

Town of Oak Bluffs Fire Department

Position Title:	Deputy Fire Chief	Grade Level:	Salary
Department	Fire - EMS	Date:	4/8/2021
Reports to:	Fire Chief	FLSA Status	Exempt

Position Purpose:

The purposes of this position are to assist in providing the community, residents, and others with an effective and efficient fire service according to all applicable laws and current professional fire service standards and practices. The Deputy Fire Chief assists in identifying, managing, and providing for the attainment of fire service objectives through the conduct of fire service operations according to departmental policies, procedures, and other authorized practices. S/he works cooperatively with other governmental agencies to achieve fire service and other related community objectives within the limitations of the available resources. S/he assists in managing, administering and providing for the administration of the Oak Bluffs Fire Department, its authorized personnel, financial, and other resources to deliver emergency medical, firefighting, rescue, hazmat, fire investigation, fire prevention, disaster planning and related services. The Deputy Fire Chief is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs highly responsible duties requiring independent judgment and initiative in planning, organizing, managing, directing, and administering the work of the Fire Department, and in enforcing state and local laws, and town by-laws relating to fire safety and residential occupancy codes.

Supervision Received: Works under the general and specific direction of the Fire Chief, and according to the applicable provisions of federal, Massachusetts, and Oak Bluffs laws. The position is subject to review and evaluation according to the Department's policies, procedures, and standard operating guidelines.

Supervision Given: Supervises employees directly through others, and through established departmental policy, general, specific, and special orders; supervises and is responsible for the supervision and performance of all people within the operating units under his/her direction and control.

Essential Functions:

(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.)

- The Deputy Chief shall assist the Chief with the day to day operations of the department up to and including managing, directing, administering, supervising, coordinating and otherwise providing for the fire service for the Town; coordinates and implements approved plans, policies and procedures to provide for the management and administration of the department, the development of its capacities and its effective and efficient delivery of emergency and non-emergency services, including but not limited to, firefighting, disaster planning, containing and mitigating hazardous materials incidents, preventing emergency incidents through inspections and education, fire investigations and providing other emergency management programs.

Town of Oak Bluffs Fire Department

- Assists in coordinating with other Town, area, regional, state and federal fire, emergency management and related departments and agencies to develop and provide coordinated effective responses to emergencies that require resources and capabilities beyond the Oak Bluffs Fire Department; administers and implements mutual aid agreements.
- Will be directly responsible for the direction and supervision of the department's training program for all personnel in all required and recommended competencies and certifications through in-service training, classroom instruction, seminars, the Mass Fire Academy, other recognized resources, and practical exercises.
- Will be directly responsible for the administration of all aspects of the fire prevention regulations contained in Massachusetts Comprehensive Fire Safety Code 527 CMR 1.00, M.G.L. Ch 148 and other applicable codes and ordinances working collaboratively with State and Local code officials.
- Involved with community outreach. Conducts public education to school children and the general public in matters related to fire prevention and safety.
- Assists with preparing and monitoring the Department's operating and capital budgets including recommendations regarding personnel, apparatus, equipment, supplies, training, communications, and other matters requiring the expenditure or commitment of funds and other resources.
- Responsible for the recording of all calls for service, training, maintenance, and equipment via the Department's chosen software programs.
- Works cooperatively with and in support of the Fire Chief and other Town officials through all adopted policies, procedures, and information management systems; assists in preparing and submitting reports regarding the Department's operations as determined necessary and appropriate.
- Attends and practically applies information obtained at professional development conferences, meetings, seminars, and training programs.
- In the absence of, and at the direction of the Chief, s/he shall assume all duties and responsibilities of the Chief.
- Performs similar or related work as required or as the situation dictates.

Errors and Omissions:

Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations or have extensive financial and legal repercussions. Errors and or poor judgement can result in personal injury, deaths, health issues, injury to others, environmental and economic adverse consequences.

