



JOB DESCRIPTION

JOB TITLE: Assistant Fire Rescue Chief **DEPARTMENT:** Fire Rescue

REPORTS TO: Fire Rescue Chief **SUPERVISES:** All full-time, part-time, per-diem, and call company Fire Rescue personnel

GRADE: 6 ADMIN TECHNICAL N/A

POSITION CLASSIFICATION: REGULAR NON-REGULAR
 EX SALARY NX HOURLY OTHER
 FULL TIME PART TIME VARIABLE

Position Purpose

The Assistant Fire Rescue Chief is responsible for assisting the Fire Rescue 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 Assistant Fire Rescue 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 Rescue Chief.

Primary Duties & Responsibilities

The essential job functions and 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.

- Assists Fire Rescue Chief in planning, organizing, implementing, managing, and evaluating fire and rescue response services for the community.
- Assists the Fire Rescue Chief in supervising the administrative details of the department, including personnel matters, record keeping, quality assurance programs, fire prevention and education, fire investigations, code enforcement, inspections, and EMS records.
- Serves as second in command within the Fire Rescue Department and may act in the capacity of Fire Rescue Chief in his/her absence, as assigned.
- Responds promptly to fire, accident, and EMS emergency scenes and may assume any role in the incident command system until relieved or reassigned by the Fire Rescue Chief.
- Ensures the safety and effective coordination of fire rescue personnel working at any emergency scene and cooperates with other responding agencies according to the National Incident Management System (NIMS).
- Performs fire suppression activities as needed including, but not limited to, assuming incident command, accountability, safety, suppression, ventilation, forcible entry, search and rescue, and rehab.
- Performs Emergency Medical Service (EMS) activities as needed including, but not limited to, primary patient assessment, treatment, and transport at both BLS and ALS level on any call for emergency medical services.



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- Ensures the Fire Rescue Department's effective and efficient delivery of Emergency Medical Services including but not limited to:
 - EMS equipment and supplies
 - Continuing Quality Assurance and Improvement
 - EMS community outreach programs
 - EMS rider/student/observer program
 - MEMSRR Service Administrator
 - Regional and State level administrative involvement
 - Day to day critical EMS calls
 - Patient condition follow up and feedback
- Develops, administers, tracks, and evaluates training for department personnel in all aspects of their assigned duties including but not limited to:
 - Planning and organizing training programs
 - Maintaining a published training calendar
 - Training in competency to ensure compliance with Federal, State, and Local regulations
 - Evaluating department training programs
 - Training and orienting new personnel
 - Maintaining accurate training records
 - Attending department trainings as appropriate and as directed
 - Coordinating company level weekly day and evening training
- Assists Fire Rescue Chief in supervising department personnel including, but not limited to, hiring, promoting, evaluating, training, mentoring, disciplining, conducting workplace investigations, and responding to grievances.
- Directs and oversees activities of subordinate staff. Assigns personnel and equipment to such duties and uses as the service requires ensuring the best suited apparatus and personnel arrive on scene to render required services.
- Delegates tasks and authority to personnel commensurate with their level of responsibility, knowledge, skills, and abilities.
- Exercises sound judgement with respect to all matters involving public and responder safety including, but not limited to, emergency vehicle operations, scene safety, injury prevention, and infection control.
- Reviews, evaluates, develops, and implements various department programs, policies, and standard operating procedures.
- Participates in the recruitment and retention process, including interviewing, testing, and evaluating candidates.
- Ensures risk management practices and safety protocols are consistently followed by department personnel. Performs accident investigations for workplace incidents and injuries.



