

JOB TITLE:
DEPARTMENT:

Deputy Fire Chief
Fire

GRADE: P-5
DATE: August 2023

The following description is a general summary of responsibilities with some specific duties. It is not a total delineation of all duties nor does it limit the responsibilities to those stipulated. Position functions as a part of overall municipal team to ensure effective and efficient municipal operations.

DEFINITION:

Performs a variety of routine and complex public safety work in the administration of the fire department. Supervises subordinates, investigations, emergency medical services, fire prevention, public education and other services for the protection of life and property from fire or other disaster. Creates and preserves a feeling of safety and security in the citizens served.

SUPERVISION:

Works under the administrative direction of the Fire Chief and the Assistant Fire Chief, working from municipal policies and objectives; individual establishes short-range plans and objectives, own performance standards and assumes direct accountability for department results; consults with Fire Chief and/or Assistant Fire Chief. The employee is also expected to resolve all conflicts, which arise and coordinate with others as necessary. In the absence of the Chief of Department may be required to exercise authority and responsibility for the operation of the Fire Department as directed or ordered by the Chief.

Employee, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. Supervisory functions typically consist of most of the following: plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or availability of manpower; recommends and justifies to higher levels of management changes in the organization of work, work methods or assignment of functions to positions that may affect staffing patterns, costs, work standards, etc.; assigns work based on varying capabilities of employees; assures that completed work meets the required standard of quality, timeliness and cost, taking corrective actions as necessary, including rejecting the work; advises employees of performance requirements and prepares formal evaluations of performance; gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals and procedures; resolves employee complaints and effects disciplinary actions, such as oral warnings and reprimands; has substantial responsibility for technical soundness of subordinates' work.

Has regular access at the departmental level to a wide variety of confidential information, including departmental personnel records, client records, criminal investigations, court records, financial records

DISTINGUISHING CHARACTERISTICS:

1. Enforces policies and procedures of daily operation of the Department.
2. Assists in budget preparation, monitors budget expenses in selected areas. Monitors use of expendable supplies, conducts inventories and keeps records of same.
3. Reviews, preplans and approves operation plans for same
4. Responsible for maintenance of fire and EMS reports, inspection reports, department correspondence.
5. Performs administrative and operational work, assisting in the direction of activities of the Fire Department. Responds to incidents as needed.

6. Applies for fire service grants as directed by the Chief.
7. Assists the Fire Chief in coordinating and directing the activities of the Fire Department; directs personnel and maintains departmental efficiency, order, discipline and other personnel matters.
8. Directs or performs inspection of buildings for code compliance, fire hazards or as directed.
9. Carries out duties in conformance with Federal, State, County, and Town By- laws and Performs related or assigned work as required by the Fire Chief.
10. Prepares a variety of reports and records. Reviews, evaluates and develops programs, policies and procedures for various departmental operations. Assists in the preparation and administration of the department budget.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended as illustrations of the various types or 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.

EXAMPLES OF WORK:

1. Inspect and conduct investigations on all types of new and existing buildings to ensure conformity with applicable By-laws, Codes and Regulations. Review and evaluate building plans and specifications for development proposals and applications.
2. Respond to complaints and inquiries from the public, staff, outside agencies and other enforcement or inspection units regarding fire and emergency medical services related matters.
3. Investigate complaints and conduct site inspections. Investigate all fires.
4. Supervises and assumes responsibility for all emergency medical personnel; directs activities in emergency medical responses; responsible for the enforcement of the rules and regulations of the department; responsible for ensuring that only related activity is conducted during any assigned shift; reports to the Fire Chief or Assistant Fire Chief any violations and recommends appropriate disciplinary action, assumes responsibility of the Infection Control Program in accordance with NFPA 1581, Standard on Fire Department Infection Control Program.
5. Assist in assuming the responsibility for the operation of the fire prevention program under the Fire Chief.
6. Prepare written reports as required.
7. Demonstrate knowledge of the proper methods of performing the various techniques in firefighting, emergency medical services, training, fire prevention and education.
8. Develops and implements training; as directed and needed; in administration and special technical services such as fire operations, emergency medical services, hazardous materials, fire protection systems.
9. Attend State, Regional or other meetings meetings as required
10. Assist the Chief of Department with other assigned administrative duties as required.
11. In the absence of the Fire Chief and assigned by him, will assume an Acting Chief's role and become accountable for all duties and responsibilities of the Fire Chief.

DESIRABLE QUALIFICATIONS:

Education and Experience: Bachelor's degree in fire science, public administration or a closely related field, and three to five (3-5) years of experience in fire or emergency medical service work, three years of which must have been equivalent to the lieutenant or higher, and completion of the Fire Basic Training Academy or equivalent, or an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities: Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; working knowledge of first aid and resuscitation techniques and their application.

Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations; Skill in the operation of the listed tools and equipment. Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; Modern fire service technology, computer operating systems, and software applications; and Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS:

Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state; Ability to meet Department's physical standards; No felony convictions or disqualifying criminal histories within the past seven (7) years; Ability to read and write the English language; Must have Massachusetts EMT certification. May be required to obtain and retain credentialing or certification, as defined by Mass DFS or OEMS, within a time frame as defined by the Fire Chief. Fire Officer Supervisory Training through the Massachusetts Firefighting Academy and certification as a Fire Officer are preferred.

TOOLS AND EQUIPMENT USED:

Emergency medical equipment, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, mobile and portable radio, pager, personal computer, department computer system, telephone.

PHYSICAL DEMANDS:

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move more than 10 pounds. The employee must occasionally lift and/or move more than 175 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must have the ability to work at heights above and below ground level, all weather environments, in conditions that are immediately dangerous to life or health. Ability to hear people talking in a crowded atmosphere with high ambient noise, ability to hear mobile radio or portable radio so as to understand and differentiate between voice transmissions. Ability to detect smells. Ability to perceive movement and depth-of-field. Ability to discriminate different colors. Ability to see and read street signs and computer screens, ability to visually distinguish objects at a reasonable distance. Ability to stand for long periods of time while on duty. Ability to sit for extended periods while working at a desk. Maintain personal fitness.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day or night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and

rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

SELECTION GUIDELINES:

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; drug screening; final selection and pre-employment medical examination. Note: Appointees will be subject to completion of standard probationary period.

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.

This 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.

New: December 1995
Revised: November 2003
Revised: December 2011
Reviewed: May 2017
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