

HAMILTON FIRE DEPARTMENT

DEPUTY FIRE CHIEF

Department: **Fire**

Unit: **Non-Union**

FLSA Category: **Exempt Hours-per-week: 40**

Contractual

Job description:

Under the direction and guidance of the Fire Chief, the Deputy Chief is responsible for assisting with the following duties, planning, directing, managing, and overseeing the daily activities of the fire department's operational, training and Emergency Medical Services (EMS) functions. Responsibilities include staff supervision, preparation and administration of operational, training and EMS division budgets, coordination of safety related issues, and the planning and organization of divisions in alignment with department goals. The Deputy Chief will be expected to take command responsibilities at emergency and non-emergency incidents; serves as a liaison between the Town and other departments, committees, and outside agencies including mutual aid partners; provides highly responsible and complex administrative support of the Fire Chief; and represents the Department and the Town in the absence of the Fire Chief. The Deputy Chief will make strategic and tactical decisions where necessary to execute the mission of the Hamilton Fire Department both in day-to-day operations and at emergency scenes. Although the Deputy Chief's scope of responsibility will include all members of the department via the chain of command (both Paid-on-Call and Full-Time staff). On a day-to-day basis and during regular working hours the Deputy Chief is expected to directly supervise the on-duty full-time crew's activities and duties. The fulltime crew is currently made up of, one Lieutenant and three Firefighters. The paid on call staff is currently comprised of: one Captain, three lieutenants and twenty-five firefighters.

Supervision:

Supervision Scope: Performs varied technical, management, supervisory, training, and manual labor duties requiring knowledge of firefighting, EMT-basic medical services coordination and operation of firefighting vehicles and fire/rescue equipment. Exercise judgment and initiative to accomplish competent firefighting service and EMS service delivery and to supervise and manage others; works independently and in combination with others while operating as team leader and/or incident commander; will be called upon to handle a significant amount of physical labor.

Supervision Received: Works under the direction and direct supervision of the Fire Chief following technical standards related to firefighting and EMS procedures and policies.

Supervision Given: Provides leadership, direction, and training to Firefighters, Firefighter/EMTs & Firefighter/Operators, senior Firefighters, Lieutenants and the Captain. Direct reports will include Captain and Lieutenants in day-to-day operations and at emergency scenes. Due to the nature of a combination fire department response, circumstances will dictate direct management and supervision of all ranks depending on available manpower. During regular working hours, the Deputy Chief is expected to supervise the on-duty crew's activities and operations.

Essential Job Functions:

- Serves as Acting Fire Chief during Fire Chief absences.
- Will serve as Officer in Charge and/or will assist the Officer in Charge.
- Charged with supervising operations and managing resources.
- Communicates appropriately within the department's Chain of Command to enhance department-wide communication and knowledge.
- Serves as Public Relations Officer for Department.
- Identifies, applies, and manages grant resources for the department to supplement the town budget.
- Prepares plans for realization of said goals and presents the same to the Fire Chief.
- Executes those plans authorized by the Fire Chief as a leader and manager to reach completion.
- Evaluates operations and need for training based on the skills of various officers and firefighters; implements plans for improvement with direction from Fire Chief.
- Identifies strategic and training goals, objectives, and methods to achieve the same for the future development and progression of the Hamilton Fire Department.
- Reviews reports where necessary and ensures that all emergency operations are conducted in a safe manner and all work safety practices are followed.
- Supervises and performs fire suppression based on firefighting best practices to protect people and property using appropriate equipment and breathing apparatus.
- Supervises and performs rescue operations for such incidents as water rescue, auto extraction, auto accidents, flooding, etc.
- Supervises and use specialized firefighting tools, appliances and equipment; lays and connects fire hoses and nozzles; operates fire pumps and directs water streams; raises and climbs ladders.
- Provides training to the officers and firefighters; ensure all members understand the department rules, regulations and policies; serve as part of the management team.
- Acts as a mentor to mid-level and lower-level managers to assist with professional development of all members and maintains an effective officer-corps.
- Responsible for ensuring that all maintenance of fire facilities and equipment are completed on a timely manner, especially restocking of depleted medical supplies
- Ensures that vehicle deficiencies are reported to mechanic in a time sensitive manner.
- Must become proficient in the operation of all firefighting apparatus and equipment within the department.
- Will perform all duties generally associated with firefighting and emergency medical services such as fire control and suppression, rescue and emergency services.

