

## Town of Boxborough, MA

**POSITION:** Per Diem Deputy Fire Chief

**DEPARTMENT:** Fire

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Fire Chief

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### **GENERAL SUMMARY:**

The Deputy Fire Chief is responsible for the management, direction, coordination and evaluations of the Per Diem Captain(s), Per Diem Lieutenant(s), Per-Diem Firefighter/EMTs, Call Firefighters, and Call EMTs. The position assists the Fire Chief with daily oversight (on a part time basis) of the Department and provides on call officer coverage and on scene command in the absence of the Chief.

### **SUPERVISION SCOPE**

The Deputy Fire Chief functions as the first level working supervisor under the Chief of the Department and assists the Chief in the performance of their duties as directed. Performs highly responsible duties requiring independent judgment and initiative in planning, organizing and directing the work of the Department and in the enforcement of federal, state and local laws, and Town and departmental bylaws.

### **SUPERVISION RECEIVED**

Work is performed under the direct supervision of the Fire Chief and in accordance with the applicable provisions of the Massachusetts General Laws and Boxborough Fire Department Policies and Guidelines.

### **SUPERVISION EXERCISED**

In the absence of the Fire Chief, the Deputy Fire Chief is responsible for the Department and acts with all the legal authority of the Fire Chief. In conjunction with the other department officers, the Deputy Fire Chief oversees the operation of emergency personnel at emergency medical incidents, fire related incidents, hazardous materials incidents, public education events, pre-fire planning inspections, training and in-station activities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Works directly under the Fire Chief assisting with the daily operation of the Department.
- Keeps the Per Diem Fire Captain/EMT, Per Diem Fire Lieutenant/EMT, Per-Diem Firefighter/EMT(s) and Call Firefighters/EMT up to date with related rules, regulations and procedures.
- Coordinates with Career Fire Captain on shift scheduling.
- Responsible for the proficiency, conduct, appearance and initial discipline of all personnel under their supervision.
- Assists subordinates with fire and rescue related activities to ensure fire department continuity of operations on a scene.
- Completes Fire Officer Reports with accuracy, clarity, and impartiality within a timely manner as determined by the Chief of the Department.
- Ensures proper procedures are followed and appropriate records and logs are maintained.

- Ensures that all Department and State of Massachusetts mandatory reporting documents are filed in a timely manner. These documents include, but are not limited to, NFIRS, MFIRS, Injured on Duty, Unprotected Exposure and 51 A forms.
- Supervises engine company assignments on the fire ground consistent with the policies and procedures of the Department.
- Adheres to the Incident Command System at all incidents.
- Responds to alarms and emergencies when scheduled and makes a reasonable effort, subject to availability, to respond during escalated incidents.
- Responsible for the care, inventory, maintenance and replenishment of all Department equipment.
- Attends at least one Fire Academy (MA or National) course every 18 months.
- Facilitates officer meetings.
- Provides learning and development for Per-Diem firefighters/EMT(s), Call Firefighters, and Call EMTs, including at least two Department drills annually to ensure compliance with related rules, regulations, and procedures.
- Performs other related duties as assigned.

### **OTHER DUTIES AND RESPONSIBILITIES**

The duties listed above are intended only as examples of the 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.

### **REQUIRED MINIMUM QUALIFICATIONS**

High School diploma or equivalent; one year of post high school education (e.g., EMT and firefighting fundamentals training). Must be a minimum of 18 years of age.

Recommended but not required in addition to those listed in Per Diem Firefighter/EMT Job Description: Bachelor's or Master's Degree, Minimum qualifications of ten (10) years Career or Per Diem Firefighter/EMT experience and five (5) of those years as a command officer, NIMS 300, personnel management training and education. Chief Fire Officer training recommended, but not required.

Must live within a 40-mile radius of the Town of Boxborough. The distance shall be measured from the closest border limits of Boxborough to the closest border limits of the city or town in which employee lives.

### **REQUIRED LICENSING AND CERTIFICATIONS**

Must possess and maintain:

- Current CPR and Certifications as an Emergency Medical Technician Basic, (EMT-B) issued by the Commonwealth of Massachusetts, in conformance with Massachusetts Department of Public Health/Office of Emergency Medical Services (MDPH/OEMS) certification level EMT-B.
- Must be CORI (Criminal Offender Record Information) certified by the Commonwealth of Massachusetts.
- Must have Valid Class D Motor Vehicle License.

