

North Yarmouth Fire Rescue

Job Description – Call Deputy Fire Rescue Chief

03-01-2017

General Purpose

Will perform a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and rescue to prevent or minimize the loss of life and property by fire, and any other emergency situations as required. The Deputy Fire Rescue Chief is responsible for administration and supervision of all fire rescue, fire prevention and EMS activities in the absence of the fire chief. The Deputy Fire Rescue Chief is integrally responsible for fostering an atmosphere of professionalism, accountability and productivity for the North Yarmouth Fire Rescue, as well as ensuring a high quality service to the citizens of North Yarmouth.

Supervision Received

Works under the general guidance and direction of the Fire Rescue Chief.

Supervision Exercised

Supervises all subordinate officers and all other department staff when required.

Essential Duties and Responsibilities

Maintains a working knowledge of the occupational and safety hazards of all departmental staff and ensure safety compliance.

Administer SOG, SOP and policies of the NYFR.

Responsible for all fire rescue personnel activities of the department in the absence of the Fire Rescue Chief.

Shall conduct recruitment and retention programs to attract new personnel as directed by the Fire Rescue Chief.

At the discretion of the Fire Rescue Chief, may handle the day to day purchasing of EMS Supplies

Shall make recommendations to the Fire Chief on replacement of/or new purchases, supplies and equipment.

Supervise and if necessary provide routine maintenance on equipment to ensure emergency preparedness.

Perform and/or assist in the performance of the duties of a fire or rescue personnel as necessary.

Respond to and assumes command, if necessary, of fire-rescue related emergency calls.

Perform and/or assist in the performance of the duties of ems or rescue personnel as necessary

Handle grievances; maintain departmental discipline, the conduct and general behavior of all personnel.

Participate in the departmental in-service training activities, planning and implementing.

Shall be in the weekend duty officer rotation. While the weekend Duty Officer, shall respond on all calls if not tied up with another call.

Shall be on training/safety committee.

Prepares a wide variety of reports and records on departmental activities to the state and local officials as directed by the Fire Rescue Chief.

Peripheral Duties

Perform related work as necessary or required

Attend conferences and meetings to keep abreast of current trends in the field

Represent NYFR and town at a variety of local, county, state meetings as directed by the Fire Rescue Chief.

Perform the duties of command personnel as needed.

Desired Education and Experience

High school graduate or equivalent, supplemented by specialized instruction and training in firefighting, rescue and fire prevention

Four (4) Years Minimum with the North Yarmouth Fire Rescue Department. Two (2) years minimum as an officer of North Yarmouth Fire Rescue

1. Firefighter I & II
2. Fire Instructor 1
3. Certified Driver Operator
4. Hazmat Operations
5. Fire Officer 1 and 2 or equivalent. If does not have will be achieved within two years of appointment
6. Valid CPR Card

7. ICS 100, 200, 300, 400, 700, 800. If does not have will be achieved within 2 years of appointment
8. Safety Officer Certification
9. EMT-B License Required for the EMS Assistant Chief; EMT-A or EMT-P preferred

Demonstrated supervisory and administrative responsibilities

Desired knowledge, skills and abilities

Has extensive knowledge and experience in fire fighting, hazmat operations, fire fighting equipment, methods and techniques, hydraulics, and fire prevention methods.

Possesses working knowledge of required maintenance and repairs of vehicles and equipment used in department activities and operations.

Has the ability to effectively direct, with good judgment, the operations and activities of personnel and equipment under emergency operations.

Has the ability to provide effective leadership and training to the department.

Has the ability to effectively work with and maintain good working relationships with other municipal officials, State and Federal authorities, and the general public.

Has ability to plan, evaluate, assign, and direct the work of subordinate volunteers in regular and emergency department operations.

Must be capable of moving, lifting and/or transferring fire and rescue related equipment and/or emergency victims without posing a danger to the victim, co-worker, volunteer, or him/herself.

Special Requirements

Must possess a valid appropriate State of Maine motor vehicle operator license.

Must have physical strength and agility sufficient for performing firefighting responsibilities.

Must be a licensed Maine EMS provider

Must be a resident of North Yarmouth or a bordering town.

Tools and Equipment Used

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, EMS Equipment, Lifepak 15, radio, pager, personal computer, phone, etc.

Physical Demands

The physical demands described here are representative of those that must be met by a volunteer or 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 volunteer or employee is frequently required to stand, sit, talk, smell, and hear. The volunteer or employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The volunteer or employee is occasionally required to walk, stoop, kneel, twist, bend, reach, push, pull, climb or balance, crouch, or crawl.

The volunteer or employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by 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 performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during 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.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in the office and loud at an emergency scene.

The examples of duties are intended only as illustrations of the various types of work 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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.