

Duties:

Under the general direction of the Fire Chief, serve as principal assistant to the Chief in organizing, directing, supervising disciplining, and coordinating activities associated with the department and the activities of the four work groups, ensuring effective and efficient daily operational practices and effective and efficient firefighting techniques and procedures. Responsible for the efficient operation of the department during the Chief's absence.

Serves as the department personnel officer. Assists the Chief in grievance processing; responding to employee inquiries about Town and Department policies and procedures; coordinates with other Town departments concerning appointments and employee orientation.

Upon designation, directs personnel, apparatus, equipment and property of the department at emergency scenes, ensuring strict compliance with rules and regulations of the department.

Assists the Chief in the development, implementation, and monitoring of operational and administrative procedures and policies.

Assist the chief or those individuals assigned fire investigations duties. Recommends prosecution if necessary after further investigations of suspicious fires.

In conjunction with other officers, ascertains staff development and training requirements. Assist the Chief in developing and implementing training programs.

Supervises Shift Commanders in the enforcement of all department administrative, operational and personnel policies and procedures, including facilities, apparatus and equipment maintenance.

Responds to fires and emergencies, when necessary, in absence of the Chief, and may assist in directing firefighting activities at greater alarm fires.

Performs or assists in conducting periodic pre-fire planning inspections of public buildings, school, hospitals, convalescent homes, business buildings, and target hazards within the Town.

Represents the department when requested by the Chief at government, professional and public meetings and activities.

Performs other duties as required or as responsibilities necessitate.

Basic Knowledge:

Considerable knowledge of current fire fighting tactics, equipment, methods, and techniques equivalent to and Associate's Degree in Fire Science. Must hold appropriate Massachusetts drivers license.

Experience:

Work requires seven to ten years of fire and command experience.

Independent Action:

Function independently to command all department activities. Make decisions to meet difficult and emergency situations. Review unusual problems, conditions or situations with the Chief.

Supervisory Responsibility:

Responsible for the supervision of all day to day activities, as well as entire department operations in the absence of the Chief of Department.

Physical and Environmental Standards:

Governed by Massachusetts law.