## **DESIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge** - Current applicable federal, state and local laws; Department rules and regulations; Principals and practices of municipal fire administration and organization; Requirements and knowledge of firefighting practices and techniques; Laws and policies pertaining to life safety code and emergency management; Basic computer operations and functions.

**Ability** - Able to establish and maintain regular interactions with members of the community in both emergency and non-emergency situations as the leader of Department personnel. Able to read and understand departmental policies and procedures, rules and regulations, laws, and emergency management documents; All interactions must respect and adhere to all federal and state regulations related to patient medical privacy. Able to keep departmental records and make reports; performs mechanical work under adverse conditions.

Able to communicate clearly and concisely, both orally and in writing. Able to hear spoken commands and distinguish differences among bells, buzzers, sirens, horns, etc.

Able to operate a wide variety of fire suppression vehicles including engines, ladders, ambulance and forest fire vehicles. Able to use other equipment such as trailers, boats, air packs, air compressors, and generator systems. Able to operate non-motorized tools and equipment including axes, pry bars, wrenches and breathing apparatus. Able to operate power tools such as saws, drills, extrication tools, water pumps and fans, alarm panels and radios. Able to operate personal computer and general office equipment. Able to help lead implementation of technology applications related to Fire and EMS operations.

**Skill** – Skilled at all activities included in Emergency Management Training, including taking pulse and blood pressure, observing patient signs, performing 1 and 2-person CPR, performing infant and child CPR, managing obstructed airways, providing bleeding/shock management, conducting mouth to mask ventilation, immobilizing fractures, spinal injuries, and joint dislocations, providing supplemental oxygen, using albuterol, aspirin, epinephrine, glucose, semi-automatic defibrillator, pulse oximetry, glucometry, and performing traction splinting. Skilled at assisting patient in taking their prescribed medication. Able to apply all skills required of MDPH/OEMS EMT certification.

## **TOOLS AND EQUIPMENT USED**

The employee is required to operate emergency medical aid equipment, fire apparatus, fire pumps, hoses, ladders, first aid equipment, radio, pager, and other standard firefighting equipment. The employee may be required to operate a Class D motorized vehicle.

## **PHYSICAL REQUIREMENTS**

Essential functions of the position, including the associated physical requirements, are described in Chapter VII. Municipal Fire Fighter Essential Functions of the Commonwealth of Massachusetts Human Resource Division Physician's Guide Initial-Hire Medical Standards, rev 2021.

Work requires strenuous physical effort during emergencies, sometimes for extended periods of time, and moderate to strenuous physical effort during non-emergencies.

Frequently required to talk, listen, stand, sit, walk, smell, bend/stoop, crawl/kneel, carry, reach, climb/balance, push/pull and drive motorized equipment. Requires the ability to lift and carry more than 100 pounds. Work requires the employee to meet and maintain State and Town physical fitness requirements, if any.

Must have good vision to drive vehicles, read building maps and layouts, written instructions, and signs. Requires color vision. Requires advanced manual dexterity in order to conduct emergency medical service including detailed physical examinations, and using medical supplies and equipment such as administering medication, etc.

Must be able to hear spoken commands and distinguish differences among bells, buzzers, sirens, horns, etc. Must pass State Firefighters' pre-employment physical and medical examination, drug test, and maintain appropriate State physical fitness level.

*The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job unless such accommodations would pose an undue hardship on the Town.*

#### **WORK ENVIRONMENT**

Most work is performed under typical office conditions; emergency response work is performed under variable weather conditions, including temperature extremes. The employee is occasionally exposed to hazards associated with medical emergencies, fighting fires, and responding to related emergencies, including smoke, noxious odors, fumes, and chemicals. The noise level in the work environment is quiet in the office and loud at an emergency scene. Work is subject to frequent fluctuations and is performed in emergency and stressful situations. The employee is on call to respond to emergency medical incidents, fires, and other emergency incidents. The employee is occasionally required to attend meetings outside of regular work hours with Town officials, committees, and residents/stakeholder groups.

The employee has regular access to Department-related confidential information, including details of calls for service. Failure to enter data accurately and otherwise follow protocols could result in legal repercussions, inefficiencies, time loss, and loss of goodwill, land/or financial repercussions for the Town.

**This Job description does not constitute an employment agreement or contract 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.**

**Recommended: March 31, 2023 (Version 1)**

**Revised:            May 11, 2023 (Version 2)  
                         June 9, 2023 (Version 3)  
                         August 1, 2023 (Version 4)**

**Approved (Name): Personnel Board**

**Approved (Date): August 1, 2023**