

South Portland Fire Department
DEPUTY CHIEF
EMERGENCY MANAGEMENT/ HOMELAND SECURITY/ HAZ MAT
PAY GRADE P-40 (EXEMPT POSITION)
Last Revision 1/26/2012

Within the auspices of the Fire Department and under the policy direction of the Fire Chief the Deputy Chief of Emergency Management is responsible to plan, implement, and direct activities and operations within the South Portland Fire Department. Also to coordinate assigned activities with the Chief of the Department, City Manager, Police Chief and other City Departments and outside State, and Regional agencies to provide support to the Fire Department and its mission.

NATURE OF WORK:

The Deputy Chief of the department directs operations and programs of a municipal fire department of approximately sixty (64) regular employees and fifty, (50) call firefighters. These programs consist of **Fire Suppression Operations, Fire Prevention, Emergency Medical Services, Personnel, Training, Emergency Management and Planning, Haz Mat and Homeland Security**. The Deputy Chiefs support the Chief of the Department, leads the department with the objectives of preventing and suppressing fires and providing emergency medical services in a city that includes major rail and shipping facilities, chemical storage facilities, manufacturing operations, and large shopping centers as well as other potential fire hazards typical of a city of 25,000. The Deputy Chief conducts operations through five stations and subordinate supervisory staff of twelve regular and fourteen call officers.

The Deputy Chief responds to all major incidents in the city including hazardous materials, major medical emergencies, serious fires, natural disasters and serves as the incident commander directing the Fire Companies, outside agencies, other city department heads as sector offices in controlling the disaster.

Plans, organizes and directs major programs within the department, including continuing programs of technical training of regular and call firefighters, development of firefighting plans for various types of structures, facilities and flammable substances stored within them, and continuing inspections to assure conformance with Fire Prevention Code, City Ordinances, and encourage fire safe practices.

APPOINTMENT:

City Manager (through the Civil Service process)

REPORTS TO:

Works under the general guidance and supervision of the Fire Chief / EMA Director and the policy guidance of the Emergency Management Leadership Team, but performs the essential duties and responsibilities independently.

SUPERVISION EXERCISED:

Exercises supervision over department operational personnel directly or through subordinate personnel.

QUALIFICATIONS:

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Bachelor's degree (B.A. or B.S.) from an accredited four-year college with a focus on Public Administration or Business Management. Six years of supervisory experience in the fire service or any equivalent combination of education and experience. Extensive experience in Emergency Management responsibilities. Experience in emergency planning and management for industrial complexes that include chemical and petroleum facilities.

Thorough knowledge of the principals and practices of effective supervision and administration as it applies to the fire service; considerable knowledge of the fire suppression and prevention principals, procedures, techniques and equipment; considerable knowledge of emergency medical as well as Hazardous Materials planning and response.

Ability to analyze the effectiveness of departmental operations, to diagnose its problems, and to correlate its development with changing conditions within the community; ability to train and supervise subordinate personnel in the duties of their position; ability to communicate effectively orally and in writing ; ability to establish effective working relationships with employees, other agencies and the general public; ability to perform strenuous or peak physical efforts during emergency or training activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.

SPECIAL REQUIREMENTS/QUALIFICATIONS:

- Fire Officer II,
- Hazardous Materials Technician
- Hazardous Materials Incident Command, Incident Safety Officer
- Emergency Medical Services minimum Basic EMT preferred Paramedic
- State of Maine Class C Driver's License.

DUTIES & RESPONSIBILITIES:

Duties include but are not limited to the following:

Supervises and coordinates the activities of the four full time shifts as well as the call companies in the delivery of fire suppression and emergency medical activities; the planning and implementation of training division operations; and the planning and implementation of incident command, emergency management and homeland security

Assists the Fire Chief in strategic planning and goal setting for the departmental long-range operational needs with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.

Assists the Fire Chief in the establishment of policies and procedures for the department in order to implement directives from the City Manager.

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Assists the Fire Chief in the formation, issuance, and enforcement of departmental rules, regulations, and procedures in accordance with applicable City policies for all department members; handles grievances, maintains department discipline and the general conduct of assigned personnel; assists in labor/ management meetings with union representatives regarding departmental matters.

Assists the Fire Chief in coordinating monthly reports for the City Manager regarding the departments' activities, as well as a variety of other reports as appropriate.

Attends schools, conferences and other meetings to keep abreast of current trends in the field; represents the department in a variety of local, county, state and other meetings.

Performs the duties of the Fire Chief in his absence; responds to alarms and may direct activities at the scene of major incidents or perform the work of subordinate personnel as required.

Performs other duties as assigned.

Emergency Management

Develop and maintain the city's comprehensive All-Hazard Emergency Operations Plan, including functional annexes and hazard-specific appendices based upon hazard-unique planning considerations such as flooding, hazardous materials, hurricanes, and terrorism and public health issues.

Collect homeland security needs analysis data based upon risk and threat assessments; evaluate data and update or refine homeland security plans.

Plan, design, develop, conduct, and evaluate exercises that train city-wide emergency responders and assess the readiness of the city to prevent and respond to all-hazard emergencies.

Develop, maintain, and coordinate a city-wide training program for emergency responders, emergency managers, and elected officials within the following disciplines: firefighters, law enforcement, emergency managers, EMS, medical services, hazardous materials, public works, public health, health care, public safety communications,

Works with the city's Emergency Management Leadership Team (EMLT), to develop and provide policy guidance and recommendations to promote the goals of the city-wide emergency management program.

