



Scarborough Fire Department

Scarborough, Maine



Standard Operating Guidelines

Book:	Organization
Chapter:	Fire Department Organization
Subject:	1123 – Job Description Call District Chief
Revision Date:	8/1/2019
Approved by:	<i>B. Michael Thurlow</i>

QUALIFICATIONS:

- Must hold and maintain a valid Driver's license.
- Active participation in the Call Force.
- Interior Structural Firefighter certification; NFPA Firefighter II preferred.
- Successful completion of a state certified AVOC/EVOC class.
- Minimum of 8 years firefighting experience with at least 5 years of officer experience as a lieutenant or captain.
- Local Scarborough, or Pro-Board Fire Officer Certification.

REPORTS TO: Fire Chief

ASSIGNMENTS: District Chief Call Force Operations

NATURE OF WORK:

This is a skilled part-time supervisory/leadership position in a firefighting, EMS, and emergency service delivery organization. This position requires the employee to supervise and oversee subordinate officers as they respond to a wide range of medical, traumatic, and fire suppression-related emergencies. The person filling this position must be mature, honest, compassionate, able to work well with others, and be willing and able to interact positively with the public. The candidate must be prepared to respond to emergency EMS and fire calls in all types of weather, day or night. Due to the geography of the community the candidate must be prepared for emergencies on/in the ocean, highways, residential neighborhoods, industrial areas, as well as agricultural settings.

The person filling this position is responsible for supervision of subordinate officers in the completion of their assigned duties in support of the organizational mission. The person serving in this position is responsible for the oversight and completion of various duties and assigned tasks through the work of subordinate officers. Examples include but are not limited to; station duties, equipment and apparatus maintenance, disinfecting and cleaning of equipment, public education, training, professional development, and completion of required reports and written correspondence.

ILLUSTRATIVE EXAMPLES OF WORK REQUIREMENTS:

- A. Depending on specific assignment, District Chiefs are expected to manage and lead subordinate officers of the call force during emergency scene operations as well as training and administrative functions.
- B. The District Chief is responsible for the safety, well-being, and fair treatment of fire department members through the guidance and leadership of subordinate officers.
- C. The District Chief is required to respond to emergency incidents and provide command level supervision, coordination, and provide EMS or suppression assistance as necessary.
- D. The District Chief is entrusted to ensure that incident command principals are effectively used in emergency operations, as well as adherence to Departmental rules, Standard Operating Procedures, and State/Federal regulations.
- E. The District Chief is responsible to mentor, train, lead and manage subordinate officers in the fulfillment of their assigned duties. The District Chief shall hold said subordinate officers accountable for satisfactory completion of assigned duties and standards of performance.
- F. The District Chief promotes and fosters harmony, morale, safe working conditions, and a positive attitude within the department.
- G. The District Chief assures call force members meet their mandatory training & compliance requirements, are trained, mentored, active, and perform their job functions satisfactorily through the work and actions of subordinate officers.
- H. The District Chief conducts personnel evaluations, administers progressive discipline through coaching and counseling, serves counseling/corrective memorandums when required to correct behaviors and performance, and recommends higher levels of discipline when appropriate.
- I. Attend and participate in department meetings and training sessions.
- J. Other duties and projects as assigned by the Fire Chief or his designee.

COMPENSATION:

This position is covered under a wage scale as outlined in the department's non-union pay plan. In addition to hourly wages earned responding to emergency calls and authorized training, Division Chiefs are eligible for pay for administrative hours actually worked when not otherwise being compensated for emergency response or scheduled per-diem work. The Fire Chief reserves the right to limit the number of eligible hours of administrative pay per assigned position per month.

TERM:

Appointments for District Chief are for a period of 3 years.