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- Ensures consistent and timely communication within the department, including keeping the Fire Rescue Chief informed of emerging issues, outcomes, and matters of importance.
- Coordinates critical incident stress debriefing as appropriate.
- Assists with local Emergency Management Agency operations.
- Prepares and submits periodic reports to the Fire Rescue Chief.
- Presents to the public or elected officials on department matters, as directed.
- Assists in the preparation and administration of the department's annual operating budget, including conducting needs assessments and responding to requests for information.
- Assists the Fire Rescue Chief in overseeing the maintenance, repair, improvement, and replacement of all Fire & Rescue Department vehicles, equipment, facilities, and property.
- Works collaboratively with the Fire Rescue Chief and Company Deputy Chiefs to develop and maintain a diverse and strong call force, Student Live-In Program, and Junior Firefighter Program.
- Stays abreast of current trends in the field. Demonstrates continuous efforts to improve operations, streamline work processes, and reduce expenditures by employing a variety of innovative methods and strategic thinking.
- Consistently demonstrates impeccable judgment, discretion, and ethical decision making in all matters.
- Maintains records in accordance with federal, state, and local requirements and best practices.
- Promotes teamwork, communication, and collaboration among all Fire Rescue Department officers and personnel.
- Fosters a respectful and harmonious work environment. Employs best practices for positive labor relations, including handling personnel matters in a timely, fair, ethical, and equitable manner.
- Promotes positive public relations. Attends a variety of civic, professional, service, and community group meetings and events as assigned.
- Maintains effective and appropriate working relationships with the Fire Rescue Chief, employees, department officers, Town and School staff, public officials, outside agencies, and the general public.
- Attends meetings, trainings, and other events during and outside normal working hours as needed.
- Performs other related duties as assigned or as needed to ensure the Fire Rescue Department's safe and efficient operation.

Minimum Qualifications (Recommended)

Education, Training, and Experience:

- Minimum of a Bachelor's degree required, preferably in a related field.
- Minimum of 8 years' progressively responsible experience as a Firefighter/EMT required.
- Minimum of 3 years' of supervisory experience in the fire service required.
- Valid Maine EMT-A license required; EMT-P preferred.



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- Firefighter I certification required; Firefighter II preferred.
- Fire Officer I & II, or equivalent, preferred.
- Specialized training in fire department administration preferred.
- Prior experience conducting training preferred.
- Any equivalent combination of education, training, and/or experience that provides the necessary knowledge, skills and abilities may be considered.

Knowledge, Skills, and Abilities:

- Intermediate PC skills and proficiency in the following computer software/applications: Microsoft Office: Word, Excel; Google: Gmail, Calendar, and Drive. Ability and willingness to quickly become proficient in all specialized software and social media platforms used by the Fire Rescue Department.
- Demonstrated knowledge of emergency medical services, fire prevention and suppression practices, and related public education and enforcement issues.
- Ability to supervise and perform the essential duties and responsibilities of all Fire EMS personnel.
- Proficient in EMS best practices, methods, and equipment.
- Proficient in modern firefighting methods and the use of all departmental equipment and apparatus.
- Considerable knowledge of public education methods and techniques.
- Exceptional performance management and supervisory skills, including the ability to motivate, engage, mentor, and contribute to a positive workplace culture.
- Excellent public speaking, presentation, and training skills.
- Excellent interpersonal skills with ability to communicate effectively and tactfully, both verbally and in writing.
- Ability to effectively give and receive clear verbal and written instructions.
- Ability to effectively plan, assign, delegate, and direct the work of subordinate employees in non-emergency and emergency situations.
- Ability to quickly and accurately analyze situations and pursue effective courses of action while giving regard to surrounding hazards and conditions.
- Ability to exercise sound judgment when evaluating situations and making decisions, including during stressful and emergency situations.
- Ability to think strategically and make multiple decisions in a short time frame under high stress in rapidly changing conditions, while prioritizing the safety of personnel and the general public.
- Ability to maintain confidential information and exercise considerable tact in the handling of sensitive matters.
- Ability to interact with individuals having diverse backgrounds and personality types in a diplomatic and professional manner, oftentimes under adverse or strained conditions.
- Familiar with basic government accounting and budget principles.



