

# Town of Sherborn Job Description

Form approved by Personnel Board 6/97. Amended and approved by Personnel Board 3/06

**JOB TITLE:**

Deputy Fire Chief

**DEPARTMENT NAME:**

Sherborn Fire & Rescue Department

**FLSA STATUS:**

Exempt:  
Non-Exempt:  X  
Hours worked per week 1-19

**EMPLOYEE TYPE:**

(see General By-Laws Personnel Administration Plan for  
definitions)  
Salaried  
Regular Full-Time

Regular Part-Time  
Supplemental Part-Time  X

Casual Part-Time  
Temporary

**REPORTS DIRECTLY TO (INDICATE JOB TITLE):** Fire Chief**I. JOB SUMMARY -** *Briefly describe the primary function of this job.*

This position is appointed by the Fire Chief. This position is re-appointed on an annual basis. This position reports directly to the Fire Chief or designee. This position supervises Captains, Lieutenants, Firefighters and EMTs.

This is an appointed position responsible for assisting the Fire Chief in conducting the affairs of the Sherborn Fire & Rescue Department. Responds to emergencies and performs fire suppression activities, rescue, damage control, and property preservation. Performs with limited supervision through Department Standard Operating Procedures and established protocols and directives. Maintains a state of readiness of facilities and equipment by scheduled inspections, testing and maintenance. Promotes health and safety of the department and community through education. Directs and assumes control of the on-scene activities in the absence of the Chief. Performs related work as required.

**II. JOB DUTIES -** *List six to eight of the most important duties using concise and comprehensive statements. Begin with the most important duty. Include any essential or important physical demands that are required to complete each of these duties. Use separate sheet if necessary.*

1. The Deputy Fire Chief shall assist the Fire Chief in his duties of protection of life and property and the operation of the Sherborn Fire & Rescue Department. The Deputy Fire Chief shall be on call 24 hours per day 7 days per week. The Deputy shall be responsible for the operations of the Department in the absence of the Chief. The Deputy shall be on call as the duty officer during the weekend duty rotation and shall work additionally as requested by the Chief.
2. If assigned as the Deputy Chief of Operations, will be designated as the 2<sup>nd</sup> in command of the SFRD.
3. The Deputy Chief shall regularly respond to fire and EMS calls, both in Sherborn and via mutual aid responses.
4. Supervises response to fire calls and emergency medical calls; leads the suppression and extinguishing fires; stabilizes patients; leads emergency medical activities and hazardous materials control. Function as Incident Commander for both fire and EMS incidents as needed.
5. Rescues victims from vehicles, drowning, accidents, fire, and other harmful conditions; communicates with dispatch, emergency room physicians and staff, police, fire officers and related personnel for the accurate and efficient dissemination of information.
6. Operates and inspects Fire Department vehicles; operates, utilizes and maintains Fire Department equipment and gear; operates, tests and maintains pumps and hydrants; ensures all proper inspections and maintenance are in compliance with standard codes and regulations.
7. Shall serve as the Department training officer, responsible for all department training, if assigned.
8. Shall serve as the Department maintenance officer, responsible for the maintenance of all vehicles, if assigned.
9. Shall attend extra training and staff meetings.
10. Responsibilities may include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**III. EDUCATION, TRAINING & EXPERIENCE** - *Describe the minimum level of education, training, and experience, as well as any special skills or certifications, which are required to competently perform the duties of this job.*

**Minimum Qualifications**

High School Diploma or GED; minimum of ten (10) years of experience in the field of emergency services and a minimum of five (5) years of experience as a Fire Officer; demonstrated experience in fire suppression; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Preferred to have demonstrated experience in fire administration.

1. Massachusetts or National Registry EMT-B Certification
2. Firefighter I/II Certification
3. Fire Officer I & II certification within 18 months
4. Fire Officer III within 24 months
5. Must have NIMS ICS 100, 200, 300, 400 & 700 certificates with 24 months
6. Must have HAZMAT Operations
7. Must have, or obtain, a current and valid Massachusetts driver's license in accordance with Massachusetts DMV driver's license eligibility requirements

**IV. COMMUNICATIONS & CONTACTS** - *List the jobs, external departments or organization with which the job has the most frequent contact. Describe the purpose and frequency of the contacts (Do not include supervisors and subordinates).*

<u>Contact</u>	<u>Purpose</u>	<u>Frequency</u>
Fire Chief	All Operations of the Department	Daily
Town Departments	Communicate on various issues	Frequently
Town Citizens	Provide Information as needed	Frequently
Mutual Aid Departments	Responds to Incidents	As Needed

**V. MANAGERIAL & SUPERVISORY RESPONSIBILITIES** - *Describe the function(s) over which this job has direct accountability and authority.*

This position supervises Captains, Lieutenants, Firefighters, and EMTs as needed.

**VI. WORK ENVIRONMENT:** *Describe the workplace environment e.g. office, outdoors, night work, and any equipment usage requirements.*

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts; in high, precarious places; in outside weather conditions; in occupancies with explosives and hazardous material, is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock.

The noise level in the work environment is moderate to heavy.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to use hands to handle or feel objects, tools or controls and reach with hands and arms. The employee frequently is required to sit and talk or hear. The employee is regularly required to stand; walk; climb or balance; stoop, kneel, crouch or crawl; and smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**SPECIAL CONSIDERATION:** Certain trade areas within this job may require the use of a respirator. Such trade areas may require sufficient pulmonary and respiratory health to use a respirator and may preclude full beards or other obstructions preventing a positive facial fit for half-face or full-face respirators.

**VII. REPORTING RELATIONS** - *Attach and organizational chart if possible indicating where this job fits in the department's operations.*

Fire & Rescue Department Organizational Chart Attached

*The above statement is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

<b>SUPERVISOR'S/MANAGER'S SIGNATURE:</b> 	DATE: 10/31/2023
<b>TOWN ADMINISTRATOR'S SIGNATURE:</b> 	DATE: 10/1/23
<b>PERSONNEL BOARD SIGNATURE:</b> 	DATE: 10/31/2023
<b>COMMENTS:</b>	