**GROTON FIRE DEPARTMENT**

**DEPUTY FIRE CHIEF**

**JOB DESCRIPTION**

**Statement of Duties**:

The purpose of this position is to direct, manage and supervise all aspects of emergency and non-emergency services under the direction of the Fire Chief. The Deputy Chief is the second in command of fire, EMS and emergency management functions. Performs all other related work as required. The Deputy Chief is responsible for maintaining and improving upon the efficiency and effectiveness of the department through training and administrative functions.

**Supervision**:

Works under the direction of the Fire Chief.

Regularly exercises independent judgment required to solve problems and situations not falling clearly or concisely with limitations of established standards or precedents. Performs highly responsible duties; makes decisions which involve choices of action within limits defined by standard practices and policies.

Is the immediate Supervisor of all full-time employees, Call Firefighters, and EMTs; has overall supervision of the Fire Department in the absence of the Fire Chief.

**Job Environment**:

Majority of work is performed under typical fire department conditions. Administrative duties are performed in a typical office environment. Firefighting and emergency medical services work is performed at the scene of fires/emergencies under varying weather conditions and under conditions which may involve considerable personal danger with exposure to smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. The noise level may be very loud at an emergency scene. The Deputy Chief will be responsible to respond to and manage most incidents during on duty times and will occasionally respond off-duty.

Operates emergency medical aid equipment, fire apparatus, fire pumps, hoses, ladders, first aid equipment, radio, pager, and other standard firefighting equipment. Required to wear uniform and protective clothing/equipment.

Interacts with the general public, business owners, state and federal regulatory agencies, other town departments and other public safety mutual aid communities. On a highly confidential and professional level.

Has access to confidential information including personal information about citizens and medical records, and negotiating positions.

Errors could be costly in terms of decreased or less efficient protection to persons and property, confusion and delay, possible personal injury/death, and result in direct financial and legal repercussions.

As a confidential employee maintains confidentiality related to plans, employees’ complaints or other areas as deemed necessary by the Fire Chief.

Supervises the EMS Coordinator to ensure that all required paperwork and training are being submitted/performed for compliance

**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.*

* Oversees day-to-day activities and operations of the department to include fire suppression, fire prevention, code enforcement, EMS and related services and activities under the general direction of the Fire Chief.
* Responds to emergency and non-emergency incidents; utilizes the incident command system to direct operations and communications during fire or other emergency situations. Development of tactics and strategies to protect life and property.
* Required to attend meetings outside of normal business hours as a representative of the Fire Department and Fire Chief.
* Provides general oversight for all training functions including state and nationally mandated training. Ensures that such programs are documented as recommended by NFPA, OSHA, and ISO.
* Coordinates and attends monthly Fire and EMS trainings for the department. Seeks out and organizes trainings provided by the Massachusetts Firefighting Academy as well as other non-departmental, certified training entities.
* Provides general oversight to department equipment and apparatus. Supervises the staff to ensure proper maintenance and repairs are completed to meet manufacturer and NFPA recommendations.
* Responsible for the hiring process and recommending candidates to be hired, provides orientation for new employees, career and call.
* Listens and responds to employee problems, concerns and complaints with a high level of confidentiality. Promotes internal and external working relationships as well as maintaining positive working environments and relations for career and call personnel. Maintains and works to Improve working conditions for maximum efficiency and morale.
* Encourages, promotes and assists in professional development of those supervised. Conducts performance evaluations and works collaboratively with the employee to develop goals and objectives.
* Observes staff throughout the duration of incidents to evaluate levels of performance. Corrects any performance related issues through individual or group training needs. Reviews reports prepared by staff to ensure completeness and consistency with standards.
* Has access to department personnel issues including hiring, disciplinary and promotional processes including current/future planning efforts. Failure to maintain confidentiality may result in increased liability to the department and decreased public image.
* Issues disciplinary action as appropriate for infractions of departmental standards and/or regulations, and reports infractions and actions taken within parameters set by the Fire Chief Investigates and assists the Fire Chief in responding to employee grievances.
* Maintains level of interaction with dispatch to develop guidelines and quality assurance.
* Works closely with other town departments in providing proper fire prevention inspections and utilizing town software to document inspection approvals as needed.
* Acts as the department representative to the general public in the absence of the chief or in instances not warranting the Chief’s presence. Represents the department at local, regional and other meetings at the discretion of the Chief. In doing so, the Deputy Chief also responds to citizen complaints with a high level of confidentiality and professionalism.
* Provides general oversight for the Department SAFE program.
* Assists with budget requests, grant writing and procurement, and other management reports or documents. The Deputy Chief shall also play a key role in recommendation of capital purchases and needs.
* Provides assistance to the Fire Chief in dealing with data gathering, strategic planning, investigations and operational studies.
* Assist with the evaluation of departmental procedures, organization and staffing: review and prepare studies, recommend and implement changes in operations; evaluate systems used by other departments for potential application to the Groton Fire Department; distribution of personnel and distribution and types of equipment.
* Recommends record procedures through systems review and audit services in conjunction with the Fire Chief and other personnel as needed.
* May be required to assume the duties of the Fire Prevention Officer by the Fire Chief, including but not limited to plan reviews of fire alarm systems, sprinkler systems, and subdivision layouts. Attend technical review meetings and provide input regarding fire department access, and other safety related concerns.
* Keeps members and him/herself informed of all significant events or developments in firefighting and EMS which affect the Department. If changes or revision in any present practices of the Department seem advisable, submit oral or written reports detailing recommendations.
* Ensures the proper and economical use of fire manpower, property and equipment.
* Assumes overall responsibility of the department in the absence of the Fire Chief.
* Performs other tasks as needed by the Fire Chief.
* May be required to do some or all of the duties of ranks as required by the Fire Chief.
* Performs similar or related work as required, directed or as situation dictates.

