

City of Claremont, New Hampshire Position Description

Position Titled:	Captain/Code Enforcement	Union/Merit:	Merit
Reports to:	Fire Chief	Grade Level-Points:	8 - 560
Department:	Fire	Revised/Updated:	07/30/2013
FLSA Status:	Exempt		

Job Summary

This class of Captain is common to the city's fire department where the duties are of similar complexity and responsibility, but where the actual work tasks are apt to be somewhat different. The term "may" is used to allow for individual position differences and should be taken to mean "may not" as well.

Position is a management level professional position that is responsible for all fire prevention activities, including education, code enforcement, investigations, building plan and specification review and interdepartmental code coordination and planning activities.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Ensure the comprehensive administration of all aspects of fire prevention for the city, which includes: public education, fire investigation, enforcement of codes, RSA's and ordinances, pre-construction plans review, site plan review, issuance of various city and state permits, property inspection, evaluating built-in fire protection systems, training, program analysis, coordination of efforts with planning, building, zoning, health, police, and water departments, the coordination of efforts with State, regional, and federal authorities working with operators of schools, hospitals, factories, and commercial buildings.
2. Constantly evaluate community fire prevention efforts.
3. Manage departmental information systems, data, and managing the Incident reporting system.
4. Manage departmental resources related to fire prevention.
5. May oversee implementation of departmental special projects relative to fire prevention.
6. Capable of performing all the traditional duties and skills of a Fire-fighter.
7. Perform public relations functions as appropriate and necessary.
8. Performs other related duties as required

Peripheral 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.

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The position exercises discretion as necessary in response to a particular incident or event. There is a constant requirement for the incumbent to be able to analyze situations and respond accordingly. Judgment is used in analyzing specific situations to determine appropriate actions. The work requires the practical application of a variety of concepts, practices and specialized techniques relating to fire prevention and code enforcement; and evaluating conditions or unusual circumstances for compliance with appropriate laws, policies and procedures. The position requires the use of many different fire service principles, techniques and practices.

Errors can result in personal injury, delay or loss of service, monetary loss; Damage to buildings or equipment, or legal repercussions. The position requires decisions that impact the public and the city. As an example, improper code interpretation may leave the city vulnerable to legal liability, improper scheduling can lead to delay or loss of service.

Desired Minimum Qualifications

Education and Experience:

A candidate for this position should have an Associate's Degree in Fire Science or a related field; three years supervisory experience in a combination fire department plus three years fire prevention experience, or three years as a company officer in a combination career, paid on call department plus three years instructional experience in fire service; be NFPA 1031 certified preferred; Firefighter II certification; Hazardous materials operations level; and Apparatus operator aerial and pumps.

Must maintain any required approvals and designations as required.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Fire Incident Reporting Systems,
- Considerable knowledge of modern emergency services operations and techniques, customer service and awareness, hazardous materials procedures, street and hydrant locations, high hazard occupancies and Fire Department apparatus and equipment.
- RSA's and federal laws relative to the environment and its protection for landlord and tenant rights, federal search and seizure laws specific to investigations, State and local fire codes, building codes, electrical codes and mechanical codes, public water supply standards for fire protection issues, , current technologies applicable to emergency services operations, computer based management systems.
- Thorough knowledge of all streets and ways of the City.
- General Knowledge of the water system, mains and hydrants in the City.
- Thorough knowledge of CFD standing orders, directives, and standard operating procedures.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

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Ability to:

- React calmly and quickly under duress and strain.
- Physical ability to climb ladders, lift equipment of up to a hundred pounds, work in temperatures of extreme cold and heat, crawl, and operate in conditions of reduced visibility and confined space.
- Use, maintain and enhance the base of knowledge.
- Proficiently operate fire department equipment.
- Demonstrated ability to communicate both orally and in writing.
- Utilize computer based technology for planning, organization, management and day to day operations;
- Operate fire apparatus and related equipment
- Function as a Deputy Fire Warden
- Establish and maintain records pertinent to fire prevention.
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.

Skills in:

- Those areas consistent with a firefighter and company officer; consistent with a sales/marketing operation; consistent with a counselor; consistent with a crisis mediator, negotiator; and to encourage others to follow and excel;
- Superior interpersonal skills, especially in dealing with the public and fire personnel.
- Skill in the use of the tools and equipment listed below.

Supervision Received

Incumbent works under the general direction of the Fire Chief, managing the operations of a department division, performing highly responsible professional and administrative functions. The incumbent completes work in accordance with standard practices and previous training in accordance with fire service management, and fire prevention policies and procedures. Incumbent determines own work activities, with the approval of the Fire Chief, including determining the work methods. The incumbent resolves, through the exercise of judgment, most issues involving fire prevention, bringing important issues to the Fire Chief for discussion and resolution. The implications and consequences of technical judgments are reviewed through monthly conferences and status reports.

