



Town of Sabattus

Fire Department

Troy Cailler, Fire Chief



NOW ACCEPTING LETTERS OF INTENT AND RESUME FOR THE POSITION OF ASSISTANT CHIEF

Interested candidates must submit a letter of intention and a resume to the Town Manager no later than

Friday June 26th, 2020.

Please see the Assistant Chief's Job description below:

ASSISTANT CHIEF – JOB DESCRIPTION

The Assistant Chief will be appointed by the town manager, approved by the board of selectmen, and will answer directly to the Fire Chief.

The candidate should have at least five years of service as a line officer and shall at a minimum be Certified Fire Fighter II and a Maine licensed emergency medical responder. They preferably will have courses in; fire service management, fire service strategy and tactics, cause and origin determination, fire ground safety, hazardous material operations, fire officer I and II, training officer, incident command and other courses as needed. The Fire Chief may consider courses of similar content. The Assistant Chief shall continue their education by attending training courses, seminars, and conferences, and reading trade journals to keep up with industry trends and changes. The Assistant Chief shall possess a thorough knowledge of the streets, hydrants, static water sources and target hazards in Town.

The candidate is responsible for the supervision and administration of the company as assigned by the Fire Chief to include the daily duties of the per diems, assist the Fire Chief with record keeping and annual Bureau of Labor Standards mandates.

The candidate for Assistant Chief shall manage all aspects of an emergency scene including fire suppression, cause and origin determination, hazardous material operations, etc. in the absence of the Fire Chief. He/She may assume command of any incident anywhere within the Town in the absence of the Fire Chief after appropriately doing a face to face with any other individual who may have already assumed command.

The candidate shall schedule fit test of all members on an annual basis. They will prepare a complete list of all members with not only the results of this testing but also the size mask required by each member.

The Assistant Chief shall ensure the Captain understands and fulfills all of his duties, serve as a member of the training committee, serve as liaison for the Fire Chief on the interview committee, various monthly meetings of the County and State Chief's Association's, and other meetings as asked.

All officers of the department, to include the Assistant Fire Chief, are required to participate in a weekend duty officer call rotation.

This job description by no means is a complete list of duties for this position and other duties can and will be assigned by the Fire Chief.

Please forward all Letters of Intent and resumes to :

Anthony Ward, Town Manager

190 Middle Road

Sabattus, ME 04280

or

award@sabattus.org