

West Barnstable Fire Department
Position Description

DEPUTY FIRE CHIEF - CAREER

GENERAL PURPOSE

The career Deputy Fire Chief is the Chief Operating Officer (COO) of the fire department, and responsible for supervising and implementing the daily routine operations of the department.

Exercises overall command and control of the department in the absence of the fire chief. Able to fill-in for the chief in all matters.

The Deputy Fire Chief is second in command of the fire department.

This is a professional full-time career position.

All department members holding this position shall be ranked as and known as “Deputy Fire Chief” or “Deputy Chief” or “Deputy”.

SUPERVISION RECEIVED:

Works under the supervision of the Fire Chief. When filling-in for the fire chief, works under the supervision of the Prudential Committee.

SUPERVISION EXERCISED:

Supervises all members of the department or as otherwise assigned. The Deputy Fire Chief assumes administrative and operation command of the department and the fire district in the absence of the fire chief. Capable of working and accomplishing tasks unsupervised.

PROJECT MANAGEMENT

As COO, the Deputy Fire Chief will be responsible for implementing and supervising the projects or activities that make-up the department’s daily routine, including but not limited to the following:

1. Fire Inspection/Fire Prevention Program
2. NIMS Compliance
3. Ethics Law Compliance
4. Annual SCBA Testing
5. Annual Hose Testing
6. Annual Mask Fit Testing
7. Facilities Management

8. Workplace Safety
9. Annual Hydrant Inspections
10. Annual Pump Testing
11. Annual Ladder Testing
12. Coordinates scheduled inspections, testing and preventive maintenance of critical systems including, but not limited to, standby generator, JAWS, air compressor/cascade system and Power Hawk.
13. Compliance Management
14. Represents the department on the Barnstable County Mutual Aid Committee.

KEY RELATIONSHIPS:

While performing the duties of this job, the Deputy Fire Chief will provide information and collect information; coordinate projects, activities, develop policies, solve problems and negotiate solutions with District Officials, EMS Council, State Fire Marshal, department staff, various town departments, state & federal agencies, various police departments and other fire departments. Contact will be made in writing, by telephone, in person, by email and some teaching or formal instruction.

LEADERSHIP:

Provides leadership at all times, not just at emergencies, as follows:

- Demonstrates Integrity
- Displays Initiative
- Is Innovative
- Shows Insight
- Is Passionately Interested
- Provides Inspiration
- Shows Intensity
- Dispenses Information & Knowledge

Doesn't forget where he or she came from. Do what's right, do what's best and never do anything to hurt the department or community.

ESSENTIAL EMERGENCY RESPONSE DUTIES AND RESPONSIBILITIES:

The Deputy Fire Chief is a firefighter and EMS provider. He/she is expected to be competent in and participate in firefighting activities and provide EMS. Due to the scale of the WBFD, the Deputy Fire Chief may be called upon to ride apparatus as a company officer or respond to EMS calls, as well as respond as an incident commander.

Can assume duties as incident safety officer.

Responds to alarms received and directs routes to be taken; directs work of firefighters and EMTs; supervises laying of hose, placing of ladders, direction of water streams, ventilation of buildings, rescuing of persons and salvage of property.

Assumes command of emergency incidents in accordance with the Barnstable County Incident Command System and the National Incident Management System (NIMS).

Supervises the cleaning of facilities, equipment and apparatus. Instructs and drills firefighters in all aspects of their job.

Carries out all duties in conformance with Federal, State, Local and Departmental laws, regulations and rules.

Handles grievances from firefighters, maintains Departmental discipline and the conduct and general behavior of personnel.

Assigns personnel and equipment to such duties and activities, as the Department requires.

STAFF DUTIES:

Ensures that departmental operations are in compliance with professional accreditation standards, departmental operational guidelines and federal/state mandates.

Makes recommendations for resource allocations.

Participates in strategic planning.

Staffs the collaborative fire prevention desk at Town Hall as the WBFD representative.

Acts as liaison between the department and the Town of Barnstable Inspectional Services.

