

## **POSITION DESCRIPTION**

Class Title: Deputy Fire Chief

FLSA: Exempt

Salary Range: \$70,000 to \$80,000

Posting ends when position has been filled

### **Deputy Fire Chief**

#### **GENERAL**

This is a responsible administrative, supervisory and technical position focusing on firefighting, fire prevention and rescue activities of the Old Orchard Beach Fire Department.

#### **SUPERVISION RECEIVED**

Direct supervision is received from the Fire Chief, although considerable independent judgment is exercised in carrying out the daily functions of this position.

#### **SUPERVISION EXERCISED**

Deputy may supervise the following:

1. Career Officers
2. Career Firefighter/medics
3. Ambulance Billing Clerk
4. Call Department Firefighters
5. Call Department Officers
6. Call Department Fire-Police
7. Part-time EMT's
8. Lifeguard Captain

#### **ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Responds to and takes command at major fires and hazardous incidents.
2. Sets and implements standard operating procedures and policies of the department.
3. Coordinates and oversees:
  - a. Department training in firefighting and life-saving methods
  - b. Hazardous material control and clean-up
  - c. The use of equipment and all other property of the department
  - d. The assignment and discipline of personnel
  - e. Juvenile Fire Safety Program
  - f. Learn not to Burn Program
4. Directs:
  - a. Maintenance and replacement of firefighting and rescue equipment
  - b. Fire prevention activities including inspections, fire permits, alarm maintenance and fire investigations in cooperation with State and local authorities
  - c. EMS quality assurance program and supervises quality of assurance of paramedics.

5. Supervises the administrative details of the department, including the requisition of materials, supplies and equipment and the maintenance of department records and reports.
6. Aides with:
  - a. Department budget including the approval of all expenditures
  - b. Commentary on fire and rescue related matters to present to the City Council.
7. Participates in:
  - a. Collective bargaining negotiations with fire union personnel and administrative staff
  - b. Member of the Town's Safety Committee
8. Serves as:
  - a. Town Fire Investigator with regard to arson investigations
  - b. Town Infectious Control Officer with regard to blood borne pathogens and other infectious diseases to ensure compliance with OSHA standards
  - c. Emergency Management Director
9. Training:
  - a. Conducts, schedules and oversees all Firefighter and Officer training for full time firefighters/medics, call force and per diem members
  - b. Creates, updates and maintains written training documentation.
10. Performs Fire Codes and Fire Prevention:
  - a. New construction inspection
  - b. Changes in occupancy
  - c. Certificates of occupancy
  - d. Fire Code enforcement
11. Reviews fire and ambulance reports prepared by subordinates for filing with State and Federal authorities.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

### **EDUCATION/EXPERIENCE**

Bachelor's Degree from an accredited four year institution, with a focus on Public Administration, Business Management, Fire Science or related field of study preferred or an equivalent combination of education, training and experience. A minimum of ten (10) years of experience in firefighting positions, including a minimum of three (3) years of Officer experience in fire service or any equivalent combination of education and demonstrated experience; extensive knowledge and experience in emergency medical services, fire suppression and emergency management. A team player with the ability to lead, motivate and direct the activities of the Fire Department personnel is highly sought.

## **SPECIAL REQUIREMENTS**

Fire Officer II, , Hazardous Materials Operations level, Incident Command experience, SCBA qualified, Firefighter Training Certificate, Incident Safety Officer, Minimum EMT Basic, Paramedic preferred, State of Maine Class C driver's license.  
Must live within a 20 minute response area.

## **NECESSARY KNOWLEDGE, SKILLS & ABILITIES**

1. Extensive knowledge and experience in:
  - a. Firefighting equipment
  - b. Firefighting methods and techniques
  - c. Hydraulics and fire prevention
  - d. Emergency first aid and life saving techniques
  - e. Rules and regulations of department
  - f. Fire prevention laws and ordinances
  - g. Knowledge of Fire Code Regulations
  - h. Hazardous materials control
  - i. Geography – Town street system, water supply and hydrant system
2. Ability to:
  - a. Make sound decisions in the effective direction of fire and rescue personnel and equipment under emergency conditions
  - b. Review, analyze and forecast the departmental budget
  - c. Exercise significant character and leadership in extreme disasters
  - d. Plan, assign and oversee the work of several subordinate operating units
3. Strong communication skills both orally and in writing.
4. Strong interpersonal skills and the ability to establish and maintain effective working relationships with outside agencies, municipal officials, employees and the general public.

## **TOOLS & EQUIPMENT USED**

Personal computer, including word processing and spreadsheet software; computer network system; calculator, phone; copy machine; fax machine, and all fire and rescue related equipment.

## **PHYSICAL DEMANDS**

The physical demands described herein 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.

While performing the duties of this job, the employee is frequently required to sit or stand and talk or hear, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms. Employee is frequently required to lift heavy objects, move large equipment, walk, run, climb stairs and perform all other physical actions necessary in a fire or rescue operation.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus

## **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually normal for business conditions to extremely loud, dangerous and stressful conditions. Employee is occasionally exposed to extremes in weather conditions.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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 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.

The Town of Old Orchard Beach is an equal employment opportunity employer.

Submit Application and Resume to:  
Town of Old Orchard Beach  
Attn: HR Office  
1 Portland Ave  
Old Orchard Beach ME 04064  
Email: [fbeaulieu@oobmaine.com](mailto:fbeaulieu@oobmaine.com)  
Fax: 207-934-0755  
Application: <https://www.oobmaine.com>