

City of Claremont, New Hampshire

Position Description

Position Titled:	Fire Chaplain	Union/Merit:	Merit
Reports to:	Fire Chief	Grade Level-Points:	4-A
Department:	Fire	Revised/Updated:	04/10/05
FLSA Status:	Non-Exempt		

Job Summary

The Chaplain shall be a member of a Call Company and may be minister, priest, or rabbi. His/her duties shall include ministering to the moral, spiritual, and emotional needs of the Fire Department when deemed appropriate by the Chief. As a trained counselor, a Chaplain can provide spiritual and emotional support to the families of injured or disabled firefighters, as well as aid and comfort panic-stricken citizens during firefighting or rescue efforts. The Chaplain shall have a basic knowledge of the unique demands of a firefighter's life and work.

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. Shall visit the fire station and firefighters on a regular basis to become acquainted with, and maintain a rapport with, all department personnel.
2. Shall be available to consult with all employees and their families in family crisis and stress situations.
3. Advise the Fire Chief relative to moral and spiritual matters.
4. Shall maintain an active interest in, familiarity with, and knowledge of the work of firefighters in performing various duties.
5. Assist department personnel in making death and serious injury notification to families of firefighters.
6. Respond to significant incidents and potential Critical Incident situations as requested.
7. Shall participate in Critical Incident Stress Debriefings as requested.
8. Shall participate in department funerals and provide emotional support to families during bereavement.
9. Be available, when requested by the Fire Chief.
10. Shall attend departmental social functions and serve in ceremonial functions when appropriate.
11. Shall maintain confidentiality of all personal, privileged conversations between fire department personnel and him/her self.
12. Perform other related work as required.

Peripheral Duties

Analyze and recommend improvements to equipment and facilities, as needed.

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.

The use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

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Desired Minimum Qualifications

Education and Experience:

Must be an ordained member of the clergy.

Must maintain any required approvals and designations as required.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- 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.
- Thorough knowledge of all streets and ways of the City.
- Thorough knowledge of CFD standing orders, directives, and standard operating procedures.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

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.
- The ability to use, maintain and enhance the base of knowledge. Ability to proficiently operate fire department equipment.
- Demonstrated ability to communicate both orally and in writing.
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Make accurate arithmetic calculations.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.

Supervision Received

Overall, the Chaplain will carry out the responsibilities assigned by the Administrative Officers of the Department

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Supervision Exercised

None

Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment.

Licensing & Certification

Must maintain a valid motor vehicle operator's license.

Must be an ordained member of the clergy.

Tools & Equipment Used

General fire-issued equipment such as protective vest/gear, restraints, radio, vehicle, etc. General office equipment including computer, workstation, telephone, fax machine, photocopier, etc.

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

Typical Controls & Equipment: Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, postage machine, folder/insertor, microfilm/fiche reader, computer mouse.

Typical Work Environment: Inside: 90% Outside: 10%

Summary of Occupational Exposures: The incumbent responds to emergency and non-emergency calls. Works in various climates in the performance of his/her duties. The Chaplain is not subjected to the typical hazards associated with firefighting.

Physical Activity Requirements

Primary Physical Requirements

LIFT up to 10 lbs.: Frequently required

LIFT 11 to 25 lbs.: Frequently required

Other Physical Considerations

Twisting: Frequently required

Bending: Frequently required

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<u>LIFT 26 to 50 lbs.:</u>	Occasionally required	<u>Crawling:</u>	Rarely required
<u>LIFT over 50 lbs.:</u>	Occasionally required	<u>Squatting:</u>	Occasionally required
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<u>CARRY up to 10 lbs.:</u>	Frequently required	<u>Kneeling:</u>	Frequently required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required	<u>Crouching:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Rarely required	<u>Climbing:</u>	Rarely required
<u>CARRY over 50 lbs.:</u>	Rarely required	<u>Balancing:</u>	Occasionally required
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<u>REACH above shoulder height:</u>	Occasionally required	<u>Grasping:</u>	Frequently required
<u>REACH at shoulder height:</u>	Frequently required	<u>Handling:</u>	Frequently required
<u>REACH below shoulder height:</u>	Frequently required	<u>Torquing:</u>	Occasionally required
<u>PUSH/PULL:</u>	Occasionally required	<u>Fingering:</u>	Frequently required
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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:

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

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