



Effective Date: July 27, 2026

Organization: City of Barre, Vermont,
Position Title: Deputy Fire Chief and EMS
Department: Fire
Supervisor: Fire Chief
Employment Classification: Exempt
Salary: \$100,000 -
\$110,000

Summary / Objective

Under the direction of the Fire Chief, the Deputy Chief of Fire/EMS serves as the Department's Training and Safety officer, second-in-command and is responsible for providing leadership, direction, and oversight of the Barre City Fire & Ambulance Department's. The Deputy Chief leads the development, coordination, implementation, and evaluation of comprehensive training and professional development programs that ensure all personnel maintain proficiency in fire suppression, emergency medical services, technical rescue, hazardous materials response, incident command, and other operational disciplines.

The Deputy Chief directs the Department's occupational health and safety program by promoting risk reduction, regulatory compliance, firefighter and EMS wellness, and the continual evaluation of operational practices to enhance responder safety and organizational effectiveness. Working closely with command staff, the Deputy Chief develops and implements policies, procedures, and best practices that support safe and efficient emergency operations.

In addition to training and safety responsibilities, the Deputy Chief assists in overseeing the Department's day-to-day operations, including personnel supervision, emergency response coordination, administrative functions, policy implementation, and resource management. The position exercises considerable independent judgment and discretion in managing personnel, developing departmental initiatives, and ensuring the efficient delivery of fire, rescue, emergency medical, prevention, and support services consistent with the Department's mission and strategic goals.

In the absence of the Fire Chief, the Deputy Chief assumes full authority for the administration and command of the Barre City Fire & Ambulance Department, ensuring continuity of leadership and operational effectiveness.

Essential Functions

The following duties are intended to describe the general nature and level of work performed by the individual assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. Other duties may be assigned as necessary.

- This position is responsible for fostering a culture of continuous improvement, operational readiness, accountability, and professional excellence while ensuring compliance with all applicable local, state, and national standards.
- Develop and oversees department-wide training programs for Fire, EMS, and Special Operations and Safety Programs.
- Ensures regulatory compliance.
- Serves as the first-line authority within the administrative command structure for department members.
- Reviews, research, and analyzes department operations; provides recommendations to the Fire Chief.
- Collaborates with the Fire Chief in the development and administration of policies, procedures, rules, regulations, and memoranda of agreement.
- Develops and implements complex and/or high-visibility programs, reports, and special projects.
- Evaluates the performance of department officers to ensure fulfillment of the department's mission and objectives.
- Acts as Personnel Officer when designated by the Fire Chief; makes recommendations and/or acts on personnel matters including hiring and discipline.
- Serves as a liaison to fire and law enforcement agencies, neighboring jurisdictions, and state and federal entities.
- Attend training sessions and conferences relevant to the responsibilities of the position.
- Represents the department on inter-agency committees and in cooperative programs as assigned.
- Assists in the development and revision of department policies and guidelines.
- Schedules staff and assign daily duties to ensure adequate operational coverage.
- Makes initial command decisions at emergency scenes regarding fire attack, ventilation, salvage, overhaul, and fire-ground support.
- Serves on the Town Emergency Management Team; assumes the role of Emergency Management Director in the Fire Chief's absence during large-scale emergencies.
- Responds to emergency medical incidents and performs duties as a certified EMT, AEMT, or EMT-P in accordance with state and national protocols.
- Commands and participates in specialized emergency rescue operations including water, high-angle, trench, auto extrication, and building collapse incidents.
- Assumes full operational command of the department in the absence of the Fire Chief.
- Performs other related duties as assigned by the Fire Chief.

