

<b>DEPARTMENT</b>	Fire Department				
<b>TITLE</b>	Deputy Fire Chief				
<b>GRADE</b>		<b>FLSA STATUS</b>		<b>APPROVED</b>	

**DEFINITION**

The Deputy Fire Chief is responsible for assisting the Fire Chief in managing the operations of the department, including the protection of life and property through fire suppression, fire prevention, and the provision of emergency medical services. The Deputy Fire Chief additionally assists in the provision of fire-related inspectional services in cooperation with other local, state, and federal agencies and departments in the interpretation and enforcement of codes and ordinances. The Deputy Fire Chief is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control of this department.

**ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

- Responds to fire and medical emergencies as needed and functions as the Fire Chief in their absence at the administrative level as well as at a scene or incident;
- Evaluates incident scene(s) to determine initial and subsequent action to be taken and determines tactical priorities and strategies based on their determinations, choosing equipment needed to accomplish strategic objectives;
- Direct and exercise general supervision over the work of the entire department to include the supervision of staff and management of technology, facilities, vehicles and apparatus, equipment, and associated record keeping;
- Assist with or, as necessary, lead investigations of all emergencies and suspicious fires;
- Establish and maintain relationships with municipal departments, local business, schools, and regional/state agencies;
- Assist the Fire Chief, as requested, with the development and management of the annual operating budget and capital improvement plan for the department, as well as assist in other administrative work;
- Performs inspections as per Massachusetts General Laws and regulations set forth under 527 CMR and applicable regulations in 780 CMR;
- Assists in the administration of the inspectional program and pre-planning of buildings, disseminating information to department officers;
- Maintain records for review, inspection, and enforcement activities;
- Issue citations for violations, issue enforcement, and abatement orders;
- Assists in conducting fire safety and fire prevention educational programs, including supervision of SAFE programs; and
- Other duties, as assigned, by the Fire Chief.

### **SUPERVISION RECEIVED**

Under administrative direction, the employee works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of departmental policies, goals, objectives and budgets and is expected to resolve all conflicts which arise and coordinate with others as necessary.

### **SUPERVISION EXERCISED**

The supervisor, 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. The employee 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.

### **JUDGMENT AND COMPLEXITY**

Guidelines only provide limited guidance for performing the work which may be in the form of administrative or organizational policies, general principles, regulations, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the authority in interpreting the guidelines, in determining how they should be applied.

### **NATURE AND PURPOSE OF CONTACTS**

Relationships are with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

### **CONFIDENTIALITY**

Employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, medical records, lawsuits and client records.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree in fire science or related field, and 3 to 5 years of related experience; or any equivalent combination of education, training, certification, licensure and experience.

Certification as a Firefighter I/II and Fire Officer I/II required, along with Class D Motor Vehicle License, CPR certification, Incident Safety Officer training, Hazardous Materials (HazMat)

Operational Level Responder, and Incident Command System (ICS) 100, 200, and 300 levels. Must be able to operate aerial equipment, including ladder truck. Emergency Medical Technician (EMT) certification preferred.

## **KNOWLEDGE, ABILITY, AND SKILLS**

Knowledge: Working knowledge of the hazards and safety precautions involved in the work performed. Working knowledge of fire suppression and prevention principles, procedures, techniques, and equipment. Working knowledge of first aid and resuscitation techniques and their application. Basic knowledge of construction and computers. Thorough knowledge of municipal geography, streets, and infrastructure (i.e. water distribution systems).

Ability: Ability to supervise others during emergency situations. Ability to be effective under conditions which create emotional and physical stress. Ability to apply standard firefighting and emergency aid techniques to specific situations. Ability to perform arduous tasks requiring physical endurance and agility under adverse conditions. Ability to repair various equipment is helpful. Ability to read and understand blueprints, building and subdivision plans, fire alarm plans, fire suppression, fire sprinkler plans/prints, and perform hydraulic calculations.

Skill: Skill in operating all fire equipment and apparatus. Good communication and managerial skills.

## **WORK ENVIRONMENT**

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work may be continually performed outdoors, regardless of weather conditions. May be required to be on call for 24 hours or being under prolonged pressure during emergency situations.

## **PHYSICAL, MOTOR, AND VISUAL SKILLS**

### **Physical Skills**

Work requires moderate intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing or walking for the full workday may also be involved.

### **Motor Skills**

Essential functions involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions which may require extreme accuracy.

### **Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes.