



Buxton Fire-Rescue

Administrative Policy

Subject: Personnel Regulations (3)
Section/Number: Deputy Chief Job Description (5)
Date Approved: October 9, 2015



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Purpose:

To establish a job description and qualifications for the position of Paid On-Call Deputy Chief.

Term:

This is an appointed position; with a term expiring at the end of 2-years (term may be renewed).

Time Commitment:

This is a paid-on-call position. It is the expectation that the Chief Officer is available to cover Duty Chief Nights on a rotating basis, typically one week per month. The Chief Officers Administrative Pay will be compensation for Duty Chief Coverage.

If the Chief Officer becomes unable to meet training, response, or meeting requirements he/she may be removed from the position on or before the appointment period ends.

Training Requirements:

Chief Officer:	24 hours of structural firefighter training including Annual Mandatory Trainings (SCBA, Fire Extinguishers, Haz Mat Refresher, BBP, Respiratory protection)
	12 hours of this time must be done while attending in house training
	Instruction of four (4) curriculum based training classes (either as lead, co, or support instructor) (Instruction time counts towards training time)
	32 Hours Required Annually

Response Requirements:

Chief Officers shall be available, and respond to (at minimum) those calls during their assigned Duty Chief Coverage Time.

Meeting Requirements:

Chief Officers shall attend no less than 50% of Officers Meetings or Department Meetings over the course of the calendar year. Chief Officers shall Chair department meetings and officers meetings on a rotating basis as assigned by the Fire-Rescue Chief.

Reports To:

Fire-Rescue Chief

Nature of Work:

This is responsible administrative work in the direction of employees and activities of Buxton Fire-Rescue.

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The Chief Officer makes administrative and operational decisions pertaining to firefighting, emergency medical services (EMS), fire prevention, operating standards, as well as training within the limitations of laws, policies and standard operating guidelines (SOG) of the department.

This position will require the Chief Officer to complete administrative duties as assigned by the Fire-Rescue Chief. Hours may fluctuate slightly from week to week based on the departmental needs. Employee reports to the Fire Rescue-Chief, but work is carried out with relative independence in accordance with applicable laws, EMS Protocol, Town Ordinances, NFPA Standards and Department SOG's.

Chief Officers are assigned an area of responsibility. Examples of this are: EMS, Training and Building/Vehicle Maintenance. An appointment to this position will be as much based upon the overall abilities of a candidate, as it would be for a candidates expertise in a certain area. As an example; to ensure the department sets high expectations for how its EMS is managed (including patient care, provider feedback and training), an appointment will be made to an individual who has an advanced EMS License (Advanced EMT or Paramedic) and can play an active role in supporting the organizations mission.

Work is reviewed through discussion, reports and results achieved.

Illustrative Examples of Work:

- Assisting with short and long-range planning; assisting with preparing and administering budgets.
- Maintains positive public relations and responds to citizen inquiries and complaints.
- Attendance of some meetings of the Board of Selectmen, Committees and other groups as appropriate.
- Respond to and take command at major fires, as appropriate, and as defined in SOG MR.1.1 – Command Modes.
- Maintain discipline.
- Directs or delegates (to appropriate personnel) the training of firefighting and EMS personnel to meet the needs of the Departments mission.
- Review and prepare studies, recommend and implement changes in operations;
- Evaluate systems used by other departments for potential application to Buxton Fire- Rescue.
- Assist with the direction of maintenance, repair, improvement and replacement of necessary equipment, apparatus, stations and all other properties of the department.
- Continuously improves his or her own fire prevention, suppression, EMS and administrative skills by study, membership in professional organizations, participation in seminars and conferences.
- Understands the uses of fire and EMS equipment and apparatus.
- Assists the Fire-Rescue Chief with establishing a routine of duties and procedures to be followed by Department members.
- Completion of training, incident and accident reports as required.
- Interviews applicants for appointment or promotion and conducts or participates in other phases of selection process.
- Fosters and encourages liaison between municipal fire departments, in particular those with whom the Department engages in mutual aid.
- Is responsible for the development and ongoing implementation of a departmental training program or delegates training responsibility as needed.
- Performs related work as required.