Necessary Knowledge, Skills and Abilities

1. Minimum of Associate's degree in Fire Science or related field, Bachelor's Degree preferred or a similar combination of education (non-field related degree) and experience. Graduate of National Fire Academy Executive Fire Officer Program, or the ability to enroll is desired.
2. Pro Board or IFSAC Fire Officer II Certification or ability to obtain.
3. Fire Instructor I or higher.
4. Must have a valid Vermont Driver License.
5. Must possess a current EMT license.
6. National Incident Management Systems (NIMS) certifications required.
7. Emergency Medical Technician (EMT) certification required.
8. Possesses ability to perform highly responsible duties of a complex nature requiring considerable initiative and judgment particularly in emergency situations which do not fall clearly within established practices or precedents.
9. Minimum of ten years of career fire service experience including five years in a supervisory or command position within a fire department with administrative responsibility and possesses ability to meet requirements and obtain certifications necessary for subordinate positions within Fire Department.
10. Minimum of five years of emergency medical experience including three years in a supervisory or command position within a fire department or emergency medical services department with administrative responsibility and possesses ability to meet requirements, obtain certifications and maintain continuing education as required to maintain licensure.
11. Comprehensive knowledge of firefighting and fire prevention principles, emergency medical service principles, practices and equipment and possess familiarity with principles of construction.
12. Knowledge of code enforcement as specified under Vermont Law and City ordinances. Ability to review, understand and ensure compliance with the City Ordinances.
13. Comprehensive knowledge of departmental policies and regulations and of the laws and ordinances affecting fire department and emergency medical services operations.
14. Possesses ability to establish and maintain effective working relationships with subordinates, the general public, and city officials; to organize, assign and direct the work of subordinates.
15. Possesses ability to manage and maintain confidential information to include patient medical information, criminal matters and fire and arson investigations which are sensitive in nature and confidential.
16. Knowledge of OSHA/VOSHA rules and regulations, advanced working knowledge of traffic control as it relates to Emergency Operations.
17. Knowledge of supervisory techniques.
18. Possesses ability to communicate clearly and concisely in writing and orally.
19. Possesses competency in using a computer and business software, computer-based incident reporting systems and other software.

20. Ability to manage with a high degree of consensus building and to ensure successful team decision-making.
21. Strong motivating, leadership and interpersonal skills.
22. Ability to handle competing priorities.
23. Proven ability to be organized, detail oriented and accurate.
24. Comprehensive knowledge of emergency medical services and ambulance transportation systems.
25. Comprehensive knowledge of State and Federal Emergency Management Agency systems, laws and regulations.
26. Demonstrated ability to manage and direct large scale operations of personnel and equipment under emergency conditions.
27. Residency with reasonable proximity to primary response area.

Supervisory Responsibilities

The Deputy Chief of Fire and EMS will have supervisory authority for all staff of the fire and EMS Department, which includes the Fire Marshall and Code Enforcement personnel.

Physical Demands

Work may include frequent strenuous physical effort required in performing assigned duties in situations of severe personal danger with exposure to hazardous conditions, in environments deemed an Immediate Danger to Life and Health (IDLH) and adverse weather conditions. Environmental conditions may include all the following:

PHYSICAL ACTIVITY REQUIREMENTS

- Extreme fluctuations in temperature. Must perform physically demanding tasks in extreme heat while wearing personal protective equipment, which impairs the body's cooling system.
- May perform duties in sub-zero weather and contend with wind chill factors.
- May often work in wet, muddy or icy areas.
- May frequently work on slippery or uneven surfaces such as roof tops, ladders, and icy ground surfaces.
- Must perform work on or about moving machinery or equipment or in the vicinity of vehicles in motion (i.e., emergency vehicles, power tools, cutting torches, etc.).
- Makes contact and provides emergency medical care to sick and injured patients, with frequent exposure to illnesses, body fluids and potential blood and airborne pathogens.

