

## TOWN OF WINDHAM

Position Title: Deputy Chief  
Department: Fire-Rescue  
Reports to: Fire-Recue Chief  
Classification: Exempt M-2

Date: \_\_\_\_\_  
Incumbent: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Town Manager: 

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### General Summary:

This is a skilled senior management position under the general direction of the Chief of Department that performs a variety of technical, administrative and supervisory work to provide support in planning, organizing, directing, implementing and leading a combination Fire-EMS department. Performance is evaluated based on daily observation and results.

### Essential Functions:

- Reports to an emergency scene and may assume any role in the incident command system, until relieved by the Chief.
- Is a leader who possesses the necessary skills to effectively lead a dynamic and diverse organization and affect change to keep the department current and effective.
- Performs fire suppression activities as required including but not limited to assuming incident command, accountability, safety, suppression, ventilation, forcible entry, search & rescue overhaul and rehab.
- Provides primary patient assessment, treatment, and transport at both BLS and ALS level on any call for emergency medical service.
- Performs and/or supervises the job description duties and responsibilities of all Fire and EMS personnel.
- 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, infection controls, etc.
- Maintains departmental discipline, the conduct and general behavior of personnel.
- Works collaboratively with all department officers and personnel.
- Delegate's authority to those subject to their command, commensurate with their duties, responsibilities, and abilities.
- Reviews, evaluates, develops and implements programs, policies and procedures for various departmental operations.
- Prepares and submits periodic reports to the Chief of Department.
- Participates in the recruitment and retention process for personnel.
- Assists in the budget process by providing needs assessments and requests for information.
- Attends Officers' meetings.
- Assigns personnel and equipment to such duties and uses, as the service requires ensuring the right apparatus with the right people and the right training arrive at the right scene.
- Evaluates employee performance and conducts an annual performance review of assigned personnel.

- Assists with local Emergency Management Agency operations
- May act as the Fire-Rescue Chief in their absence as assigned.
- Maintains confidentiality and satisfactory working relationships with employees, department officers, public officials, contractors, and the general public.

Other Duties and Responsibilities:

- Responsible for the effective and efficient delivery of Emergency Medical Services to include but not limited to:
  - EMS equipment and supplies
  - Continuing Quality Assurance and Improvement
  - EMS Community outreach programs
  - Coordinate EMS rider/student/observer program
  - MEMSRR Service Administrator
  - Regional and State level administrative involvement
  - Assists with day to day critical EMS calls
  - Patient condition follow up and feedback
- Develops, administers and evaluates the departments training for all personnel in all aspects of their assigned duties to include but not limited to:
  - Training in competency to ensure compliance with Federal, State and Local regulations.
  - Planning and organizing programs
  - Maintaining a published training calendar
  - Evaluation of department training programs
  - Training of new personnel
  - Coordination of company level/weekly day and evening training
- Performs other work as may be required in support of Fire-Rescue and other Town departments.

Competencies:

- Familiarity with MS Office, Excel, Outlook and Word programs and specialized software including but not limited to Emergency Reporting, Image Trend, and Fire Manager;
- Thorough knowledge of, and proficiency in, modern firefighting methods and equipment;
- Thorough knowledge of, and proficiency in, EMS best practices, methods and equipment;
- Thorough knowledge of, and proficiency in, public education methods and techniques;
- Knowledge and use of department Standard Operating Guidelines;
- Ability to analyze situations correctly and quickly and to adopt effective courses of action, giving regard to surrounding hazards and conditions;
- Ability to effectively plan, assign, and direct the work of subordinate employees in non-emergency and emergency conditions; and
- Demonstrated excellent oral and written communication skills.
- Proficient in the operation of all departmental equipment/apparatus.
- Demonstrates working knowledge of the geography of the Town of Windham, including the location of streets, fire hydrants, water sources, and major fire hazards.
- Adherence to and with departmental policies, trainings, general orders and memo's, etc.

Required Education/Experience:

- High School graduate or GED equivalent;
- Graduation from College with a four-year degree or equivalent specialized training in fire department administration;
- Eight years' experience as a firefighter/EMT; and
- Three years' supervisory experience.

Additional Eligibility Qualifications:

- Completion of Firefighter I with Firefighter 2 preferred;
- Completion of Fire Officer I & II or equivalent training as soon as practical;
- Minimum Valid Maine EMS EMT-P;
- Valid State of Maine Driver's License;
- Experience in training and supervising subordinate personnel;
- Exercises common sense and sound judgment in evaluating situations and in making decisions;
- Effectively gives and receives verbal and written instructions.
- Will reside within a 15 minute response time to town limits.

Working Conditions/Physical Demands:

Strenuous physical effort required; must frequently lift and/or move 30 pounds and occasionally move and/or lift up to 50 pounds. May work near moving mechanical parts and in high, precarious places and may occasionally be exposed to wet and or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. Work is often performed in emergency and stressful situations. Hazards associated with fighting fires and Emergency Medical Operations including; smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, oils, blood borne and air borne diseases and other potentially infectious materials. May be exposed to loud noises at emergency scenes. Work is performed primarily in the station, vehicles and outdoor settings, in all weather conditions, including temperature extremes, day and night.

Frequently required to sit, talk or hear, stand, walk, use hands and fingers to handle, or operate objects, tools, or controls, and reach over head with hands and arms in order to perform the essential functions of the position. Occasionally required to climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

*The above statements are intended to describe the general nature and the level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

EEO Statement:

The Town of Windham provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.