Leads fire drills and classes in firefighting, rescue, EMS, hazardous materials and related subjects.

Attends regular and assigned training sessions to maintain and upgrade command, leadership, management, firefighting, rescue and EMS skills.

Participates in the inspection of buildings, hydrants, static water sources, and other structures and systems in fire prevention programs. Participates in preplanning of buildings and hazards as assigned.

Prepares a variety of reports and makes proposals for purchases, operational changes, and training.

Performs the duties of subordinate personnel as needed.

Attends conferences and meetings to keep abreast of current trends in the field; represents the Department in a variety of local, county, state and other meetings.

Recruits call/volunteer firefighters.

Assists the fire chief with annual staff reviews, hiring and promotions.

Attends Prudential Committee Meetings and other related meetings of the fire district government.

MINIMUM REQUIREMENTS:

Education & Experience:

- A. Associates Degree (or equivalent)
- B. Initially NIMS Qualified to ISC 200 level, and NIMS Qualified to ICS 400 level within two years of appointment

Certifications:

- A. Fire Officer I initially, Fire Officer II within two years of appointment
- B. Massachusetts Emergency Medical Technician or Paramedic
- C. Massachusetts Drivers License
- D. Massachusetts Fire Prevention Officer Level I

PREFERED EDUCATION & EXPERIENCE

- A. Bachelors or Masters Degree
- B. Fire Instructor II
- C. Massachusetts Fire Prevention Officer II
- D. Fire Inspector I
- E. S190/S130 Wildland Firefighter Qualified

Necessary Knowledge, Skills and Abilities:

- A. Extensive working knowledge of modern fire suppression and prevention and emergency medical principles, procedures, techniques and equipment.
- B. Skill in the operation of the Department's tools, equipment and apparatus.
- C. Ability to train, supervise and lead 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 give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other fire department personnel, supervisors, members of other organizations and the public; and ability to work in a team and lead a team.

- D. Skilled in the delivery of EMS.
- E. Skilled in rural water supply operations.
- F. Skilled in structural firefighting operations.
- G. Skilled in wildland firefighting operations.
- H. Hazmat Fire Responder - Operational
- I. Skill in the use of department's software and databases and IT systems.
- J. Obtain and maintain Massachusetts Chief Officer Credentials.

TOOLS AND EQUIPMENT USED

Emergency medical equipment at his/her level of training and certification, fire apparatus, fire pumps, hoses, generators, power saws and other standard power equipment, electric & hydraulic extrication tools, air compressors, self-contained breathing apparatus, ladders, radios, pagers, personal computer, telephone, and hand tools.

PHYSICAL DEMANDS

The physical demands described here are representative of those a deputy chief encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. (It is the responsibility of the deputy fire chief to inform the department of any disabilities that might require accommodations.)

Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, wet and humid conditions, during storms and during night and day. Work is often performed in emergency and stressful situations. Individual is exposed to hazards associated with fighting fires, rendering emergency medical assistance, high voltage, vibrations, and mitigation of hazardous materials, including smoke, noxious odors, fumes and airborne particles, toxic chemicals, biological hazards, contagious and infectious disease, solvents, oils, and maritime hazards.

While performing the duties of this job, the deputy chief is frequently required to stand, walk, use hands to finger, handle or operate objects, tools or controls; and reach with

hands and arms. The deputy chief is occasionally required to sit, climb or balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell.

The deputy chief must frequently lift and or move up to 20 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The deputy chief occasionally works near moving mechanical parts and in high, precarious places, as well as below grade. The deputy chief occasionally works in confined spaces. The noise level in the work environment is usually quiet in office settings, and very loud at an emergency scene.

The examples of duties are intended only as an illustration of the various types of work 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 contract between the West Barnstable Fire District/West Barnstable Fire Department and the deputy fire chief, and is subject to change by the department as the needs of the department and the requirements of the job change.

Approved: _____
Fire Chief

Effective Date: May 12, 2014 (reviewed February 1, 2017)