



Buxton Fire-Rescue

Administrative Policy

Subject: Personnel Regulations (1)

Section/Number: Career Assistant Chief Job Description (2)

Date Approved: May 7, 2021

Nath & Lee



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Purpose:

To establish the job description, qualifications, and basic guidelines for the position of Assistant Fire-Rescue Chief. This is a skilled senior management position under the general direction of the Fire-Rescue Chief that performs a variety of technical, administrative, and supervisory work to provide support in planning, organizing, directing, implementing, and leading a combination Fire-EMS department. Performance is evaluated based on daily observation and results.

Term:

The Assistant Fire-Rescue Chief is a hired position, appointed by the Fire-Rescue Chief based on powers provided by [Maine Revised Statutes, Title 30-A: Municipalities and Counties, Chapter 153, §153. Fire Chiefs](#); Assistant Fire-Rescue Chief is the second in command of the department.

Nature of Work:

This position requires field level work as well as administrative duties as defined below. This position is a 42-hour per week position working three (3) ten (10) hour days per week, and one (1) 12-hour day per week, with alternating Mondays and Fridays off (e.g., Week 1 = Monday thru Thursday, week 2 = Tuesday thru Friday, week 3 = Monday thru Thurs, etc.); this schedule is opposite the Career Officer schedule. During the 12-hour day shift, the person in this position is the primary EMS provider and fire responder on duty at Bar Mills Station.

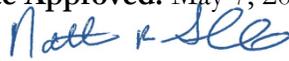
The Assistant Fire-Rescue Chief is responsible for assisting the Fire-Rescue Chief in managing the day-to-day operations of a combination Fire-EMS department to ensure the effective, safe, and efficient delivery of emergency and non-emergency services in the community. The Assistant Fire-Rescue Chief performs a variety of technical, administrative, and supervisory work related to fire prevention, fire suppression, emergency medical services, technical rescue, and hazardous materials response. Work involves considerable independence and decision-making authority and is performed under the general direction of the Fire-Rescue Chief.

Reports To:

Fire-Rescue Chief

Minimum Baseline Qualifications:

- Must hold and maintain a valid State of Maine Class C Driver's license
- Maine AVOC/EVOC class (or equivalent)
- NFPA Firefighter I Certification required, Firefighter II preferred, or a combination of relevant experience, education, and training.
- Must hold and maintain a Maine Emergency Medical Services Basic License, Advanced preferred.
- Minimum 10 – years of experience working in a combination fire-rescue department.
- Minimum 5 – years of experience as a Deputy or Assistant Fire-Rescue Chief
- Post job offer, the candidate must complete a pre-employment physical, including drug test, and associated NFPA 1500 components.
- Must successfully complete a comprehensive background check and license check.



Educational/License Requirements:

- Maintain Maine Emergency Medical Services Paramedic or Advance EMT, Basic EMT accepted.
- NFPA Fire Instructor I & II - within 1 – year of hire.
- NFPA Fire Officer I & II – within 2 – years of hire.
- Comply with all Department training requirements.

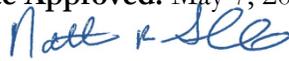
Physical Requirements:

Although this position is primarily a supervisory position working directly with firefighters and paramedics, the employee holding this position must meet the same physical demands of their subordinates. An employee in this position is expected to provide administrative support, patient care on medical calls, and carryout fire suppression activities, with priority given to emergency incidents.

The employee holding this position must maintain the ability to successfully pass a standardized physical ability test as determined by the Department’s occupational healthcare provider. The frequency of exam is determined using a respiratory questionnaire as reviewed by the Department’s occupational healthcare provider.

Duties/Essential Functions:

- Reports to an emergency scene and may assume any role in the incident command system, until relieved by the Chief.
- Possesses the necessary skills to effectively lead a dynamic and diverse organization and affect change to keep the department current and effective.
- Performs fire suppression activities as required, including but not limited to, assuming incident command, accountability, safety, suppression, ventilation, forcible entry, search & rescue overhaul, and firefighter rehabilitation.
- Provides primary patient assessment, treatment, and transport at the applicable EMS license level allowed by Maine EMS on any call for emergency medical service.
- Performs and/or supervises the job description duties and responsibilities of all subordinate firefighter and EMS personnel (within specified scope of practice).
- Exercises sound judgement with respect to all matters involving public and responder safety.
- Maintains departmental discipline, the conduct and general behavior of personnel.
- Works collaboratively with all department officers and personnel, specifically the paid-on-call staff to foster a collaborative relationship that keeps personnel engaged in fire and EMS work.
- Delegates authority to those subject to their command, commensurate with their duties, responsibilities, and abilities. Primary non-emergency responsibility is to the recruitment and retention of paid-on-call staff.
- Reviews, evaluates, develops, and implements programs, policies, and procedures for various departmental operations.
- Prepares and submits periodic reports to the Fire-Rescue Chief.
- Attends and chairs department meetings and officers’ meetings.
- Assigns personnel, equipment, and apparatus to handle emergent and non-emergent incidents.
- Evaluates employee performance and conducts an annual performance review of assigned personnel.
- May act as the Fire-Rescue Chief/Emergency Management Director in their absence as assigned.
- Maintains confidentiality and satisfactory working relationships with employees, department officers, public officials, contractors, and the public.

