

**TOWN OF TIVERTON, RHODE ISLAND  
EMPLOYMENT OPPORTUNITY**

**Fire Chief**

**Starting Salary: \$104,000.00 based on qualifications and experience**



**Summary:**

The Fire Chief is responsible for managing, directing, and coordinating the operations of the Fire Department in the Town of Tiverton, which has approximately 16,359 residents and spans 36.3 square miles. The Town operates under a Town Council-Town Administrator form of government, with the Fire Chief reporting to the Town Administrator. The Department currently employs 34 full-time Fire and Emergency Medical Service (EMS) personnel across three fire stations. It has an operating budget of roughly \$4.1 million.

**General Responsibilities:**

- Responsible for protecting life and property from various hazards by overseeing all incident response activities of the Fire Department.
- Plans, organizes, coordinates, manages, directs, and commands all office functions, divisions, operations, personnel, and activities within the fire department, including but not limited to fire protection and inspection, firefighting, emergency medical services, fire equipment, hazmat response, and fire facilities maintenance of the Tiverton Fire Department, in accordance with state law, the Town Charter, and Town ordinances, policies, procedures, and priorities.
- Serves as Emergency Management Director, responsible for assisting the Town Administrator during an emergency. Acts as liaison between the Town and the Rhode Island Emergency Management Agency. Prepares and maintains an Emergency Operations Plan for the use of Town facilities, equipment, and personnel during a declared emergency. Coordinates proactively with the Police Chief, Public Works Director, and Town Administrator on emergency preparedness, mitigation, response, and recovery.
- Administrative duties include overseeing the payroll function, purchasing supplies and equipment, preparing budget estimates, documenting, tracking, and evaluating department performance, and reporting on these activities. Participates in personnel actions such as hiring, termination, assignments, evaluation, and labor relations; promotes equal opportunity in hiring; oversees and ensures the integrity of Department promotional processes; administers labor contracts including grievance procedures; and provides discipline as necessary.
- Prepares and analyzes fire records and reports to ensure efficient operations, meet service demands, and respond to authorized requests for information about the activities and personnel of the Fire Department.

**Desirable Abilities, Knowledge, Experience, and Skills:**

The successful candidate will be a professional, command-level fire officer with proven experience leading a municipal fire department and who values a high degree of personal and departmental accountability. The position requires extensive knowledge of fire suppression, emergency medical services, fire prevention, and emergency management, along with the ability to motivate and lead department personnel, collaborate with colleagues in other departments and agencies, and interact effectively with elected officials and members of the public.

**Application Process:**

A full job description is available at [www.tiverton.ri.gov](http://www.tiverton.ri.gov).

Interested candidates should use the application process at [www.EmploymentApp.com/TivertonRI](http://www.EmploymentApp.com/TivertonRI) or send a resume and cover letter to:

Tiverton Personnel Board, ATTN: FIRE CHIEF POSITION, P.O. Box 38, Tiverton, Rhode Island 02878, or email to: [tivertonpersonnel@tiverton.ri.gov](mailto:tivertonpersonnel@tiverton.ri.gov).

**ONLY RESUMES SUBMITTED THROUGH THE EMPLOYMENT APP OR EMAIL WILL BE CONSIDERED. CANDIDATES WILL BE SUBJECT TO AN EXTENSIVE BACKGROUND CHECK.**

Applications will be accepted through April 15, 2026, at 2:00 PM, or until the position is filled.

**THE TOWN OF TIVERTON IS AN ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**