Handwritten signature: Matt R. Lee

Requirements of Work/Essential Functions:

Physical Capabilities

Physical Demands:

- Ability to lift, push and pull objects weighing up to 60 lbs.
- Ability to work independently.
- Ability to maintain composure in difficult and emotionally challenging situations.
- Ability to respond to calls in all types of weather, day or night.
- Ability to safely operate emergency vehicles.
- Ability to hear within three feet and on the telephone.

Physical Requirements:

- Vision – Normal vision needed with or without corrective lenses.
- Hearing – Normal hearing is needed with or without hearing aids.
- Mobility – Ability to walk and climb ladder or stairs.
- Body motion – A full range of body motion is required to accomplish the above-mentioned tasks.

Qualifications (Abilities):

- Ability to analyze operational and administrative procedures and problems, to evaluate and balance community needs and expectations as to Fire-Rescue Department activities, and to modify organizational procedures and staffing plans to meet changing conditions.
- Ability to plan, assign and direct the work of subordinate employees under emergency conditions.
- Ability to quickly acquire and assimilate knowledge of administrative, operational and procedural regulations and practices of various mutual aid departments.
- Knowledge of business English, spelling, and arithmetic. Ability to speak, read, and write English at the 12th grade level.
- Knowledge of modern office procedures, practices and equipment including having the ability to operate a personal computer, copier, adding machines, and typewriter.
- Willingness to show initiative and discretion in the performance of duties.
- Ability to keep varied records, to assemble and organize data, and to prepare standard reports from such records.
- Ability to express oneself in such a way that one is readily and clearly understood, both verbally and in writing.

Qualifications (Knowledge):

- Training and Certifications (Required):

<u>Chief Officer</u>	Firefighter 1 (Prior 12/2014)
	Instructional Techniques Program (Prior to 12/2014)
	EMS License (B,A,P) (Prior to 12/2015) <i>Current Officers are strongly recommended to complete, new officers will not be appointed in 2016 without EMS License.</i>
	IS 100, 700, 200, 300, 400, 703, 704

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- Knowledge of Emergency Medical Care and the ability to build and maintain productive and beneficial working relationships with hospital staff, regional council staff, and Maine Emergency Medical Services.
- Knowledge of modern firefighting methods and equipment, fire department hydraulics, and of fire prevention methods.
- Thorough knowledge of department policies and SOG's; State fire prevention laws, and Town ordinances.
- Thorough knowledge of the Incident Command System and hazardous materials.
- Considerable knowledge of the geography of the Town, location of high hazard occupancies, water sources and other important landmarks.
- Considerable knowledge of occupational safety standards applicable to emergency services.
- Working knowledge of the municipal budgeting process; ability to assist with the development and administration of a budget.

Qualifications (Leadership):

- Ability to prepare and present effectively, oral and written information materials related to the activities of the Department
- Ability to speak before small committees and large groups, answering questions and explaining procedures, policies, SOG's and Town Ordinances.
- Demonstrated ability to command the respect of officers and to assign, direct and supervise Department functions.
- Ability to command the operations of personnel and equipment effectively and with good judgment under life threatening and other emergency conditions.
- Ability to provide effective leadership for and maintain harmonious relationships in the Department.
- Ability to establish and maintain effective working relationships with other municipal officials, State and federal authorities and the general public.

Salary and Job Classification:

This is a Paid On Call Position as defined by the Town of Buxton Personnel Policy:

Paid On Call - Paid on Call working for the Fire/Rescue are not eligible for benefits. Paid on Call are required to comply with any portions of the Personnel Policy that are not overridden by state or federal law.

The salary for this position is set annually through the budget process by the Board of Selectmen.