Manchester by the Sea is a small residential community of some 5800 inhabitants. The compact Village area located on one of New England's most picturesque harbors hosts a small number of stores, restaurants, beautiful beaches and narrow residential streets. The Town was first settled by Europeans in 1629 and was officially incorporated in 1645. The community thrived primarily as a fishing community for over 200 years. Today, the largely residential community enjoys the many coastal amenities the area offers.

The town has a total area of 18.3 square miles, of which 9.2 square miles is land and 9.0 square miles is water. The town lies along the North Shore of Massachusetts Bay, which in turn leads to the Atlantic Ocean. There are seven beaches along the coast, and several small islands lay just offshore, the largest being Kettle Island and House Island. Several small coves line the coast, the largest being Manchester Harbor, which is fed by Sawmill Brook and other small brooks.

Located 30 miles north of Boston, the community can be easily accessed by road or by the MBTA Commuter Rail. Boston residents also take advantage of the proximity in summer and visit the town to enjoy Singing Beach. Two main highways run through Manchester by the Sea, Route 128 and scenic Route 127, which has views of the coast, farmland, beautiful old New England style homes and roadside attractions. The town is bordered by Beverly, Wenham, Hamilton, Essex, and Gloucester.

Manchester by the Sea remains primarily a residential community that retains many of the rural character of an historical New England Town.
Fire Department

Manchester-by-the-Sea Fire Department is a combination department with 14 full time personnel, including the Fire chief, an Administrative Assistant plus an on-call firefighter/EMS force. The department provides dual role services, providing the typical firefighting functions along with EMS, operating a department run emergency ALS ambulance service. The department operates with approximately a 1.4-million-dollar budget.

The mission of the Manchester Fire/Rescue Department is to protect the lives and property of the people of Manchester by the Sea from fires, natural disasters, and hazardous materials incidents; to save lives by providing emergency medical services; to prevent fires through fire safety education; and to provide a work environment that values cultural diversity and is free of harassment and discrimination.

The Town of Manchester-by-the-Sea seeks an experienced and proactive fire/EMS service professional, with a proven record of leadership to serve as Fire Chief.

Supervised by the Town Administrator, the ideal candidate will be a seasoned fire service professional with a Bachelor’s Degree in Fire Administration/Management or a related field; ten years of progressively responsible fire service experience, with five years of experience in a supervisory capacity; or an equivalent combination of education and experience. Although not required, graduates of the MA Chief Fire Officer Management Program or National Fire Academy Executive Fire Officer Program are strongly encouraged to apply.

Salary $115-125K DOQ. Manchester-by-the-Sea is an equal opportunity employer. Send cover letter and resume to federspielg@manchester.ma.us. Review of resumes will begin April 10, 2020.

Challenges

As with many of the combination fire departments across the state, Manchester-by-the-Sea Fire Department faces a dwindling pool of call firefighters needed to support increasing firefighting and EMS demands.

Ensuring an adequate water supply for numerous large and remote homes is a priority that will need to be addressed and a workable solution developed.

Currently, Manchester-by-the-Sea Fire Department is dispatched by a joint Fire/Police dispatch system. Enhancing the dispatching capacity, possibly through a regional solution, needs to be explored.
Manchester-by-the-Sea Town Government

Manchester-by-the-Sea is governed by an Open Town Meeting and an elected five-member Board of Selectmen who appoint the Town Administrator. One or two members of the Board of Selectmen are elected each year to serve a three-year term.

The Town Administrator serves as an agent of the Board of Selectman and oversees the day to day operations and the delivery of Town Services. The Board of Selectmen appoints most boards, committees and commissions and works within the framework of Town bylaws and pertinent General Laws of the Commonwealth.

Education

Manchester-by-the-Sea students can attend public schools that also serve the neighboring Town of Essex. The public elementary school is Manchester Memorial Elementary School and the middle school is Manchester Essex Middle School. There is also the private option of Brookwood School, an independently run school for Pre-K through 8th grade. The public high school is Manchester Essex High School. It has been recognized as one of the best schools North of Boston, as well as among the best in the state.

Manchester Harbor
Manchester-by-the-Sea Fire Headquarters built in 1970 houses the department’s administrative offices and apparatus, 2 Engines, 100’ Quint, 2 ALS Ambulances, Service Vehicle and Chief’s vehicle

Manchester-by-the-Sea Advance Life Support Ambulance
The Ideal Candidate

- A minimum of ten years of progressively responsible experience in a fire/EMS department
- Five years at a supervisory or command position
- Bachelor’s degree from an accredited college or university in fire administration or a related field
- Have strong leadership, management and administrative skills
- Manage duty assignments of departmental employees, care and maintenance of station and apparatus, requisition of equipment and supplies, maintenance of records
- Supervise, train and evaluate career and call firefighters; assist with the recruitment and interviews of career and call applicants
- Plan and develop long-range and short-range goals for the department in all areas of fire/EMS operations and capital needs
- Formulate and review department operating procedures, policies and rules and regulations to ensure the mission of the department are met
- The ability to develop department personnel through professional development and leading by example
- Able to foster and maintain a high level of professional and ethical conduct among all department members
- Knowledgeable with labor and collective bargaining practices
- Experience in the development and oversight of a department budget, establishing policies, procedures and general orders
- Highly ethical, self-motivated, professional, innovative, accessible, fair and responsive
- Possess excellent written and oral communication skills
- Ability to respond to all major emergencies involving the Fire Department and provide direction to the staff under the Chief’s jurisdiction. Performs the duties of a firefighter and EMT as needed
- Conduct and investigate the causes of fires, in conjunction with local and state law enforcement officers
- Ensure the enforcement of all state and local codes and laws relating to fire prevention
- Can manage the ambulance operation, including rules and regulations, training, recordkeeping, equipment maintenance, billing and collection
- Able to work effectively with local elected and appointed officials and community representatives
How to Apply

Send cover letter and resume to Gregory Federspiel, Town Administrator

federspielg@manchester.ma.us. Review of resumes will begin on April 10, 2020.

For Additional information and to answer questions about the Fire Chief position call:

Gregory Federspiel, Town Administrator

978-526-2000