

City of Claremont, New Hampshire

Position Description

Position Titled:	Career Captain	Union/Merit:	Merit
Reports to:	Fire Chief	Grade Level-Points:	9 – 642
Department:	Fire	Revised/Updated:	10/4/2013
FLSA Status:	Exempt		

Job Summary

The Captain is responsible for performing the duties of a firefighter, according to the Claremont Fire Department (CFD) Firefighter Job Description and those functions related to the command of a shift and emergency scenes. The Captain is responsible for the actions of those assigned and the proper maintenance of apparatus, facilities and equipment in accordance with CFD Standard Operating Procedures and written and/or verbal orders. The Captain exercises great independence of judgment and action while in command of the shift or an emergency scene.

Responds to alarms of fire and other emergency calls, Works in extreme temperatures with protective gear weighing in excess of 50 pounds. Incumbent works under the general supervision of the Administrative Officers of the Department. The Captain uses judgment and initiative in interpreting orders, rules, regulations, procedures, performing assigned collateral duties and in handling emergency situations. The Captain consults with or receives direction as necessary when unusual circumstances develop or when a question arises regarding CFD policy. Upon being relieved of Command, or upon arriving at the scene of an emergency, the Captain will be assigned to such position and responsibility within the Incident Management System as needed.

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. Directs pre-fire planning activities on shift, fire prevention inspections and public relation activities of assigned personnel and other related duties.
3. Provides technical and administrative supervision to all subordinates in order to train them in the proper use of specialized equipment. Conducts in-service training programs.
4. Completes and assures the accuracy of records and reports, including all reports prescribed by the CFD, plus individual reports, evaluations and related documents regarding subordinates and other reports on daily activities as required.
5. Maintains an avenue of communication between the shift and administration. Ensures compliance with the orders of the Chief, City Ordinances, State and Federal Laws; provides mediation for shift disputes.

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6. Provides input for creating the annual budget. Supports administration in the management and oversight of the budget.
7. Requisitions and receives equipment and supplies necessary for the operation of the CFD.
8. Evaluates the progress of subordinates assigned and reports findings to the Chief; conducts and discusses evaluations with subordinates, disciplines subordinates and is responsible for their conduct.
9. When necessary, functions at the minimum of a First responder (or EMT-B if hired after March 30, 1992) on emergency scenes.
10. Each Captain has collateral duties for which they are responsible to administration. Duties include not only those specifically assigned to them but also the coordination of subordinate's collateral duties.
11. Capable of performing all the traditional duties and skills of a Fire-fighter/First Responder (EMT-B if hired after March 30, 1992).
12. Carries out all Duties of a Deputy Fire Warden.
13. Works additional hours beyond shift schedule as required.
14. Attends regularly scheduled staff meetings and provides input to department operations.
15. Such other duties that might be assigned in the normal function of a modern fire department.
16. Performs other related duties as required

Peripheral Duties

Willingness to increase base knowledge in all aspects of the operation of the fire department.
Attend council meetings as requested.
Perform the duties of subordinate personnel as needed.
Analyze and recommend improvements to equipment and facilities, as needed.
Participate in various committees.

Desired Minimum Qualifications

Education and Experience:

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High school graduate or equivalent, with at least five (5) years in a full time Fire Department, Career Lieutenant or equivalent in a combination or career department for at least three years. New Hampshire Certified Firefighter Level II Certified First Responder (EMT-B if hired after March 30, 1992) and possess a valid driver's license to operate all Fire Department apparatus. Captains shall be NHFST Fire Officer Level II certified or possess an associate's degree in fire protection or fire science.

Must maintain any required approvals and designations as required.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Thorough knowledge of modern firefighting methods, equipment and the ability to operate or direct the operation of same proficiently.
- Considerable knowledge of emergency medical procedures with a minimum of First Responder certification (EMT-B if hired after March 30, 1992).
- Proficient knowledge of building construction, related codes, location of hazardous occupancies within the City and related codes and laws with respect to building inspections.
- Proficient knowledge of Federal, state and local laws relative to the activities of the CFD.
- Working knowledge in preparing budgets and submitting written communications electronically.
- Thorough knowledge of all CFD Directives, Standard Operating Procedures and Standing Orders.
- Considerable knowledge in the procedures and practices of managing and supervising people.
- 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.
- 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.

Ability to:

- Supervise and discipline others and command large groups under adverse/stressful circumstances.
- Maintain records and to prepare clear, concise reports.
- Operate the computer systems used by the CFD.
- Communicate effectively with others and to establish effective working relationships with other City agencies, employees and the general public.
- 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.

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- 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
- Generate and administer contracts
- Establish and maintain records pertinent to fire prevention suppression, rescue and aircraft rescue firefighting
- Perform situational analysis, develop effective measures, supervise implementation, and modify as needed to secure a successful outcome
- Create standard operating procedures.
- 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 supervision of the Administrative Officers of the Department. The Captain uses judgment and initiative in interpreting orders, rules, regulations, procedures, performing assigned collateral duties and in handling emergency situations. The Captain consults with or receives direction as necessary when unusual circumstances develop or when a question arises regarding CFD policy. Upon being relieved of Command, or upon arriving at the scene of an emergency, the Captain will be assigned to such position and responsibility within the Incident Management System as needed.

Supervision Exercised

Under Claremont Fire Department Regulation and direction of the Chief or his designee, a Captain has direct command over all subordinates of the Claremont Fire Department. The Captain exercises direct supervision over assigned shift personnel and is responsible for their performance, evaluation and discipline. At the scene of an emergency, the Captain is responsible for the effective control of the emergency until relieved by a Senior Officer. Upon the arrival of a Senior Officer on scene, the responsibility for that scene is assumed by the Senior

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Officer. The decision whether or not to relieve the Captain lies with the Senior Officer, unless requested by the Captain. The Captain coordinates and cooperates with fellow captains in cross shift issues.

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, and fire management needs. 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 hire after March 30, 1992)
NFPA 1031 certified
EMT-B (if hired after March 30, 2003)
Firefighter II certification
Hazardous materials operations level
Apparatus operator aerial and pumps.
NHFST Fire Office II

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: 70% Outside: 30%

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>	Frequently 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>	Frequently required
<u>Crouching:</u>	Frequently 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: Necessary for performing job effectively and correctly.****

**** 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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