Physical and Mental Effort:

While performing the administrative functions of this job, minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stopping,

Town of Oak Bluffs Fire Department

walking and standing. Maybe required to lift objects such as files, boxes of papers, office supplies and office equipment weighing up to 30 pounds. When in the field performing code/inspections activities, may require some agility and physical strength such as moving in or about construction sites or over rough terrain, standing, walking, climbing, crawling, crouching and reaching. Moderate to strenuous effort is required in response to emergency situations. Stamina is required to perform duties on extended calls and under adverse conditions. Minimal motor skills are required for activities such as moving objects, using office equipment including but not limited to telephones, personal computers, handheld technology, environmental and atmospheric meters, medical equipment and communication equipment. Visual demands require routinely reading documents for general understanding and analytical purposes, viewing a computer monitor, cardiac monitor, reading medication labels and adjusting gauges and controls on medical equipment. Ability to operate an emergency vehicle

Job Environment:

Administrative work is performed under typical office conditions. Code/inspection activities involve elements found in the field such as work sites, construction sites, etc. These working conditions involve occasional exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dust or grease. Emergency work is performed under conditions which involve personal danger to the incumbent with serious exposure to all types of weather conditions and hazardous environments. Judgement is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline. The sequence of work and/or procedures followed vary according to the nature of the incident or emergency. Incumbent is required to work beyond normal business hours in response to emergency situations.

During Fire and Rescue operations the employee has recurring contact with the public, the media, other emergency personnel and law enforcement. During normal duty hours most contacts are with fellow employees, vendors, other departments and occasionally with civic groups and community leaders and representatives. Contact is made in person, by phone, email, in writing or through the mail.

Minimum Required Qualifications:

Education, Training and Experience:

Applicant must have more than 10 years of progressively responsible fire service experience, of which 5 years shall have been as an officer. Applicants and incumbents must have and maintain a valid Massachusetts Class D driver's license, Firefighter 1,2 certification, Fire Prevention Basic, NIMS/ICS Command level certifications. Applicant and incumbents should have and maintain Massachusetts EMT-B certification or willing to complete EMT-B training within 2 years and Fire Prevention Officer 1 certification.

Special Requirements:

Incumbents must be able to successfully implement and apply the National Incident Management System (NIMS) and s/he must have received formal Fire Officer training. May be required to work without prior notice or to respond to calls for service and or emergencies as the Department's primary responder. As a condition of employment, the employee must successfully complete a job-related medical and/or psychological examination and CORI certification.

Town of Oak Bluffs Fire Department

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the management, organization, development, principles and practices of a contemporary, effective fire service, its functions, policies and procedures, rules and regulations; thorough knowledge of fire suppression, hazardous materials incident management and mitigation, rescue, public education and the use and care of apparatus and equipment. Knowledge of State laws relative to the Fire Service, Life Safety and Building Codes, specific knowledge of the local Fire Service system.

Ability: Ability to effectively manage, direct and supervise fire/rescue operations and personnel and work for long hours as may be necessary; to develop and effectively maintain good discipline, teamwork and cooperation amongst officers and line staff; to exercise good judgment and to provide clear and appropriate oral and written instructions; ability to analyze emergency situations and to develop and implement effective courses of action; ability to cope with stressful situations; ability to communicate tactfully and effectively; ability to prepare, manage and implement budgets; ability to develop, and manage programs and projects; ability to establish and maintain effective working relationships with Town officials, subordinates, the general public and other Fire Officials; ability to analyze and interpret rules, regulations, standards and procedures and make sound judgments under stressful situations; ability to interpret and enforce laws and regulations firmly, tactfully and impartially; ability to understand architectural drawings and plans.

Skill: Must have basic computer skills. Excellent customer service, public relations and interpersonal skills. Must have management skills, including personnel management, budget preparation, organization, communication, planning and supervisory skills.

- Approved and Voted by the Personnel on April 8, 2021.