

## **POSITION DESCRIPTION**

Class Title: Deputy Fire Chief

FLSA: Exempt

Salary Range: starting \$84073.60 (increased based on experience)

Posting closes: 12.9.24 at 3pm

### **Deputy Fire Chief**

#### **SUMMARY**

This is a responsible administrative, supervisory, and technical position focusing on firefighting, fire prevention and rescue activities of the Old Orchard Beach Fire Department.

#### **SUPERVISION RECEIVED**

Direct supervision is received from the Fire Chief, although considerable independent judgment is exercised in carrying out the daily functions of this position.

#### **SUPERVISION EXERCISED**

Deputy may supervise the following:

1. Career Officers
2. Career Firefighter/medics
3. Ambulance Billing Clerk
4. Call Department Firefighters
5. Call Department Officers
6. Call Department Fire-Police
7. Part-time EMT's
8. Lifeguard Captain

#### **ESSENTIAL FUNCTIONS**

*(The essential functions or duties listed below 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.)*

1. Responds to and takes command at major fires and hazardous incidents.

2. Sets and implements standard operating procedures and policies of the department.
3. Coordinates and oversees:
  - a. Department training in firefighting and life-saving methods
  - b. Hazardous material control and clean-up
  - c. The use of equipment and all other property of the department
  - d. The assignment and discipline of personnel
  - e. Juvenile Fire Safety Program
  - f. Learn not to Burn Program
4. Directs:
  - a. Maintenance and replacement of firefighting and rescue equipment
  - b. Fire prevention activities including inspections, fire permits, alarm maintenance and fire investigations in cooperation with State and local authorities
  - c. EMS quality assurance program and supervises quality of assurance of paramedics.
5. Supervises the administrative details of the department, including the requisition of materials, supplies and equipment and the maintenance of department records and reports.
6. Aides with:
  - a. Department budget including the approval of all expenditures
  - b. Commentary on fire and rescue related matters to present to the City Council.
7. Participates in:
  - a. Collective bargaining negotiations with fire union personnel and administrative staff
  - b. Member of the Town's Safety Committee
8. Serves as:
  - a. Town Fire Investigator with regard to arson investigations
  - b. Town Infectious Control Officer with regard to blood borne pathogens and other infectious diseases to ensure compliance with OSHA standards
  - c. Emergency Management Director
9. Training:
  - a. Conducts, schedules, and oversees all Firefighter and Officer training for full time firefighters/medics, call force and per diem members
  - b. Creates, updates, and maintains written training documentation.

10. Performs Fire Codes and Fire Prevention:

- a. New construction inspection
- b. Changes in occupancy
- c. Certificates of occupancy
- d. Fire Code enforcement

11. Reviews fire and ambulance reports prepared by subordinates for filing with State and Federal authorities.

Performs all other related work as required.

## **RECOMMENDED MINIMUM QUALIFICATIONS**

### **Education, Training and Experience:**

Bachelor's Degree from an accredited four- year institution, with a focus on Public Administration, Business Management, Fire Science, or related field of study preferred or an equivalent combination of education, training, and experience. A minimum of ten (10) years of experience in firefighting positions, including a minimum of five (5) years of Officer experience in fire service or any equivalent combination of education and demonstrated experience.

### **SPECIAL REQUIREMENTS**

Fire Officer II, Hazardous Materials Operations level, Incident Command experience, SCBA qualified, Firefighter Training Certificate, Incident Safety Officer, Minimum EMT Basic, Paramedic preferred, State of Maine Class C driver's license. NFPA- Certified Plans Examiner or NFA Equivalent. NFPA Fire Inspector I or NFA Equivalent. Must live within a 20- minute response area.

### **Knowledge, Abilities and Skills:**

1. Extensive knowledge and experience in:
  - a. Firefighting equipment
  - b. Firefighting methods and techniques
  - c. Hydraulics and fire prevention
  - d. Emergency first aid and life saving techniques
  - e. Rules and regulations of department
  - f. Fire prevention laws and ordinances
  - g. Knowledge of Fire Code Regulations
  - h. Hazardous materials control
  - i. Geography – Town street system, water supply and hydrant system

2. Ability to:
  - a. Make sound decisions in the effective direction of fire and rescue personnel and equipment under emergency conditions
  - b. Review, analyze and forecast the departmental budget
  - c. Exercise significant character and leadership in extreme disasters
  - d. Plan, assign and oversee the work of several subordinate operating units
3. Strong communication skills both orally and in writing.
4. Strong interpersonal skills and the ability to establish and maintain effective working relationships with outside agencies, municipal officials, employees, and the general public.

### **PHYSICAL DEMANDS**

*(The physical demands 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.)*

Must be able to access all areas and levels of a construction site; sometimes required spending several hours walking or standing. Exposed to outdoor weather conditions, and extremes of heat and cold. While performing the duties of this position; the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. Incumbent is occasionally required to lift more than 100 pounds. Performance of essential functions may also require employee to climb, balance, stoop, kneel, crouch, or crawl and perform all other physical actions necessary in a fire or rescue operation. Vision and hearing at or correctable to normal ranges.

### **WORK ENVIRONMENT**

- Work is performed under typical office conditions for administrative work; time is spent in the field may involve frequent exposure to various weather conditions and hazards, including temperature extremes, loud noises, toxic smoke, chemicals, radiation, combustible gases, fire debris, etc.
- Operates an automobile, light equipment, hand tools, computer, calculator, telephone, copier, facsimile machine, and other standard office equipment, and all fire apparatus and equipment.
- Interacts with other town departments, town businesses, mutual aid Fire Chiefs, regional dispatch, media, and state and local officials.
- Has access to department-related confidential and/or sensitive information, such as medical information, personnel records, and grievance materials.
- Errors in judgment could endanger public safety, result in damage to property, have legal and/or financial implications and cause adverse public relations.

*(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.)*

**Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.**

Employee \_\_\_\_\_

Date \_\_\_\_\_

*Equal Opportunity/Americans with Disabilities Act Employer*