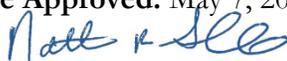


Priority Duties and Responsibilities:

- Recruitment and Retention Program
 - Develops, administers, and maintains the department Recruitment & Retention Program including but not limited to the following:
 - Develops, maintains, and carries out recruiting plans with assistance from department leadership.
 - Works with the Bonny Eagle School District to create a pathway for students attending or who intend to participate in the Westbrook Regional Vocational Technical Centers Public Safety Program, to become members of BFR.
 - Networks through fire service contacts, association memberships (e.g., Maine Fire Chiefs, York County Chiefs Association, York County EMA, etc.), trade groups, social media, and employees to attract new members to the department.
 - Develops and tracks goals for the recruiting and hiring process.
 - Coordinates and implements recruiting initiatives.
 - Screens applicants to evaluate if they meet the position requirements and would be a good fit with the department and its membership.
 - Conducts regular follow-up with line officers to determine the engagement of recruited employees and ensure closed loop communication regarding member probationary/training period.
- General Maintenance of Fire-Rescue Buildings, Apparatus, and Equipment:
 - Coordinating building, apparatus and equipment repair and maintenance with Public Works and outside vendors, list includes (not limited to) the following:
 - Annual hydraulic tool cleaning/maintenance
 - Aerial ladder cleaning/maintenance/testing
 - Ground ladder cleaning/maintenance/testing
 - Annual pump service/pump test
 - Dry hydrant inspection/testing
 - Annual hose testing
 - Breathing air maintenance/air quality checks
 - Annual flow testing and periodic hydro testing for all cylinders
- Works in conjunction with the Fire-Rescue Chief, Career Officer, and Fire Training Captain to develop, coordinate, and deliver fire training classes for all employee classes. With an emphasis put on ensuring paid-on-call, per-diem, and career employees have equitable access to training/education.
- Develops, coordinates, and implements budgetary policy as directed by the Fire-Rescue Chief.

Competencies:

- Familiarity with MS Office, Excel, Outlook and Word programs and specialized software including but not limited to: Emergency Reporting, Image Trend, and Aladtec.
- Thorough knowledge of, and proficiency in, modern firefighting methods and equipment.
- Thorough knowledge of, and proficiency in, EMS best practices, methods, and equipment.
- Knowledge and use of department standard operating guidelines and administrative policies.
- Ability to analyze situations correctly and quickly and to adopt effective courses of action, giving regard to surrounding hazards and conditions.
- Ability to effectively plan, assign, and direct the work of subordinate employees in non-emergency and emergency conditions; and demonstrated excellent oral and written communication skills.
- Proficient in the operation of all departmental equipment/apparatus.



- Demonstrates working knowledge of the geography of the Town of Buxton, including the location of streets, dry hydrants, water sources, and major fire hazards.
- Adherence to and with departmental policies, training guidelines, standard operating guidelines, and operational directives, etc.
- Experience in training and supervising subordinate personnel.
- Exercises common sense and sound judgment in evaluating situations and in making decisions.
- Effectively gives and receives verbal and written instructions; and
- Will reside within a 15-minute response time to town limits.

Working Conditions/Physical Demands:

Strenuous physical effort required; must frequently lift and/or move 30 pounds and occasionally move and/or lift to 50 pounds. May work near moving mechanical parts and in high, precarious places and may occasionally be exposed to wet and or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. Work is often performed in emergency and stressful situations. Hazards associated with fighting fires and emergency medical operations including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, oils, blood borne, and air borne diseases and other potentially infectious materials. May be exposed to loud noises at emergency scenes. Work is performed primarily in the station, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, day and night.

Frequently required to sit, talk, or hear, stand, walk, use hands and fingers to handle, or operate objects, tools, or controls, and reach over head with hands and arms to perform the essential functions of the position. Occasionally required to climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Salary/Fringe Benefits:

The position is an hourly non-exempt position, with overtime approved by the Fire-Rescue Chief and only allowed for emergency response after hours and for filling shifts where no other full-time, per-diem, or paid-on-call employee is available to work. Overtime will only be authorized for work outside of normal hours and will not be authorized for hours spent on normally assigned duties.

Fringe benefits are defined by the Town's Personnel Policy and set by the Board of Selectman.

Policy History:

<i>Original Approval Date:</i>	<i>May 7, 2021</i>
<i>Revision Date:</i>	<i>N/A</i>