



# Buxton Fire-Rescue

## Administrative Policy

Subject: Personnel Regulations (3)

Section/Number: Line Officer Job Description (6)

Date Approved: April 24, 2017



### Purpose:

To establish a job description and qualifications for the position of paid on-call line officer, including captains and lieutenants.

### Term:

This is an appointed position; with a term expiring at the end of 2-years. The Fire-Rescue Chief may remove any officer, at any time, based on powers provided by [Maine Revised Statutes, Title 30-A: Municipalities and Counties, Chapter 153, §3153. Fire Chiefs](#) .

### Time Commitment

#### Training Requirements:

<b>Line Officer:</b>	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 two (2) curriculum based training classes (either as lead, co, or support instructor) (Instruction time counts towards training time)
	<b>28 Hours Required Annually</b>

#### Response Benchmark:

Officers shall respond to no less than 50 % of the calls for their assigned station, with exception of emergency medical calls.

#### Meeting Benchmark:

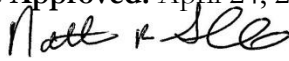
Officers shall attend no less than 50% of Officers Meeting or Department Meetings over the course of the calendar year.

### Nature of Work

The line officer is the first line supervisor for employees and activities of Buxton Fire-Rescue.

The line officer is responsible for assisting with the leadership and coordination of department activities through supervision of subordinates. The line officer makes company level, supervisory and operational decisions, pertaining to firefighting and emergency medical services, within the scope of the department's operational policies, guidelines, and training program.

This is a paid on-call position. This position requires field level work as well as administrative duties including completion of fire reports and other required documentation. Hours fluctuate slightly from week to week based on incident volume and department needs.



Line officers report to a direct supervisor as defined by [Administrative Policy 5.1 -- Organizational Chart](#) . Work is carried out with relative independence in accordance with applicable statutes, ordinances, Departmental Policy and Standard Operating Guidelines (SOGs).

Work is reviewed through discussion, reports, and during formal employee performance appraisals.

### **Illustrative Examples of Work**

- Attend, coordinate, and lead department trainings, apparatus training/certification, company meetings, and company level details (including truck checks, and equipment checks)
- Assume the senior officers duties should they not be present (e.g. Lieutenant filling in for captain)
- Perform duties as delegated by the supervisor
- Follow the chain of command at all times
- Promote safe work place practices
- Completion of assigned collateral duties as outlined by the Command Staff
- Respond to incidents to assist and or manage fire-rescue operations, as a leader of a company
- Complete new employee orientation with new members of the department
- Ensure command and control during emergency operations and training operations unless relieved by a senior officer or incident commander

### **Requirements of Work/Essential Functions**

#### Physical Capabilities

#### Physical Demands

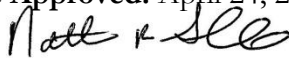
- Requires lifting over 100 lbs. and occasionally over 150 lbs.
- During firefighting activities when exposed to extreme heat, blood pressure and pulse are elevated.
- Medium duration of direct exposure to fire and its by-products. About 20 minutes inside of a working fire incident with regular breaks. This can continue until relieved.
- In addition to equipment, the personal protective equipment, including the self-contained breathing apparatus weighs approx. 85 – 100 pounds when dry.
- Firefighting is done in any environment. Temperatures within a structure can reach 1,000 degrees and below zero outside the fire or during a rescue.

#### 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 (Experience):

- Demonstrates a willingness to participate in department and community activities.
- General knowledge of the community's hazards, and surrounding communities that the department has mutual/automatic aid agreements with.



- Has responded and works with a team to mitigate the following incidents (Sample list only):
  - Structure Fires
  - Vehicle Fires
  - Chimney Fires
  - Technical Rescue
  - Medical Emergencies
  - Motor Vehicle Crashes

Qualifications (Knowledge):

- Training and Certifications (Strongly Recommended):

<b><u>Line Officer</u></b>	Firefighter 1
	Instructional Techniques Program, or prior instructor experience/ education
	EMS License (B,A,P)
	FEMA IS 100, 200, 700

- Knowledge of Buxton apparatus, their operation, and associated equipment
- Certified to drive/operate apparatus in assigned station
- Resource knowledge: i.e. police, EMS, public works, Haz-Mat units, hydrant locations, streets, etc.
- Progressively responsible firefighting, emergency medical, and administration services, including supervisory experience.
- Other education (optional):
  - High school diploma
  - Associates degree in related field
  - Fire/EMS Training Schools
  - National Fire Academy Courses (On-site & Off-site)
  - Fire Fighter 2
  - Fire Instructor 1&2
  - Fire Officer 1&2
  - EMS Instructor Coordinator

Qualifications (Leadership):

- Communication Skills: effective listening, coaching, counseling, oral and writing, and is able to get the message “across”
- Able to make decisions without supervision, based on knowledge, experience, skills, and training
- Sound judgment, and able to “do the right thing when no one is looking”
- Leads by example, and from the front
- Able to give and follow directives
- Has/is willing to train employees
- Operates well under pressure, during emergencies
- Able to apply appropriate knowledge given the circumstances
- Must have complete 2-years of continuous service to Buxton Fire-Rescue.
- Able to control / manage a group under emergency circumstances

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*Matt & SCS*

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**Policy History:**

*Original Approval Date: January 13, 2014*  
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