open until filled, but the initial deadline to apply is Friday, February 2, 2024.

Any person who has been offered a position of employment with the Town of Milton must, prior to beginning employment, undergo a pre-employment physical and federal/state background check. The Town’s job offer to the applicant will be contingent on the results of the physical and background check.

APPLICATION

To apply, please submit a resume & cover letter to John Bartlett, Human Resources Director at jbartlett@miltonvt.gov. Applicants must also submit a Town of Milton application for employment, which can be found at www.miltonvt.gov/employment.

The Town of Milton provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.