Supervision Exercised

Incumbent is expected to work outside normal business hours on a daily basis and may be required to work at night, or on weekends as necessary. Due to the nature of the department's operations, work conditions are subject to extreme fluctuations and immediate response.

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Incumbent may have access to confidential department records involving lawsuits against the city, criminal investigations and records involving departmental activities.

Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment. The position may have constant or occasional contact with the public to meet and discuss fire prevention. Other contacts are significant with other Fire Departments, local hospitals, state organizations, sales representatives, city departments, and local, state or national press; for the purpose of requesting and/or providing professional assistance, for the purpose of education, communications, planning, coordinating and code/law/standard and/or regulation issues. Contact types are usually by email, telephone, in person or in writing.

Licensing & Certification

Must maintain a valid motor vehicle operator's license. (CDL class B if hired after March 30, 1992)
NFPA 1031 certified
Firefighter II certification
Hazardous materials operations level
Apparatus operator aerial and pumps.

Tools & Equipment Used

Equipment operated includes trucks in excess of 26,001 lbs., light trucks, automobile, heavy and light equipment, medical equipment, pneumatic tools, power and hand tools, office machines, computers, and emergency vehicles/special emergency equipment. Equipment includes extrication equipment: rams, cutters, spreaders, air bags, hydraulic jacks; air sampling equipment; heights rescue equipment: ropes, harnesses, slings, baskets; water rescue equipment: cold water suits, boat, outboard, life jackets; and a variety of other equipment including: phones, calculators, pens, pencils, flashlights, radios, aerial ladders, positive pressure ventilation fans, portable pumps, main pumping engines, reference books, technical manuals, the Internet, cameo, and cameras.

Typical Work Surface(s): Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

Typical Controls & Equipment: Incident Management System, Fire Incident Reporting Systems, Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, computer mouse.

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Typical Work Environment: Inside: 60% Outside: 40%

Summary of Occupational Exposures: Due to the nature of the work environment, it is difficult to predict hazards exposure. Generally, the incumbent may be exposed to high places, toxic or caustic chemicals, is near moving or mechanical parts, exposed to the risk of electric shock, risk of radiation, infectious disease, and stress; outdoor weather conditions, fumes or airborne particles, or the extremes of heat/cold. The incumbent is exposed to occupational risks typical of a firefighter, working alongside said members as necessary in a small department; as well as tending to administrative requirements. These risks include the products of combustion, infectious disease exposure, fall hazards, entrapment, atmospheric and products hazards, life safety exposure, and heavy equipment hazards.

The incumbent's working conditions are typically an office environment but sometimes are stressful and noisy when responding to an emergency situation.

Physical Activity Requirements

Primary Physical Requirements

<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Frequently required
<u>LIFT 26 to 50 lbs.:</u>	Frequently required
<u>LIFT over 50 lbs.:</u>	Occasionally required

<u>CARRY up to 10 lbs.:</u>	Frequently required
<u>CARRY 11 to 25 lbs.:</u>	Frequently required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required
<u>CARRY over 50 lbs.:</u>	Occasionally required

<u>REACH above shoulder height:</u>	Occasionally required
<u>REACH at shoulder height:</u>	Frequently required
<u>REACH below shoulder height:</u>	Frequently required

Other Physical Considerations

<u>Twisting:</u>	Frequently required
<u>Bending:</u>	Frequently required
<u>Crawling:</u>	Occasionally required
<u>Squatting:</u>	Frequently required
<u>Kneeling:</u>	Occasionally required
<u>Crouching:</u>	Occasionally required
<u>Climbing:</u>	Occasionally required
<u>Balancing:</u>	Occasionally required
<u>Grasping:</u>	Frequently required
<u>Handling:</u>	Frequently required
<u>Torquing:</u>	Occasionally required
<u>Fingering:</u>	Frequently required

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PUSH/PULL: Occasionally required

During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

- Talking: Necessary for communicating with others.
- Hearing: Necessary for taking instructions and information.
- Sight: Necessary for performing job effectively and correctly.****
- Tasting & Smelling: Not required for the performance of the functions of this position.

**** The position has NFPA medical standard vision requirements as follows: far vision acuity shall be at least 20/30 binocular corrected with contact lenses or spectacles, far vision acuity uncorrected shall be at least 20/100 binocular for wearers of hard contacts or spectacles, successful long-term soft contact wearers shall not be subject to the uncorrected criterion; peripheral vision visual field performance without correction shall be 140° in the horizontal meridian in each eye.

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