



Town of Winslow

114 Benton Avenue
Winslow, ME 04901
(207)872-2776



Position: Deputy Fire and EMS Chief
Department: Public Safety
Classification: 27 Exempt
Salary Range: \$70,477 to \$84,517

The position of Deputy Fire and EMS Chief serves as the first level of command within the Fire Department and reports directly to the Public Safety Director. The position is responsible for scene operations and daily operations at the fire station, as well as administrative functions. The Deputy Fire and EMS Chief assists with maintaining the efficient operation of the Fire and EMS services and supervises the functions of each division. The position is responsible for development of budgets, rules, regulations, policies, procedures, and preparation of departmental reports as assigned.

The Deputy Fire and EMS Chief position is a salaried, exempt management position, and does not qualify for overtime (in accordance with FLSA) This position may be subject to flexible duties and schedules with callbacks as necessary to fulfill these duties. The Deputy Chief's position is not a member of Council # 93 AFSCME, AFL-CIO (Winslow Fire Department).

Essential Job Functions

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to applicable State and Federal laws.

- Tasked with professional and administrative duties, coordinating with the Director of Public Safety on planning, organizing and directing the activities of personnel, in accordance with departmental regulations.
- Responsible for the protection of lives and property in town.
- Formulates, recommends and implements strategies, tactics, and methods of operation as needed to improve services or respond to changing conditions, and develops or updates written procedures to disseminate to staff regarding these changes.
- Analyzes reports and observes operations, conditions, facilities, equipment and technology to evaluate the effectiveness and efficiency of fire and EMS services.
- Oversees the work and procedures to be followed by department members; inspects and appraises departmental activities and personnel.
- Maintains proper levels of full-time and call department personnel. Schedules personnel to meet the needs of the department and community on a day-to-day basis regarding any special or emergency circumstance.
- Evaluates the performance of the three full-time station Captains, three full-time Lieutenants and reviews evaluations of all other full-time Firefighter EMTs and Paramedics.

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- Aids in personnel management, including recruitment, selection, assignment, promotion, discipline, grievances, complaints and commendations, collective bargaining agreements, and departmental rules, regulations, policies and procedures.
- Assists in the preparation of the fire department budget, and monitors expenditures.
- Communicates with the Director of Public Safety about significant events, activities or circumstances that may affect departmental operations, public safety or community relations.
- Attends meetings and serves as the departmental and/or Town representative or liaison as directed by the Director of Public Safety.
- Assists the Director of Public Safety in the development and implementation of community-based initiatives and programs.
- Responds to complaints or inquiries from the public about departmental operations or employee conduct. Conducts administrative investigations into allegations of employee misconduct and reports findings and recommendations to the Director of Public Safety.
- Coordinates and directs all Fire and EMS training and recommends appropriate in-service training and continuing education for all personnel to meet departmental and professional requirements.
- May be appointed to command of the department in the absence of the Director of Public Safety.
- Contributes to a productive work environment and positive relationships with co-workers, supervisors, and other town employees.
- Responds to calls for service, observes and supervises on-scene activities, helping when necessary.

Knowledge/Skills

- Thorough knowledge of the principles, standards and practices of modern fire suppression and prevention, emergency medical care, and search and rescue.
- Working knowledge of the municipal budget process; ability to develop and administer a budget.
- Knowledge of the principles and practices of personnel and labor relations administration.
- Good working knowledge of the technical and administrative phases of emergency service response, coordination and disaster response, including coordination with other municipalities, emergency response agencies and medical facilities.
- Thorough knowledge of the geography of the town, including street locations, fire alarm boxes, hydrants, and life safety protection hazards.

Ability To:

- Plan, lay out, and supervise the work of subordinates performing varied operations.
- Analyze operational and administrative procedures and problems.
- Maintain satisfactory relationships with town officials and the public.
- Prepare and present effectively oral and written information materials related to the activities of the Fire and EMS Department.
- Train and supervise subordinates and maintain discipline and morale within the department.
- Communicate clearly and concisely in a variety of situations using verbal, auditory, visual and writing skills.
- Maintain a level of physical fitness that will enable the performance of the physical tasks associated with fire and EMS service delivery (i.e., physical confrontations, run, crawl, carry equipment, climb, perform repetitive motions, etc.).
- Conduct themselves, personally and professionally, in a manner that demonstrates the highest degree of integrity, honor, courage and teamwork.

Minimum Requirements

- Must complete the course of training approved by the Maine Board of EMS and hold a valid Paramedic certification;
- Firefighter 2 and A-EMT certification, supplemented by various courses in modern fire and emergency medical care administration;
- Associates degree in fire science, or a thorough knowledge in modern fire suppression and emergency medical care which has afforded progressively responsible experience in a variety of firefighting and emergency medical care functions, including supervisory fire and medical care duties.
- Valid State of Maine Commercial Driver's License; or
- Any equivalent, combination of experience and training.
- Ten years' experience as a supervisor in the Fire and EMS field preferred.