

JOB DESCRIPTION

DEPUTY CHIEF-Yarmouth Fire/Rescue (EMERGENCY SERVICES DIRECTOR)

GENERAL PURPOSE

Deputy Chief performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression, rescue, and EMS to prevent or minimize the loss of life and property by fire and other emergency situations. This job description is subject to change as circumstances require.

SUPERVISION RECEIVED

Works under the direction of the Fire Chief.

SUPERVISION EXERCISED

Supervises other officers, EMS staff, student and professional staff, and members through subordinate officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs or supervises the Essential Duties and Responsibilities of Firefighter and EMS provider Job Descriptions, which are incorporated herein by reference.

Satisfies Annual Mandate requirements, including physical exam (as age required) and fit testing.

Attends Officers' and Department meetings. Attends, as requested by the Chief, various meetings of town committees and boards.

Responds to alarms and conducts operations necessary to resolve the emergency.

Oversees all training, preplanning, testing and inspections, which are assigned to the companies. This will include, but not be limited to making sure that all members assigned to the companies will be proficient in the location and operation of all equipment assigned to the companies.

Supervises the EMS officers and members assigned to the EMS division and other members through subordinate officers.

Has the responsibility of maintaining the readiness and operability of EMS operations and any and all equipment assigned to the companies.

Assists in the recruiting, hiring, training, and scheduling of per diem and volunteer on-call staff.

Plans, coordinates, supervises and evaluates firefighting and rescue activities.

Establishes Fire/Rescue Department policies and procedures to implement directives from the Town Manager or Town Council.

Plans and implements Fire/Rescue programs for the Town, reviews departmental performance and effectiveness, formulates programs or policies to alleviate deficiencies, including QA/QI activities.

Performs duties of Municipal Health Officer.

Performs duties of Designated Infection Control Officer.

Under the direction of the Chief, assures that an effective, accountable, and community sensitive program for billing for services is established and administered with timely collections and deposits.

Responds to alarms and calls for service. May direct activities at the scene of major emergencies, as required.

Maintains a program of citizen awareness and education on emergency preparedness and response actions as well as medical emergency programs and engagement.

Cooperates with Public Health Officials in management and control of public health risks.

Develops or delivers departmental EMS in-service training activities.

Handles grievances, maintains department discipline and the conduct and general behavior of assigned personnel, subject to review of the Chief.

Prepares and submits monthly reports to the Chief regarding the Department's activities and prepares a variety of other reports as appropriate including the annual report of activities.

Assigns personnel and equipment to such duties and uses as the EMS service requires, evaluates the need for and recommends the purchase of new equipment and supplies.

Meets with elected or appointed officials, other Fire/Rescue officials, community and business representatives and the public on all aspects of the department's activities.

Responsible for the coordination with area municipalities, hospitals, state EMS, and other public safety entities as appropriate.

Oversees Paramedic Service Agreement with the Town of North Yarmouth and provides reports and accountability to the Town of North Yarmouth.

Help recruit and retain both full time and volunteer call firefighters and EMTs to maintain staffing levels as needed and to create opportunities for citizen service.

Ensures the personnel records, including training activities for full time and call personnel are complete, accurate and current.

Establish and maintain positive relations with the Police Department, Public Works Department, Water District and other town departments, and Fire Brigade at Wyman Station.

Ensures that Fire/Rescue department quarters are maintained and ready for immediate use.

Ensures that inventories of supplies are maintained at proper levels.

Shall identify and apply for Federal, State, and local grants as applicable.

Perform other work as required.

PERIPHERAL DUTIES

Attends conferences and meetings to keep abreast of current trends in the field, represents the Fire/Rescue department in a variety of local, county and state meetings.

Performs the duties of command personnel as needed (Fire, EMS, Emergency Management).

Serves as a member of various employee committees.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a college with an associate's degree in fire science, Paramedicine or a closely related field.
- (B) Ten years of experience as a firefighter/EMT-P, two years of which must be as an officer.
- (C) Completion of FF/1-2
- (D) Fire Officer Certification
- (E) Paramedic Licensed in the State of Maine

Necessary Knowledge, Skills and Abilities

- (A) Thorough knowledge of modern fire suppression procedures, techniques and equipment.
- (B) Skill in the operation of all department equipment.
- (C) Ability to learn the location of streets, principal buildings, hydrants and other physical features of Yarmouth.
- (D) Ability to train and supervise subordinate personnel, ability to perform work requiring good physical condition, ability to communicate effectively orally and in writing, computer skills including word processing, Power Point, Excel etc.
- (E) Ability to exercise sound judgment in evaluating situations and making decisions.
- (F) Ability to effectively give and receive verbal and written instructions, and ability to establish and maintain effective working relationships with other employees, supervisors and the public.
- (G) Thorough knowledge of modern rescue procedures and techniques. Knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.

SPECIAL REQUIREMENTS

Must possess, or be able to obtain my date of hire, a valid Maine State Driver's License.

TOOLS AND EQUIPMENT USED

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, EMS equipment, radio, pager, personal computer and phone. All emergency medical equipment and vehicles associated with ALS license levels.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to sit, talk and hear, stand, walk, use hands and fingers to handle or operate objects, tools or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, and taste and smell.

The employee must frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

Work performed is primarily in office, vehicles, and outdoor settings in all weather conditions, including temperature extremes, day and night work. Work is often performed in emergency and stressful situations. Individual is exposed to hazards associated with fighting fires, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. Employee will respond to emergency medical calls and my work in closed quarters with highly agitated patients or bystanders.

The employee occasionally works near moving mechanical parts and in high and precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, blood borne pathogens, germ/virus risk situations and occasionally hostile or violent situations. Work environment can include the risk of chemical shock and vibration.

The noise level in the work environment is usually quiet in the office and loud at an emergency scene. Must be able to communicate by phone and radio in high noise interference circumstances.