

## City of Claremont, New Hampshire Position Description

<b>Position Titled:</b>	Call Fire Captain	<b>Union/Merit:</b>	Merit
<b>Reports to:</b>	Fire Chief	<b>Grade Level-Points:</b>	4-C
<b>Department:</b>	Fire	<b>Revised/Updated:</b>	04/10/05
<b>FLSA Status:</b>	Non-Exempt		

### Job Summary

The Call Captain supervises the actions of up to nine individuals under his/her command including field supervision, performance evaluation, and corrective action when appropriate to ensure conformance with all department rules, regulations, policies, and assignments. Duties shall consist of, but are not necessarily limited to, a number of emergency services responsibilities necessary to the stability of safety in the community.

**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. Responds to alarms of fire and other emergency calls.
2. As assigned, performs clerical duties including making out reports, roll calls, or any reports prescribed by CFD.
3. As assigned, instructs subordinates in the operation of a variety of firefighting tools, power equipment, emergency medical equipment, and other related firefighting and rescue equipment.
4. Shall manage the administrative affairs of the company.
5. Able to operate and identify safety/operational parameters for all CFD equipment.
6. When responding to emergency calls, shall report directly to the staging area and notify staging officer of arrival.
7. Shall regularly participate in all assigned department activities, projects, and drills.
8. When responding to fire alarms, shall operate auxiliary equipment, lay and connect hose lines, maneuver nozzles, direct fire streams, raise and climb ladders, use chemical extinguishers, bars, hooks, lines, and other equipment in a prescribed fashion, ensuring that such actions are consistent with the instructions of the fire ground Incident Commander, and shall perform salvage operations.
9. Shall attend and supervise at regularly scheduled monthly company training, meetings, and monthly call training sessions.

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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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10. Shall willingly assist other companies and permanent shift personnel in their assigned Tasks.
11. Shall have and maintain the physical ability to endure long periods of dexterity in all types of weather conditions.
12. When assigned and/or following fires, shall assist in the cleaning, restocking and restoring all apparatus and equipment including fire hose.
13. Shall take whatever life saving measures necessary to prolong the life of any victim of accident, injury, or assault, and shall continue such efforts until proper medical assistance is available.
14. Shall not leave their assignment, except with the permission of their supervisor or upon urgent emergency business requiring their immediate attention.
15. Shall constantly direct their best efforts to accomplish tasks assigned to them and shall hold themselves in readiness at all times to answer the calls assigned and obey the orders of their superior officers.
16. Identify incidents that are potentially serious public safety problems.
17. Maintain protective clothing and other issued gear in a functional, presentable condition.
18. Is required to minimize the liability of the City to this end: shall correct or report any hazards or deficiencies in City buildings, equipment, or rights of way.
19. Performs other related duties as required.

### **Peripheral Duties**

Perform the duties of subordinate personnel as needed.  
Analyze and recommend improvements to equipment and facilities, as needed.

### **Desired Minimum Qualifications**

#### *Education and Experience:*

High School graduate *or* equivalent. Must be able to pass a job based physical ability test.  
Minimum of three years of service as a Claremont Call Lieutenant.  
Must maintain any required approvals and designations as required.

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### *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.

#### Skills in:

- Skill in the use of the tools and equipment listed below.

### **Supervision Received**

Overall, the Call Captain will carry out the lawful orders and directions given by a higher ranking CFD officer. During emergency responses, the Call Captain's supervision is provided in accordance with the Incident Management System.

### **Supervision Exercised**

As directed or assigned, the Call Captain provides direct supervision and is responsible for all subordinates assigned. He/she shall report to the Deputy Chief and function in a supervisory capacity within his/her

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company. He/She shall conduct regular company meetings and, shall manage the administrative affairs of the company. During emergency responses, the Call Captain's supervision is provided in accordance with the Incident Management System.

### **Responsibility for Public Contact**

Daily contact requiring courtesy, discretion, and sound judgment.

### **Licensing & Certification**

Must maintain a valid motor vehicle operator's license.

### **Tools & Equipment Used**

General fire-issued equipment such as protective vest/gear, restraints, radio, vehicle, etc..

**Typical Work Surface(s):** Wood, tile, cement and carpeted floors, flat and pitched roofs, and varied out door terrain.

**Typical Controls & Equipment:** Hand tools, power equipment, hose streams and self contained breathing apparatus.

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

**Summary of Occupational Exposures:** The incumbent is exposed to different work environments, and could be faced with any number of hazards. Due to the nature of the work environment, it is difficult to predict hazards exposure. The incumbent is exposed to occupational risks typical of a firefighter, working alongside said members as necessary in a small department. 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 high stress and noisy as they are responding to an emergency situation.

### **Physical Activity Requirements**

#### **Primary Physical Requirements**

#### **Other Physical Considerations**

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<u>LIFT up to 10 lbs.:</u>	Frequently required	<u>Twisting:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Frequently required	<u>Bending:</u>	Frequently required
<u>LIFT 26 to 50 lbs.:</u>	Frequently required	<u>Crawling:</u>	Occasionally required
<u>LIFT over 50 lbs.:</u>	Occasionally required	<u>Squatting:</u>	Frequently required
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<u>CARRY up to 10 lbs.:</u>	Frequently required	<u>Kneeling:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Frequently required	<u>Crouching:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required	<u>Climbing:</u>	Occasionally required
<u>CARRY over 50 lbs.:</u>	Occasionally required	<u>Balancing:</u>	Occasionally required
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<u>REACH above shoulder height:</u>	Frequently 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

### 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 &amp; Smelling:</u>	Not required for the performance of the functions of this position.

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