

## **TOWN OF WAYLAND POSITION DESCRIPTION**

**Title:** Assistant Fire Chief

**Department:** Fire

**Appointing Authority:** Fire Chief

**Affiliation:** Non-Union

**Grade:** N-9

**Personnel Board Approved:** 02/29/16

### **Summary of Duties**

Professional, administrative, technical and supervisory support to the Fire Chief and Fire Department; performs line operations as necessary and is responsible for the operational aspect of fire suppression and emergency medical services delivery of the Fire Department in accordance with state and local statutes and regulations.

The Assistant Chief has considerable independent responsibility for carrying forward the work of the fire department in accordance with the plans, policies and objectives of the Fire Chief and requires the ability to think quickly and make sound decisions in emergency situations. The Fire Chief is kept informed of the progress of work and adherence to policy through frequent consultations.

### **Supervision Received**

Works under the policy direction and supervision of the Fire Chief in accordance with the applicable provisions of Massachusetts General Laws, local Bylaws, rules and regulations and established standard operating procedures of the Department; uses independent judgment and initiative to satisfy public requests, resolve code issues, oversee inspections and plan and deploy assets in mitigating emergency situations; Works independently as required to meet the needs of the situation.

### **Supervision Exercised**

Assumes leadership and command of the Fire Department in the absence of the Fire Chief, as prescribed by the Chief or in his absence by direction of the Town Administrator; directly and regularly supervises Fire Officers and Firefighters. May have full operational authority and responsibility in providing for safe, effective and efficient firefighting, rescue and emergency medical service delivery, unless and until relieved of such command by the Fire Chief. Oversees specific projects as assigned by the Fire Chief.

## **Job Environment**

Non-emergency duties are generally performed under typical station conditions; firefighting, rescue and emergency medical services are conducted in the field with exposure to various weather, environmental and other hazardous conditions associated with the situation at hand. May be required to work evenings, weekends, holidays and for extended periods of time, which can extend beyond regularly scheduled hours. While off duty, may be called to respond to emergency situations beyond the scope and ability of the normal duty staffing. May be required to alter regular work hours if and when assigned to perform the duties of the Fire Chief.

Has access to and manages confidential management, patient, payroll, and other information.

Communicates with the public, department personnel, other fire departments, public safety organizations, and other town employees via telephone, radio, fax, email and direct contact.

Errors in administrative work could cause difficulty with records management and compliance issues, result in loss of revenue to the Town or an increase in costs to the Town. Errors in emergency operations could result in personal injury or death or unnecessary expense if equipment is misused or inappropriate orders are given.

Has frequent contact with the general public, often during stressful or emotional situations. Contact may be made verbally and/or in writing.

## **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.*

May assist in the operation of the department during fireground operations and incidents that the Fire Department responds to including personnel, equipment, mutual aid requirements, and all aspects of fire suppression operations and emergency medical services delivery.

Transmits orders of the Chief to the officers of the department, ensuring uniform interpretation and compliance. Coordinates shift functions to ensure standard procedures, special projects and Quality Assurance/Quality Improvement (QA/QI) initiatives are carried out and are completed.

May respond to alarms and emergencies to assist in combating and extinguishing fires; directs subordinate officers; performs firefighting activities utilizing necessary equipment; ventilates burning buildings using forcible entry tools and if necessary enters the building, conducting rescue as needed.

Performs inspections and issues permits, investigates reports of fires and supervises determination of cause and origin reporting findings to the Chief.

Assumes and exercises full command at major fires and emergency operations pending the arrival of the Chief; directs all Fire Department operations in the absence of the Chief.

Attends departmental and officers meetings; supervises operational and EMS training sessions; maintains departmental training records; monitors and directs training for mandate compliance; oversees and organizes public education programs.

Oversees the proper and consistent operation of radios, pagers, mobile data terminals and all other related communication devices; insures the proper maintenance of in-house software.

Performs similar or related work as required, or as the situation dictates.

Conducts plans review and inspections of residential, commercial and industrial construction and makes recommendations to Chief or others as necessary.