**Preferred Minimum Qualifications**

**Education, Training and Experience:**

Bachelor’s Degree, preferably in Fire Science, public administration or closely related field; Firefighter I/II certification (Massachusetts Firefighting Academy) Fire Officer I/II Certification; Fire Instructor I Certification; Fire Prevention Officer I Certification; Emergency Medical Technician Certification; EMT-B, CPR/AED Certification; Possession of a valid motor vehicle operator's license. Qualified candidates shall have a minimum of 10 years progressively responsible experience as a firefighter/EMT with at least 3 years in a supervisory capacity.

**Special Requirements:**

Completion of Chief Fire Officer Program within 3 years or enrollment of Executive Fire Officer Program.

National Wildfire Coordination Group S-290 within 1 year

NIMS ICS 400 within 1 year

Ability to respond within a 30-minute time frame

**Knowledge, Ability and Skill:**

*Knowledge*: Considerable knowledge of modern fire suppression, fire prevention, training, hazardous materials, and emergency medical services principles, procedures, techniques and equipment. Considerable knowledge of applicable laws, standards, departmental standard operating guidelines, rules and regulations. Knowledge of budgeting and municipal procurement laws

*Ability*: Ability to understand and follow verbal and written instructions. Ability to communicate effectively verbally. Courage and emotional stability. Ability to apply standard firefighting and emergency aid techniques to specific situations. Ability to manage complex incidents through the incident command system. Ability to follow proper methods, procedures and safety precautions. Ability to train and supervise subordinate personnel. Ability to perform arduous tasks requiring physical endurance and agility under adverse conditions. The ability to maintain a high level of confidentiality and professionalism.

*Skill*: Skill in operating all fire equipment and apparatus. Computer proficiency in Microsoft Office and Excel, PowerPoint, PCR reporting software, scheduling and social media platforms.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position involves physically hazardous functions under emergency conditions. Must be able to connect and pull and operate hose lines; operate a pump; position and climb ladders/stairs; lift/carry equipment or persons weighing more than 150 pounds; push; climb; stoop; kneel; crawl; and reach with hand and arms. Performance of work also involves standing and walking for long periods of time. Physical agility is required to access all areas at the scene of a fire. Wears protective equipment weighing over 50 pounds. Performs strenuous physical efforts during emergency or training activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke. Required to detect odors and have temperature sensitivity as well as the ability to verbally communicate effectively and professionally.

*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.*