



Medway Town Hall
155 Village Street
Medway, MA 02053
Telephone (508) 533-3264
Fax (508) 321-4988

TOWN OF MEDWAY COMMONWEALTH OF MASSACHUSETTS

JOB DESCRIPTION

Job Title:	COMMUNITY RISK REDUCTION DEPUTY FIRE CHIEF	Date:	10/10/2024
Department:	FIRE	Grade:	-
Reports To:	FIRE CHIEF	FLSA:	EXEMPT

POSITION PURPOSE:

This position will provide strong leadership within the command structure of the department. This position will serve as the head of the Fire Department in the absence of the Chief and as may be directed by the Chief and holds the position of second or third in command of the Fire Department based upon seniority. The Community Risk Reduction Deputy Chief is responsible for managing all fire prevention and Inspection services, school safety coordination and training, grant writing, department social media management, and relations with the Senior Center. The Community Risk Reduction Deputy Fire Chief will assist the Fire Chief in planning, organizing, directing, and implementing fire suppression services.

ESSENTIAL FUNCTIONS:

- Perform Fire Prevention duties.
- Perform fire inspections.
- Act as Incident Commander at all major incidents as may be required.
- Work with the Chief to develop departmental policies regarding best practices and industry best standards for both administrative and emergency operations of the department, through the development/revisions of Fire Department Rules and Regulations and department standard Operating Procedures (SOP).
- Explore and procure funding for the department through Grants and/or scholarships for the Fire Department.
- Attendance at meetings or training that requires a senior staff representative to provide departmental expertise or gain knowledge beneficial to the overall operation of the Fire Department.
- Work with other Town departments and agencies in planning for or mitigating emergencies that may or will occur in the Town.
- Develop and coordinate all School safety training programs.
- Manage the Departmental Information Technology and Social Media Platforms.
- Other duties as assigned.

Peripheral Duties and Responsibilities

- Serve as the head of the Fire Department in the absence of the Chief and as may be directed by the Fire Chief.
- Respond and serve as command officer to major incidents.
- Be on-call and available to respond to emergencies during off hours as assigned by the Chief.
- Assist in qualifying new employee candidates as needed by the town's Personnel Department.



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COMMONWEALTH OF MASSACHUSETTS

JOB DESCRIPTION

- Assist in developing plans for special assignments such as Emergency Preparedness, and hazardous materials operations.

SUPERVISION:

Works under the direction and supervision of the Fire Chief. The Community Risk Reduction Deputy Fire Chief reports to the Fire Chief or the Town Manager in the absence of the Fire Chief or as may be directed. Responsible for the direct supervision and management of the Fire Department staff.

RECOMMENDED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- Must have held the rank of career Captain in a Massachusetts Fire Department.
- Must be Firefighter (FF) I & II certified at the time of appointment. Graduate of the Massachusetts Firefighting Academy desired.
- Must possess National Fire Protection Association (NFPA) 1021 Fire Officer Certification or be willing to obtain within 1 year of appointment.
- Must possess NFPA 1041 Fire Instructor Certification or be willing to obtain it within 18 months of appointment.
- Must possess active NREMT Paramedic Certification.
- Must possess Hazardous Materials Operations Level Certification.
- Must possess Certifications for Incident Command System (ICS) 100, 200, 300, 400, 700, 800.
- Must possess Massachusetts Fire Prevention Officer Certification or be willing to obtain within 6 months of employment.
- Must possess an Associate in Fire Science or be willing to obtain it within 3 years of appointment, Bachelor's degree or higher in Fire Science or Public Administration preferred.
- An equivalent combination of education and experience will be considered.
- Must possess and retain a valid Massachusetts driver's license without a record of suspension or revocation in any State. Must have no felony convictions or disqualifying criminal histories within the past seven years. Must have exceptional verbal and written communication skills.

KNOWLEDGE, ABILITY, AND SKILL:

- Ability to use sound instructional techniques to organize required EMS classes, provide instruction, solve problems, and keep organized records of the training.
- Extensive knowledge of fire protection and suppression techniques, equipment, firefighting tactics, hazardous materials control and hydraulics, and emergency medical protocols and procedures.
- Skill in the operation of the tools and equipment to perform the operational functions in the areas listed above.
- Ability to apply standard fire ground techniques, act effectively in emergency and stressful situations, give and follow verbal and written instructions, establish effective working relationships with employees, other agencies, and the general public, and accommodate special requirements.



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TOWN OF MEDWAY COMMONWEALTH OF MASSACHUSETTS

JOB DESCRIPTION

- Proficient computer skills, organizational, administrative, and basic math/accounting skills, working knowledge of Windows-based spreadsheet, Microsoft Office Suite other software.

TOOLS AND EQUIPMENT:

Ordinary apparatus and equipment as required for the daily operation of fire and rescue services provided by the Fire Department

PHYSICAL REQUIREMENTS:

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 this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 60 pounds and occasionally lift and/or move more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

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 in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, the risk of electrical shock and vibration. The noise level in the work environment is usually moderate to high.

NOTES:

The essential functions or duties listed herein are illustrations of the type of work that is 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. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.