

**EXEMPT  
WAGE SCALE—GRADE 7**

**TOWN OF RAYMOND  
PUBLIC SAFETY DEPARTMENT  
DEPUTY CHIEF**

**NATURE OF WORK:**

The Deputy Chief is responsible for the administrative and supervisory work in specific areas of the Departments activities.

Employee of this class has direct administrative responsibility for specific areas of departmental operations as well as the general responsibility for supervision of personnel in the day-to-day functioning of the Department

Works to build and maintain a positive environment for the department members and public

Work involves the exercise of considerable independence and decision-making authority under the general direction of the Chief

**EXAMPLES OF WORK: (Illustrative Only)**

Responds to a wide variety of medical, trauma, and fire suppression related emergencies in a community made up of 44 square miles serving a winter population of 5800 and a summer population of up to 16,000 people

Performs fire suppression as required, which may include accountability, safety, ventilation, forcible entry, search and rescue, overhaul, rehab and assuming incident command.

Provide primary patient assessment, treatment, and transport at both the BLS and ALS levels

Is responsible for the necessary delegation of authority to those subject to his/her command, commensurate with their duties, responsibilities, and abilities

Assists in the preparation of standard operating procedures and policies of the department

Assists in the maintenance of the fire station and equipment

Participates in the recruitment process including the interviewing, testing, and evaluating of candidates

Assists in the preparation of the fire department budget and monitors expenditures

Serves on the department training team

**REQUIREMENTS OF WORK:**

Thorough knowledge of the geography of the Town, including the location of streets

Working knowledge of the municipal budget process; ability to develop and administer a budget

Ability to analyze situations correctly and quickly and to adopt effective courses of action, giving due regard to surrounding hazards and circumstances and achieve desired outcome

Effectively direct, with good judgment, the operations and activities of personnel and equipment under emergency conditions for single and multi-resource incidents

Understands and maintains confidential department matters

Ability to establish and maintain effective working relationships with subordinates, other town officials, and the public

Acts as Department representative for MEMS and SMEMS and local hospitals

Oversees rescue department billing, QI/QA and EMS supplies

Considerable experience in responsible FIRE/EMS positions, including experience as ranking officer

Licensure as a State of Maine EMS Provider at an ALS level

Physical strength and agility sufficient for performing EMS duties, as outlined by the departments' JPA

NIMS compliancy as required for the position to include 200, 300, 400, 600 and 700

Attends training to commensurate with job duties, and set the example for the members of the department

Attends Officer Meetings on a regular basis

Effectively direct and control with good judgment the operations of personnel and equipment under emergency and non-emergency conditions for single and multi-resource incidents

Responsible for maintaining Municipal EMS License

Working knowledge of fire tactics, equipment, and common fire operations

Must understand combination departments and be able to work in a diverse call / full time atmosphere

Must be able to make calm, rational decisions in abnormal situations

Must understand a paramilitary chain of command and work well within the system

Must be energetic, self-motivated, and able to do work without direct supervision

Uses knowledge appropriately to solve a wide variety of problems

Be familiar with mutual aid departments

Perform other duties as assigned by Chief

#### **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. All fire and EMS employees will need to successfully pass the Job Performance Assessment as required for their positions including Tier 1 for all firefighters, Tier 2 for EMS only personnel, Tier 3 for marine crew, fire police or ambulance drivers.

Strenuous physical effort required, must frequently lift and/or move 30 pounds and occasionally lift and/or move up to 50 pounds

Frequently required to sit, talk, or hear, stand, walk, use hands and fingers to handle and operate tools and equipment, and reach over your head to perform the essential functions of the position.

Occasionally required to climb or balance, stoop, kneel or crouch and crawl.

Must be able to clearly see, including close and distance vision on scenes, to write reports and perform duties and maintain equipment and skills as required.

Must be able to work in all weather conditions and for long periods of time at incidents.

## **WORK ENVIRONMENT:**

Work is often performed in emergency and stressful conditions and in high, busy traffic or precarious places and may occasionally be exposed to wet or humid requirements, fumes, or airborne particles, toxic chemicals, risk of electrical shock and injury.

Maybe exposed to hazards associated with fighting fires and emergency medical operations including electrical shock, smoke, noxious odors, fumes, chemicals, solvents, oils, bloodborne and airborne diseases and other potentially infectious materials.

May be exposed to loud noises at emergency scenes.

Work is performed primarily in the station, in vehicles and outdoor settings in all weather conditions, including temperature extremes, day and night and may be for required for work for long hours at emergency scenes.

The noise level in the work environment is usually moderately quiet but can be subject to various communications occurring that may cause disruption or lack of concentration.

## **DESIRABLE EXPERIENCE AND TRAINING:**

Must hold a current Emergency Medical Technician ALS license and must be familiar with EMS Rules and regulations

Minimum certification of BLS firefighter preferred FF1 & 2

High school graduate or GED equivalent

Desirable to have 5 years' experience in an Officer position

Work towards FF 1 & 2 Instructor certifications

Valid State of Maine driver's license

Through knowledge of and proficiency in modern firefighting methods and equipment.

Through knowledge and proficiency in EMS best practices, protocols, and equipment

Knowledge of and follows the Department's SOG's, policies, and general orders

EVOC Certification

August 2022