Oversees pre-incident planning and directs development and implementation of plans.

Monitors maintenance of buildings, vehicles, and equipment.

Communicates effectively and efficiently with supervisors and subordinates during both emergency and non-emergency situations.

Writes and reviews departmental reports on matters delegated by the Fire Chief.

Directs the training necessary to acquire and demonstrate those skills required of all personnel assigned to the shift and in accordance with prescribed training methods and safe practices.

Assists the Chief in all management and administrative matters including but not limited to overseeing daily operations; budget preparation and monitoring; developing departmental rules and regulations; preparing annual report and periodic reports; evaluating and recommending capital acquisitions; recommending contracted services; recommending upgrades in office equipment and fire related computer hardware and computer software for the department.

Serves as liaison between department members and the Chief; addresses disciplinary problems and makes recommendations to the Chief under the guidelines of the rules and regulations of the department and the collective bargaining agreement; ensures that subordinates obey orders, observe the rules, regulations and operational policies of the department; supervises and coordinates activities of subordinates; investigates and assists the Chief in responding to employee grievances; may serve as member of the Town's collective bargaining negotiating team.

Performs similar or related work as required or as situation dictates.

## **Recommended Minimum Qualifications**

### **Education:**

An Associate's Degree in Fire Science, Fire Protection, Public Administration.

Successful completion of the University of Massachusetts/Donohue Institute Chief Fire Officers Management program is strongly preferred.

A demonstrated commitment toward continuing education and training in the associated fields of firefighting, fire safety, emergency medical and rescue services with an emphasis toward the administration, management and supervision of these services is highly desirable.

### **Experience:**

In conjunction with a prescribed evaluation and assessment process as determined by the Fire Chief, over three (3) years or the equivalent of supervisory or command experience is required. Must have a background supervising Emergency Medical Services.

### **Substitution:**

Additional years of Fire Officer's experience may be substituted for the degree requirement.

### **Licenses/Certificates:**

Prior to date of hire shall possess and subsequently maintain during employment a valid Massachusetts Emergency Medical Technicians License.

Fire Officer Supervisory Training Program of the Massachusetts Firefighting Academy or similar fire service management training program(s) and certification as a Fire Officer are preferred.

Must possess a valid driver's license to operate a motor vehicle.

### **Knowledge, Abilities and Skills:**

Knowledge of the rules and regulations, standard operating procedures and suggested operational guidelines of the Wayland Fire Department.

Knowledge of firefighting principals, practices and procedures.

Knowledge of the geographical layout of the Town of Wayland, street names, numbers, hydrants locations etc.

Knowledge of the fundamental operation of fixed fire detection and suppression commonly used throughout the Town of Wayland.

Ability to direct and supervise subordinates, work cooperatively with fellow department personnel as well as other public safety personnel and municipal employees.

Ability to train and instruct fire department employees in modern firefighting principals, practices and procedures.

Ability to make critical decisions in emergency situations.

Effective communication skills.

Ability to direct the work of Firefighters and subordinate officers pending the arrival of a superior officer.

Skill to perform the basic functions of firefighting, rescue and emergency medical services.

### **Physical Requirements**

This position may require extreme physical exertion with the ability to lift and carry heavy objects while wearing protective clothing and self-contained breathing apparatus; possible exposure to extreme temperature changes, toxins, hazardous materials and contagious diseases. Additional, specific physical requirements include:

Must be able to lift heavy objects including but not limited to, a loaded patient stretcher, fire department ladders, hoses and other standard firefighting and rescue equipment.

Must be capable of climbing ladders and operating from heights while performing work associated with standard firefighting and rescue practices.

Must have the agility to climb, crawl and otherwise traverse through confined spaces such as attics, manholes, and the interior of vehicles.

Must have sufficient dexterity to grasp and safely operate various firefighting and rescue tools, such as axes, chain saws, ropes and pike poles.

Must be capable to hear alarms, radio and voice commands.

Must be capable of communicating effectively over radio, telephone, as well as in direct communication.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change with agreement by the employer and the union, as the needs of the employer and requirements of the job change.*