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- Ability and willingness to conduct business in an ethical manner at all times and maintain a positive attitude and commitment to the goals and philosophy of the Fire Rescue Department.
- Ability and willingness to display a high level of respect and professionalism in the workplace and community at all times and consistently project a positive image of the Town.
- Ability to accept direction and work independently, paying attention to detail, in a fast-paced progressive environment while performing multiple tasks and meeting deadlines that are sometimes imposed by others.
- Ability to prioritize daily workload and adjust priorities quickly in response to emerging situations.
- Ability and willingness to remain flexible and adaptable to changing organizational and community needs, conditions, and work responsibilities.
- Willingness to pursue professional development opportunities with the ability to successfully complete any necessary training.
- Thorough familiarity with department Standard Operating Procedures and the ability to ensure consistent compliance with departmental policies, trainings, general orders, and memos.
- Working knowledge of the geography of the Town of Gorham, including the location of streets, fire hydrants, water sources, and major fire hazards.
- Knowledge of mutual aid departments and willingness to work collaboratively with other agencies.
- Ability to consistently work a full week and work flexible hours as needed to accomplish objectives. Must be available for periodic meetings after hours.
- Must be available for emergency calls 24/7 with the ability to periodically work extended hours in high stress emergency situations, including weekdays, evenings, holidays, and weekends.
- Ability to pass a post-offer physical exam and comprehensive background screening process.
- Must hold a valid Class C or higher Driver's License and be insurable in a normal risk pool.
- Must reside within a 15 minute response time to Gorham town limits.
- Ability to perform all essential functions of the position.

Physical & Mental Requirements

The physical and mental 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.

Physical Requirements:

While performing the routine duties of this job, the employee is frequently required to work at a computer or stand for prolonged periods of time. Operates computer (hardware and software), telephone, portable radios, and other standard office equipment. Sufficient speech and hearing are needed to clearly convey and receive information over the phone, portable radio, and in person. Must have sufficient vision to perform the essential functions of the job in both daytime and nighttime conditions. While performing the duties of this job, the employee will frequently stand, sit, talk, walk, operate a motor vehicle, inspect documents, reach with hands and arms, as well as use hands to finger, handle or feel objects



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routinely used to perform job duties. The employee must regularly crouch, bend, stoop, step up, and lift and/or move objects weighing up to 50 pounds independently, such office supplies and other equipment routinely used in the department. Requires the ability to smell and recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials, and tasks.

Strenuous physical effort is required when engaged in emergency response duties or related training exercises: must be able to lift and move up to 100 pounds independently both short and long distances; climb ladders; perform elevated work at heights greater than 10 feet; climb several flights of stairs while carrying heavy equipment; walk over uneven surfaces; and safely wear self-contained breathing apparatus, while wearing full protective clothing in extreme weather conditions.

Mental Requirements:

Work is in a moderate to very high stress environment. Position necessitates a high level of accountability, attention to detail, and decision making under pressure in chaotic situations. While performing the duties of this job, the employee is frequently required to use written and oral communication skills; make expedient and prudent decisions; observe, accurately interpret, and quickly respond to highly sensitive and/or volatile situations, emergencies, and/or persons; read and interpret technical information, such as diagrams, manuals, and legal documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing and intensive conditions; manage multiple concurrent tasks; work with constant interruptions; and frequently interact in a calm, professional manner with others. Employee may encounter situations involving emotional or psychological stress where the possibility of loss of life, injury, and property exists. Has access to confidential documents requiring the application of appropriate judgment, discretion, and professional office protocols to ensure the integrity of sensitive information.

Has frequent contact with town officials, employees, the general public, contractors, vendors, and state agencies and representatives. Contacts are primarily in person, by email, telephone, and in writing and involve discussing routine and complex information; contacts with the public require considerable patience, tact and discretion and in many cases confidentiality.

Work Environment

Administrative duties are performed in a typical office setting. Emergency response duties are performed in a wide variety of uncontrollable conditions, such as extreme weather conditions, in and/or around water, hazardous traffic areas, unsanitary conditions, and confined spaces. While performing the routine duties of this job, the employee is occasionally exposed to fumes or airborne particles, vibration, and moving mechanical parts and equipment. When performing emergency response duties, employee may be exposed to extreme heat/cold, extreme weather conditions, strong fumes and/or smoke, toxic or caustic chemicals, airborne chemicals, and bloodborne or airborne pathogens. Other hazards but may include risk of electric shock, exposure to human error, and hostile humans. The noise level is usually moderate but may reach extremes where hearing protection is required. Personal Protective Equipment is provided.