- Face exposure to hazardous substances.
- Exposure to higher-than-normal noise levels (i.e., when riding in emergency vehicles).
- Functioning under poor/no visibility.
- Exposure to sharp objects.
- Exposure to vibration when riding in emergency vehicles or operating power tools.
- Required to perform work in confined spaces or cramped body positions.
- Exposed to possibility of burn injuries.
- Exposure to smoke and dust.
- Exposure to oil and grease, especially during maintenance and repair of firefighting equipment.
- Exposure to uninsulated or unshielded electrical equipment.
- Exposure to radiation hazards.
- Exposure to a variety of stressors:
 - Critical decision making in life threatening situations
 - Performance of complex tasks during life threatening situations
 - Dealing with critically injured/ill people and their families/friends
 - Tight time frames
 - Tasks requiring long periods of intense concentration
 - Unpleasant or traumatic situations (i.e., critically injured people, death, mass casualty incidents, mass fatality incidents, injury to self or co-workers, etc.)
 - Working in unknown situations
- Must be constantly prepared to respond to emergency situations without warning.
- Required to wear personal protective equipment weighing 50-70 lbs., depending upon situation.
- Exposure to all weather elements (i.e., sun, heat, rain, sleet, snow, ice, etc.).
- Exposure to noxious odors.

Primary Physical Requirements		Other Physical Requirements	
Lift up to 10 lbs.:	Performed regularly	Twisting:	Performed regularly
Lift 11 to 25 lbs.:	Performed frequently	Bending:	Performed frequently
Lift 26 to 50 lbs.:	Performed frequently	Crawling:	Occasionally performed
Lift over 50 lbs.:	Performed occasionally	Squatting:	Occasionally performed
		Kneeling:	Occasionally performed
Carry up to 10 lbs.:	Performed frequently	Crouching:	NA
Carry 11 to 25 lbs.:	Performed frequently	Climbing:	Occasionally performed
Carry 25 to 50 lbs.:	Performed frequently	Balancing:	Occasionally performed
Carry over 50 lbs.:	Occasionally	Work Surfaces	
Reach above shoulder height:	Occasionally performed	In Avg. 8 hour Day Employee is Required to:	
Reach at shoulder height:	Performed frequently		
Reach below shoulder height:	Performed frequently		
		Sit	

		Consecutive Hrs.	1 2 3 4 5 6 7 8
Push/Pull:	Performed frequently	Total Hrs.	1 2 3 4 5 6 7 8
Hand Manipulation		Stand	
Grasping:	Performed frequently	Consecutive Hrs.	1 2 3 4 5 6 7 8
Handling:	Performed frequently	Total Hrs.	1 2 3 4 5 6 7 8
Torquing:	Occasionally performed	Walk	
Fingering:	Performed frequently	Consecutive Hrs.	1 2 3 4 5 6 7 8
		Total Hrs.	1 2 3 4 5 6 7 8

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Indoor – Administrative, documentation, classroom training, meetings and record keeping tasks are performed in climate-controlled office environment or department facility, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). Apparatus maintenance, equipment inspection, testing, and repairs are performed in semi-climate-controlled garage space with conditions of mild heat/cold variations, fair ventilation, and the frequent presence of fumes and gases. Some environmental hazards are present, and noise levels can be high.

Outdoor – Emergency operations may be performed under variable weather conditions and in an environment with considerable potential for personal danger including significant risk of injury and/or death as can be expected when engaged in emergency operations. Equipment, apparatus, and vehicle inspection, testing, maintenance, repairs and training can also be performed under variable weather conditions with potential for serious injury. Some environmental hazards are present, and noise levels can be high.

Position Type / Expected Hours of Work

This position is classified as Exempt/FT. Standard days and hours are Monday through Friday, 7:30 am to 4:30 pm. However, this position requires the ability to work occasional nights, weekends, and/or holidays to fulfill the duties of the position. An operational on call rotation will be established for emergencies after hours.

Travel

Local travel may be required between the public Safety Building and City Hall or other City facilities. Travel outside of the area may be required for training purposes, to meet with neighboring communities or vendors. A City vehicle will be provided for this position.

Additional Eligibility Qualifications

None required for this position.

Work Authorization / Security Clearance (If applicable)

- Must be authorized to legally work in the United States
- Must be able to get to and from work on a consistent basis
- Must be able to pass a background check

AAP / EEO Statement

The City of Barre provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the City of Barre complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

The City of Barre expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Barre's employees to perform their job duties may result in discipline up to and including discharge.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.