

**Town of Rutland
Job Description**

Job Title: Deputy Fire Chief
Department: Fire
Reports To: Fire Chief
FLSA Status: Exempt
Prepared By: Seth Knipe
Prepared Date: June 5, 2023
Grade: MTP7 – Range \$99,050.00 - \$112,985

GENERAL SUMMARY:

Performs highly responsible work assisting the fire chief in leading and managing the delivery of Fire Suppression, Fire Prevention, Rescue, EMS, Hazardous Materials, Emergency and Disaster management services. Works under the direction of the fire chief and may serve in the role of the fire chief in his/her absence. The deputy fire chief is the department's second in command, who continuously seeks to improve the department's efficiency and operational effectiveness in all customer service delivery while implementing strong financial policies and procedures. The deputy fire chief reports directly to and is accountable to the fire chief.

The deputy fire chief is a member of the Department's Senior Management team, exhibiting a strong, continuing commitment to the community of Rutland, MA and the fire department's mission, philosophy, goals, and objectives.

The deputy fire chief will serve as the Department's Fire Prevention Officer and Assistant Emergency Manager.

ESSENTIAL JOB FUNCTIONS

- Keep current all fire ground pre-plans and mutual aid agreements. Ensure the proper completion of all required reports, logs, and journals by those members who are responsible for their completion.
- Have considerable knowledge of municipal fire administration.
- Have thorough knowledge of modern firefighting methods and techniques and ability to apply this knowledge to various fire control and fire prevention problems.
- Have the ability to work under extremely dangerous and hazardous conditions fighting fire and mitigating all types of hazards.
- Have knowledge of contemporary leadership principles and practices applicable to a modern, decentralized, service-oriented organization.
- Have knowledge of management principles and practices necessary to plan, analyze, develop, direct, and evaluate department programs, administrative policies, organizational structures, and the various community and department all-risk injury and life safety practices.
- Assume command in the case of emergencies, directing the activities of all fire companies; Embrace and promote the department mission, vision, and philosophy.
- Research and recommend material for general orders, rules, regulations and manuals of operations and procedures.
- Participate in major departmental programs.
- Plan, schedule and direct the work assignments for personnel under his supervision.
- Be directly responsible for implementation and oversight of the Department Safety and Training programs; Take action that is necessary to correct any violation of standards of conduct or dereliction of duty.

- When requested, act as the fire chief's designated representative in addressing employee complaints and grievances and ensuring that appropriate disciplinary action is administered.
- Assist in the preparation and administration of the department's budget.
- Be responsible for the inspection and maintenance of department records, equipment, and property.
- Have the ability to communicate verbally and in writing to superiors and the public in the form of presentations, reports, and training.
- Assist the fire chief with special projects and reports; Serve as the Department's Accreditation Officer.
- Prepare and submit periodic reports to the fire chief regarding the department's activities; and
- Attending 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.

ADDITIONAL ESSENTIAL FUNCTIONS – FIRE PREVENTION

- Detect and determine proper corrective actions for fire, hazardous materials, and life safety hazards through regular inspections of buildings within the Town.
- Interpret basic architectural, mechanical, plumbing, and electrical plans, blueprint drawings, identify code deviations within these plans and articulate an appropriate corrective action when necessary.
- Follow verbal and written instructions and write complete and accurate reports.
- Communicate effectively and tactfully, both verbally and in writing, with individuals from a variety of cultural, socioeconomic, and educational backgrounds.
- Establish professional relationships and work effectively with representatives from area community fire departments and other employees of the Town of Rutland.
- Examine blueprints and technical drawings to ensure compliance with applicable practices, laws, codes, and standards.
- Advise the fire chief on technical matters.
- Ensure compliance with hazardous materials, open burning, fireworks, and other safety, building and zoning codes, laws, and regulations.
- Respond to safety and hazard complaints and take appropriate action to ensure the public's safety.
- Inspect construction sites, new and existing structures for compliance with applicable plans, codes, and standards.
- Comply with Freedom of Information Act and other requests for department fire prevention information and response activities.
- Act in the capacity of safety consultant with respect to local statutes, codes, standards, and regulations and maintaining positive professional relationships with architects, contractors, owners and occupants to meet these requirements.
- Oversee public education on safety related issues, including talks, presentations, tours and demonstrations to groups, schools, organizations, and institutions; and
- Prepare various computerized and written reports and documents; recording all inspections and review activities conducted throughout the community.

