

TOWN OF BELMONT

JOB TITLE: Assistant Fire Chief

08/31/2023

DEPARTMENT: Fire

STATUS: Full-Time, Exempt

LABOR GRADE:

JOB SUMMARY: Reports directly to the Chief of Department and is responsible for managing all Divisions. This is a senior management position and is second in command of the department. Position involves highly responsible administrative and management work and is a critical component of the management team of the department. This position also includes command and/or support at major incidents and is designed as a 24 hour on call position.

MAJOR DUTIES (The listed examples are illustrative only, and may not include all duties found in this position):

- Coordinates department operations, which include but are not limited to, fire suppression, rescue, and EMS activities, through the Shift Officer. Ensures all inquiries from town committees and boards are handled.
- Reviews fire and EMS incident reports, coordinates the development of fire suppression, and rescue programs, and equipment purchases.
- Establishes suppression and rescue priorities to accomplish the mission of the department in accordance with strategic plans and long-term goals.
- Working with the Fire Chief, ensures that all budget and CIP requirements are met.
- In Conjunction with the Fire Chief, oversees fire prevention initiatives. Ensures all inspections are scheduled and conducted, all inquiries from town committees and boards are handled, reviews fire investigation reports, and approves the development of fire prevention programs, company inspections, and pre plan programs. Establishes prevention priorities to accomplish the mission of the department in accordance with strategic plans and long-term goals.
- In Conjunction with the Fire Chief, handles personnel functions in the department including recommendations for recruiting, hiring, and discipline, and ensuring compliance with collective bargaining agreements and town personnel plan.
- Respond to all major emergencies when notified, scheduled, on call or when directed. Assumes command when necessary and at all major incidents in the absence of the Fire Chief.

- Conducts internal investigations as needed or as requested by the Fire Chief.
- Responsible for care, maintenance and (In Conjunction with the Fire Chief) purchasing of apparatus.
- In Conjunction with the Fire Chief represents department on regional or statewide committees.
- Oversees all address assignments in coordination with other Town Departments and E911
- In coordination with the assigned Lieutenant oversees the care, maintenance and purchasing of all personal protective equipment, including inspections, maintenance and repair schedule.
- Assists Emergency Management Director in the development and updating of the town emergency management plan.
- Oversees health, safety and wellness initiatives, and programs as the department Safety Officer.
- Assist with all research and development for new projects, tactics, programs and/or procedures pertaining to fire suppression and rescue.
- Maintains close working relationships with regional hospitals, all town departments, area Fire Departments, regional Haz-Mat team, NH Fire Academy and NH State Police.
- Develops and administers quality control programs to include customer surveys.
- Is expected to protect the privacy of all patient information in accordance with the Belmont Fire Department's, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider.
- May access protected health information and other patient information only to the extent that is necessary to complete your job duties. May only share such information with those who have a need-to-know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other operations.
- Is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Belmont Fire Department's policies and procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer
- Plans, organizes and directs the overall operation of the Training Division, which includes evaluation of current training levels, establishing training goals, developing training program and outlines to meet training needs and delivery of training programs
- Maintains, with assistance, all Department training records, vehicle maintenance records, hose and pump test records and other records as necessary to accurately document the Department's total activity.
- Has direct oversight of the Call Company to include recruitment, selection, retention, training

and discipline.

- Participates in departmental policy-making, with the Fire Chief; develops and implements Standard Operating Guidelines and General Orders.
- Develops the annual budget with the Fire Chief, covering areas such as fire prevention, staffing, maintenance of vehicles, maintenance of the building, equipment needs and recommended changes to obtain the most effective results.
- Recommends and develops codes and ordinances for adoption by the Town to improve the minimum standards for fire and life safety.
- Acts as Deputy Director of Emergency Management and has full command in the absence of the Director.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Excellent knowledge of all phases of fire department and emergency management operations including labor relations, budgeting, fiscal management, personnel management, information management and incident command.
- Must possess excellent technical, command, leadership, planning, administrative, interpersonal and communications skills.
- Excellent knowledge of personal computers and Windows based operating systems and software programs including Word, PowerPoint, and Excel.
- Shall have the ability to make public presentations and deliver educational classes.
- Thorough knowledge of all applicable laws, codes and standards,
- Ability to establish and maintain effective and positive relations with all personnel in the department, public officials and the public
- Ability to function as a team player

SUPERVISORY CONTROLS: Reports directly to the Fire Chief, work is performed under general guidance of the Fire Chief with minimal supervision. Coordination is maintained with the Fire Chief to ensure the mission of the department is being accomplished. The Fire Chief sets the overall objectives and resources available. The Assistant Chief and Fire Chief, in consultation, develop the deadlines, projects and work to be done. The Assistant Chief is responsible for planning and carrying out the assignment; resolving most of the conflicts which arise; coordinating the work with others as necessary and interpreting policy on own initiative in terms of established objectives. The Assistant Chief keeps the Fire Chief informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

GUIDELINES: The **Assistant Chief** uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents and work directions for application to specific cases or problems. The **Assistant Chief** analyzes results and recommends changes.