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be 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.)

Job Responsibility:

- Responsible for maintaining and developing the department's EMS division.
- Performs similar or related work as required, directed or as situation dictates.
- Continue training and professional development; keeping current with trends, industry standards, and state-wide treatment protocols. Educates staff members regarding the same.
- Assists other department staff as needed to promote a team effort to serve the public.
- Assists in the emergency planning and has major responsibility during natural and other disasters. He/she helps maintains a comprehensive emergency response plan.

Minimum Required Qualifications:

Education, Training and Experience:

Bachelor's degree from an accredited four-year college in fire protection technology, engineering, business, public administration, or a closely related field; supplemented by completion of continuing education activities such as Massachusetts Firefighters Academy courses; five years of experience as a Fire Command Officer; or any equivalent combination of education and experience. Experience implementing and/or managing within a transporting EMS program. Professional background should include a diverse and extensive exposure to all aspects of fire suppression, fire prevention, training, emergency medical services, emergency management and emergency response.

Special Requirements:

- Possession of a Massachusetts motor vehicle operator's license, Commercial Driver's License (CDL) Class B with airbrakes endorsement is preferred and will be required per employment letter.
- Must be a non-smoker/non-tobacco using person both on and off the job at the time of employment and maintain the same status throughout the term of employment.
- FF I & II National Certification.
- Fire Instructor I Certification.
- Fire Officer I Certification preferred.
- FEMA ICS 100, 200, 700, 800, 300 (additionally FEMA 400 preferred).
- Massachusetts and/or national EMT-Basic, EMT-Advanced and/or EMT-Paramedic.
- Extensive knowledge of the operation administratively and clinically of a transporting ambulance service.
- Must live within 10 miles of the station and/or be willing to relocate within 10 miles.
- Must be able to respond to emergencies outside of the regular workweek on a regular basis.
- Evaluates operations and need for training based on the skills of various officers and firefighters; implements plans for improvement with direction from Fire Chief.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of modern firefighting principles, equipment and techniques; thorough knowledge of the Town, fire and emergency risks and other potential emergency exposures. Working knowledge of Massachusetts state laws and regulations pertaining to Fire services. Comprehensive knowledge of the State fire laws, Town bylaws, building codes, and hazardous materials. Knowledge of Federal and State laws related to homeland security. Knowledge of computer systems and communications equipment applicable to the fire department and the Town administration. Baseline knowledge of the principles and practices of planning, budgeting, administration, supervision, leadership and coordination of a fire department.

Ability: Ability to quickly and prudently exercise command authority in life-threatening situations, taking into account a wide variety of factors and concerns. A demonstrated ability to formulate goals and objectives and to establish and maintain effective contacts with a variety of groups and organizations in and outside the government. Ability to remain calm, concentrate and perform all responsibilities in a competent manner at all times. Ability to communicate effectively and efficiently verbally and in writing at all times. Ability to delegate responsibility and work well with subordinates. Ability to plan, prepare, and manage a budget and capital expenditure program.

Skill: Imagination, innovation and judgment relating to identifying, planning and achieving department goals. Financial management skills. Skill in operating above mentioned equipment. Baseline computer skills including MS Office, ESO Suite, and other software utilized by the Department and the Town administration.

Physical Requirements:

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. This job requires the employee be physically capable of performing all duties of a firefighter, fire lieutenant, fire captain, and fire chief, or EMT depending upon the circumstances of any given emergency incident. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Performance of work may involve standing, walking and sitting for long periods of time. Physical ability required to operate ladder trucks, pumpers, and other emergency vehicles. Ability to use hoses, forcible entry tools, and other equipment. Physical agility is required to access all areas at the scene of the fire. Work involves pushing, climbing, stooping, kneeling, crawling, reaching with hands and arms. May be required to lift/carry equipment or persons weighing more than 100 pounds. May be required to wear protective equipment, which weighs up to 50 pounds while climbing a ladder. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.) AA/EOC