Serve as the lead staff person and advisor to the Director of Emergency Management in the event of an actual emergency to implement the city's Emergency Operation Organization or any portion of it, including the planning, training, staffing, exercising, and operations of the Incident Command System and Emergency Operations Center to meet the needs of an Incident or Unified Commander.

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In conjunction with the EMLT, coordinate city-wide emergency planning activities with other divisions, departments, and outside agencies and organizations.

Prepare and deliver educational presentations to businesses, residents and city employees; prepares displays for community events and represents the city at them to increase awareness of emergency preparedness. .

Work with the EMA Director / Fire Chief to apply for and manage grants that fund the emergency management program for eligible equipment, planning, training, and administrative costs in accordance with appropriate state and federal guidance.

Create partnerships with various community associations and organizations.

Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.

Perform administrative record keeping ensuring accurate reporting, documentation, and accounting of emergency management planning, training, exercises, and operations. Work with staff in Public Works, Police, Fire, Finance, and other departments to ensure the city meets the necessary standards.

Along with the EMLT, orchestrate activities of city-wide work teams to recommend policies and procedures that continuously improve emergency planning, safety, and security. Maintain effective and open communications with staff from other departments to involve them in appropriate, cross-functional work teams.

Peripheral Duties

Participate in the development of the assigned program budget; forecast city-wide funds needed for staffing, equipment, materials, and supplies necessary to implement the emergency management program; administer and monitor assigned budget.

Other Duties

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

SKILLS:

Thorough knowledge of the principals and practices of effective supervision and administration as it applies to the fire service; considerable knowledge of the fire suppression and prevention principals, procedures, techniques and equipment; considerable knowledge of emergency medical as well as Haz Mat and Emergency Management

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Ability to analyze the effectiveness of departmental operations, to diagnose its problems, and to correlate its development with changing conditions within the community; ability to train and supervise subordinate personnel in the duties of their position; ability to communicate effectively orally and in writing ; ability to establish effective working relationships with employees, other agencies and the general public; ability to perform strenuous or peak physical efforts during emergency or training activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.

Extensive knowledge of emergency management processes, programs, practices, procedures, policies, resources, facilities, personnel, and agencies.

Extensive knowledge and demonstrated ability in using the Incident Command System.

Knowledge of federal and state requirements regarding emergency operations plans and programs, as well as professional standards for the emergency management industry.

Knowledge and familiarity with the structure, functions, and interrelationships of federal, state, county, and local governments and their respective emergency management objectives.

ABILITY TO:

Effect cooperation from all city departments and harness the resources of all segments of the community for emergency response (e.g.: schools, businesses, utilities, social service agencies, etc.)

Speak effectively before groups.

Teach a wide variety of technical concepts to audiences ranging from lay people to professional technicians and top level executives.

Communicate effectively through written correspondence, staff reports and management briefings.

Develop and implement policies and procedures for emergency planning, emergency management training and education, and emergency preparedness and exercise activities with all city departments and a wide variety of public and private agencies.

Manage the people and resources necessary for effective emergency awareness, prevention, preparedness, and response and recovery programs.

Plan, organize, delegate and follow up on work.

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Provide leadership, counsel, motivation and constructive support to staff and volunteers, securing their respective commitments to the city and department's goals.

PHYSICAL DEMANDS:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While forming the duties of the job, the employee is regularly required to use hands to finger, feel, handle, or operate objects, tools, or controls and reach with hands and arms. The employee is required to stand, walk, drive, talk, hear, sit, climb, stoop, kneel, or crouch.

The employee must occasionally lift up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

In the event of an actual emergency the employee will be required to work extended hours under considerable pressure to implement the city's Emergency Operation Organization or any portion of it, including the planning, training, staffing, exercising, and operations of the Incident Command System and Emergency Operations Center to meet the needs of an Incident or Unified Commander.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is predominantly performed in an office setting. Occasionally work is performed in emergency and stressful situations and the employee may be exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemical, liquid chemicals, solvents and oils. During these emergency situations, the employee works in outside weather conditions, including temperature extremes, during day and night.

The employee occasionally works near moving mechanical parts, in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration. It is reasonably anticipated that the individual will be exposed to blood-borne pathogens and other infectious materials in the course of their duties.

The noise level in the work environment is usually quiet, except during certain firefighting or EMS activities when noise levels may be loud.

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This individual should be aggressive, have an open mind, be willing to learn as well as instruct. The individual should have a good grasp on insurance services office grading schedule in order to maintain or upgrade the fire service which has a direct effect on the community's insurance rate.

EQUIPMENT USED:

Standard office equipment, personal computer and associated equipment, emergency medical aid equipment, fire apparatus, fire pumps, hoses and other standard firefighting equipment, ladders, radio, pager, cell phone, and Mobile Data Terminal (MDT).

SELECTION GUIDELINES:

Rating of education and experience; oral interview and reference check; job related tests may be required.

The successful candidate will be required to pass a physical exam as a post-offer prerequisite to employment, and is subject to the alcohol and drug policy testing procedures as a condition of employment.

RESIDENCY REQUIREMENT:

The Fire Chief and Deputy Chiefs serving the South Portland Fire Department must live within 5 miles of the City of South Portland border or within 15 minutes unless approved by the City Manager.

PROBATIONARY REQUIREMENTS:

- 12 month probation from appointment.