



Limington Fire/EMS

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ADMINISTRATIVE POLICY

NUMBER: 02

TITLE: FULL TIME DEPUTY CHIEF JOB DESCRIPTION

FLSA CLASSIFICATION: EXEMPT

PURPOSE:

To establish a job description, qualifications, and basic guidelines for the position of Full Time Deputy Chief. This is a skilled senior management position under the general direction of the Fire/EMS 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 Deputy Chief position is a hired position, appointed by the Fire/EMS Chief based on powers provided by Maine Revised Statutes, Title 30-A: Municipalities and Counties, Chapter 153, § 3153, Fire Chief; Deputy Fire/EMS chief is the third in command of the department. An employee in this position falls under the Town of Limington Personnel Policy and must meet all town and department employee requirements to remain in this position.

NATURE OF WORK:

This position requires field level work as well as administrative duties as defined below. This is a 40-hour per week minimum position. Though the schedule will be Monday through Friday, 0800-1600, there is some flexibility to the schedule from week to week. This position will be the Officer of the first out Engine and the Provider on the second out Ambulance during normal working hours, and may periodically fill vacated EMS shifts when other coverage is not available.

The Deputy Fire/EMS Chief is responsible for assisting the Fire/EMS Assistant Chief and 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 Deputy Fire/EMS 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/EMS Chief.

REPORTS TO:

The Deputy reports to the Fire/EMS Chief or his designee, but work is carried out with relative independence in accordance with applicable laws, EMS Protocol, Town Ordinances, NFPA Standards and Department SOG's/SOP's.

MINIMUM BASELINE QUALIFICATIONS:

- Must hold and maintain a valid State of Maine Class C Driver's license
- Maine EVOC, or equivalent compliant with MBOL and MEMS
- Must have or obtain NIMS/ICS 100, 200, 300, 400, 700, and 703
- NFPA Firefighter I Certification required, Firefighter II preferred
- Must hold and maintain a Maine Emergency Medical Services Paramedic License
- 10 years of experience working in a combination fire/ems department
- 5 years of experience as a Captain or Chief officer- preferred
- Post job offer, the candidate must complete a pre-employment physical, including drug test, and associated NFPA 1500 components
- Must complete a comprehensive background check and license check

EDUCATIONAL/LICENSE REQUIREMENTS:

- Maintain Maine Emergency Medical Services Paramedic
- NFPA Fire Instructor I & II - Candidates willing to enroll in the first available course and obtain certification may be considered
- NFPA Fire Officer I & II - Candidates willing to enroll in the first available course and obtain certification may be considered
- Comply with all Department training requirements

PHYSICAL REQUIREMENTS:

Although this position is primarily a supervisory position working directly with fire and EMS staff, 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 occupation healthcare provider.

DUTIES/ESSENTIAL FUNCTIONS:

- Reports to an emergency scene and may assume any role in the incident command system.
- 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.
- Prepares or coordinates daily shift trainings, including all aspects of emergency services offered by Limington Fire/EMS
- Creates and implements a daily fitness program
- Prepares and submits periodic reports to the Fire/EMS Chief
- Attends 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 full time and per diem personnel
- May act as the Fire/EMS Chief 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:

- Acts as the Departments DICO- separate job description
- Acts as the liaison to Maine EMS
- Oversees scheduled staff
- Creates monthly coverage schedule
- Manages Q/A team
- Has direct supervision of all EMS activities
- Assists with creation of annual budget
- Assists with creation of policy
- Maintains Service license
- Monitors staff EMS licensure to ensure no provider operates after expiration of license
- Maintains Paramedic licensure
- Maintains all required EMS records
- Creates and implements daily shift training and fitness routine
- Oversees orientation of all newly hired EMS personnel
- Ensures daily tasks and equipment checks are completed
- Works with EMS Lieutenant to order EMS supplies
- Any tasks assigned by the Chief

COMPETENCIES:

- Familiarity with MS Office, Excel, Outlook and Word programs and specialized software including but not limited to: I Am Responding, Aladtec, Image Trend
- 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/procedures and administrative policies
- Ability to analyze situations correctly and quickly and to adopt effective courses of action, giving regard to surrounding hazards and conditions
- Proficient in the operation of all department equipment/apparatus
- Demonstrates working knowledge of the geography of the Town of Limington, including the location of streets, dry hydrants and cisterns, 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
- Exercised common sense and sound judgement in evaluating situations and in making decisions
- Effectively gives and receives verbal orders and written instructions

WORKING CONDITIONS/PHYSICAL DEMANDS:

Strenuous physical effort is required; frequently lifting and/or moving 30 pounds and occasionally moving and/or lifting up to 125 pounds alone or 250 pounds with a partner. There will be work near moving mechanical parts and in high, precarious places and may occasionally require being 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, solvent, oils, blood borne, and air borne diseases and other potentially infectious materials. There may be exposure to loud noises at emergency scenes. Work is performed primarily in the station, vehicles, and outdoor settings, in all weather conditions, including extreme temperatures, day and night.

The Deputy Chief will frequently be required to sit, talk, or hear, stand, walk, use hands and fingers to handle, or operate objects, tools, or controls, and reach overhead with hands and arms to perform the essential functions of their position. They may occasionally be 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 AND JOB CLASSIFICATION:

This a salaried position as defined by the Town of Limington Personnel Policy.

This position is eligible for all benefits offered by the Town of Limington as outlined in the Personnel Policy. A person in this position is required to comply with any portions of the Personnel Policy that are not overridden by state or federal law.

The salary for this position is set annually through the budget process by the Board of Selectmen.

Emil Braley, Chief of Department