COMPLEXITY: The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

SCOPE AND EFFECT: The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical and economic well-being of persons.

PERSONAL CONTACTS: The personal contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting (e.g., the contacts are not established on a routine basis; the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact).

PURPOSE OF CONTACTS: The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

PHYSICAL DEMANDS: The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

WORK ENVIRONMENT: The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress, which require a range of safety and other precautions (e.g. working at great heights under extreme outdoor weather conditions, subject to situations where conditions cannot be controlled).

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Supervises all personnel in all divisions in coordination with the Fire Chief. Coordinates activities of all members at the emergency scene during command assignments; supervises shifts and companies

MINIMUM QUALIFICATIONS:

- Eight years of increasingly responsible fire service experience, five years of which were in a supervisory capacity;
- HS Diploma or GED.
- Associates Degree in Fire Science or related field required, (Bachelor's degree preferred)
- Certified Firefighter II, (New) or Certified Firefighter III (Old)
- Emergency Medical Technician-Advanced, (Paramedic preferred)
- Hazardous Materials Technician,
- Certified Fire Officer I & II.
- Certified State of New Hampshire Fire Instructor

- Possession of or ability to readily obtain a valid driver's license issued by the State of New Hampshire for the type of vehicle or equipment operated (CDL-B with tanker endorsement)
- Or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Physical Exertion / Environmental Conditions:

Due to the nature of the work environment, it is challenging to predict hazards exposure. Generally, the incumbent may be exposed to high places, toxic or caustic chemicals, is near moving or mechanical parts, exposed to the risk of electric shock, risk of radiation, infectious disease, and stress; outdoor weather conditions, fumes or airborne particles, or the extremes of heat/cold. The incumbent is exposed to occupational risks typical of a firefighter, working alongside said members as necessary; as well as tending to administrative requirements. These risks include the products of combustion, infectious disease exposure, fall hazards, entrapment, atmospheric and hazards, life safety exposure, and heavy equipment hazards.

Working time may include irregular hours and shift times – including after-hours meetings and/or response.

Incumbent's working conditions are typically quiet but may become very loud responding to emergency calls and at the scene of a fire or other emergency incidents.

The nature of this position requires the employee to be in and maintain sound physical conditioning as determined by the Town and/or department identified standards (NFPA 1582). Successful candidates are required to take and pass a physical exam after a conditional offer of employment and periodically after that.

Cognitive and Sensory Requirements:

Talking: Ability to understand meanings of words and ideas associated with them and use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

Hearing: Constantly required when communicating with employees, vendors and public.

Sight: Peripheral vision, night vision, focus, color perception, and depth perception are essential to job function. (Able to meet NFPA 1583 Standard)

Tasting and Smelling: Smelling required.

Employees are expected to dress appropriately (uniform) to represent the Department to the public.

Physical Activity Requirements:

PRIMARY PHYSICAL REQUIREMENTS: OTHER PHYSICAL CONSIDERATIONS:

LIFT up to 10 lbs.: Occasionally **Twisting:** Frequently
LIFT 11-25 lbs.: Occasionally **Bending:** Frequently
LIFT 26-50 lbs.: Occasionally **Crawling:** Occasionally
LIFT OVER 50 lbs.: Occasionally **Squatting:** Frequently
CARRY up to 10 lbs.: Frequently **Kneeling:** Occasionally
CARRY 11-25 lbs.: Frequently **Crouching:** Frequently
CARRY 26-50 lbs.: Occasionally **Climbing:** Occasionally

Other Considerations and Requirements:

Job Location and Equipment Operated:

Duties are performed indoors and outdoors in a variety of settings and in all weather conditions. Normally works at an assigned fire station on a regular shift but can be reassigned to work at all hours. Operates a variety of equipment including fire equipment, medical equipment, and haz-mat response equipment. Operates various computers. Operates various emergency response vehicles.

HAND DURING AN 8-10 HOUR PERIOD, EMPLOYEE MAY BE

MANIPULATION: REQUIRED TO:

Grasping: Frequently **Consecutive Hours Total Hours**
Handling: Frequently **Sit** 1 2 3 4 5 6 7 8 1 2 3 4 5 6 7 8
Torquing: Frequently **Stand** 1 2 3 4 5 6 7 8 1 2 3 4 5 6 7 8
Fingering: Frequently **Walk** 1 2 3 4 5 6 7 8 1 2 3 4 5 6 7 8

Controls & Equipment:

Computers, printers, telephone, cell phone, fax, scanner, calculator, fire alarm systems, motor vehicles, multi-gas meters, still/digital cameras, hand tools, power tools, radios, ladders, videotaping/recorders, measuring tools, fire/EMS equipment, voice recording devices, projectors.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this job will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

This job description does not constitute an employment agreement 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.