



Cape Elizabeth Fire-Rescue Department

Policy & Procedure Manual

3.1.2: Deputy Chief; 8/28/24

Policy:	Deputy Chief Job Description
Section:	Job Descriptions
Policy #	3.1.2
Date Effective:	August 28, 2024

Performs management work involving the direction of the routine and emergency activities of the department. The Deputy Chief supervises and directs field operations and activities of the department and is responsible for the safety of all personnel under their command.

APPOINTMENT:

Appointed by the Fire Chief, and approved by the Town Manager.

REPORTS TO:

Fire Chief

PREFERRED QUALIFICATIONS:

- Graduation from High School or G.E.D.
- Valid Maine Class C Driver's License (minimum).
- Basic computer skills.
- Completion of Basic Firefighter requirements.
- Experience serving as a company officer with any department.
- EMS License. Minimum EMT-B level.

DUTIES & RESPONSIBILITIES:

- All duties of a Firefighter.
- Supervision of subordinate personnel at emergency scenes, department activities and training.
- To assist the Fire Chief with all operations, personnel and equipment of the Department and for compliance with Department policies, procedures, written reports and special instructions of the Fire Chief.
- To assist the Fire Chief with the planning, supervision, and execution of a comprehensive town wide inspection program, and a public safety education program, including but not limited to, fire prevention education, emergency medical services, and water safety.
- To assist the Fire Chief with the planning, supervision, and execution of a comprehensive annual training program including supervision of the record keeping for all training.



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- Responds to emergency alarms and determines what equipment and apparatus are necessary, and coordinates all companies' operations.
- Assists and advises the Fire Chief on formulation and implementation of department policies.
- Assists the Fire Chief with communication links between the administration and the department members.
- Provides motivational atmosphere for department members through communications, good example and attitude.
- Studies modern firefighting, rescue and emergency medical methods and techniques.
- Inspects personnel, maintains discipline, affects and recommends disciplinary measures.
- Perform assigned administrative or technical duties in the training, recording, and reporting functions of the department.
- Ensures that all Company & Staff Officers complete their assigned duties.
- Serves as Town Deputy Forest Fire Warden.
- All other duties as assigned by the Fire Chief.

SKILLS:

- Thorough knowledge of the rules and regulations and the procedure manual of the department, and of the fire prevention laws and ordinances.
- Knowledge of current literature, research and developments in the field of firefighting and EMS. Demonstrate ability to apply this knowledge to varied emergency and administration problems.
- Knowledge of the operation, capabilities and maintenance of the various types of apparatus and equipment used in EMS, rescue and fire suppression activities.
- Working knowledge of the principles of public administration with reference to departmental programming, personnel and budget administration.
- Thorough knowledge of streets and locations throughout the town.
- Ability to provide effective leadership and to plan, assign and direct the work of a number of subordinate operating units.
- Ability to plan, initiate and carry out long-term programs in fire department administration, fire-rescue, fire prevention, training, EMS, traffic/crowd control and WETeam operations.
- Ability to apply knowledge of fire prevention and suppression techniques and methods.
- Ability to evaluate tactical and operational requirements of emergency situations.
- Ability to express oneself clearly and concisely, orally and in writing, to groups and individuals.
- Ability to establish and maintain effective working relationship with staff and the general public.
- Ability to function as a member of the command staff.
- Ability to remain calm during stressful events.



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ANNUAL TRAINING REQUIREMENTS:

- Hazardous Materials: Awareness
- Workplace Harassment
- Bloodborne Pathogens
- SCBA Refresher
- Respiratory Fit Test

PROBATIONARY REQUIREMENTS:

- 6-month probation period from appointment.