SUPERVISORY RESPONSIBILITIES

- The deputy fire chief will carry out their assigned duties in conformance with Federal, State, and Town Bylaws.
- The deputy fire chief supervises all fire department staff below the rank of deputy fire chief, either directly or through other subordinate officers.
- The fire chief establishes the schedule and working hours of the deputy fire chief. The deputy fire chief is required to be on-call as directed by the fire chief.

- The deputy fire chief is expected to issue and administer orders rather than to execute them directly. However, the deputy fire chief may be required to participate in the manual labor of firefighting under certain conditions. Knowledge of management principles and practices and the ability to provide effective leadership.
- Extensive knowledge of the principles and practices involved in instructing and training members of the fire department.
- Extensive knowledge of effective training techniques, materials and methods and skill in applying those methods of instruction.
- The ability to organize, direct and evaluate the work of others.

QUALIFICATIONS

The deputy fire chief must reside within fifteen (15) miles of the perimeter of the town of Rutland within twelve (12) months of appointment.

The deputy fire chief should have:

- Thorough knowledge of the Rutland Fire Department's Rules and Regulations, and operating procedures.
- Considerable knowledge of the statutes and regulations governing the fire service and the operation of the Town of Rutland.
- Extensive knowledge of current firefighting principles and tactics and the ability to fight fire and carry out those principles and tactics.
- The ability to function at large-scale operations of personnel and equipment under emergency conditions involving possible loss of life and extensive property damage.
- The ability to deal firmly, effectively, and impartially with subordinates, associates, and the public; A thorough knowledge of MGL c.148 and MGL c.48, as well as 527 CMR.
- Advanced knowledge of water supply, pumping and hydraulic principles.
- A working knowledge of building and fire protection system blueprints, drawings, and plans.
- An understanding of building construction materials, construction practices and integrated fire safety systems.
- A thorough understanding of modern fire prevention principles, procedures, techniques and fire protection systems and equipment relative to various occupancy types; and
- A thorough understanding of safety codes, including but not limited to, Massachusetts State Fire Prevention Regulations, National Fire Protection Association (NFPA) codes and standards, Massachusetts State Building Code Regulations and administrative rules and local codes and bylaws.

EDUCATION AND/OR EXPERIENCE

- A minimum of ten (10) years of increasingly responsible firefighting/EMS experience, six (6) years of which must have been as a fire officer or equivalent leadership/managerial role within a career or combination fire department.
- Associate's degree in Fire Service Management, Public Administration or related field, preferably a Bachelor's Degree; and
- Any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Massachusetts Class D Motor Vehicle operator's license; Current MA EMT Certification; CPR and First Aid; Hazard Materials Operations; NIMS 700, ICS 100 & 200; Advanced EMT and/or Paramedic level preferred.
- Certification as a Fire Instructor II, Fire Officer II and Fire Inspector II or the ability to obtain the same within twenty-four (24) months.
- Certification as Massachusetts Fire Prevention Officer Level II or the ability to obtain same within twelve (12) months.

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 regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit and taste or smell. The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here represent or host all 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.

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheet software and Word Processing software.

While performing the duties of this Job, the employee is regularly exposed to extreme outside weather conditions. The employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; heat and vibration. The employee is occasionally exposed to high, precarious places; risk of electrical shock; explosives and risk of radiation. The noise level in the work environment is usually very loud. This may vary depending upon the call situation.