

City of Claremont, New Hampshire Position Description

Position Titled:	Career Lieutenant	Union/Merit:	IAOFF – Fire Union
Reports to:	Fire Chief	Grade Level-Points:	
Department:	Fire	Revised/Updated:	04/10/05
FLSA Status:	Non-Exempt		

Job Summary

The Lieutenant is responsible for performing the technical work of a Firefighter and the supervisory work of a Shift Commander in the absence of the Captain. This work includes all aspects of life safety, fire prevention, rescue, fire suppression and related activities, maintenance procedures and training.

Responds to alarms of fire and other emergency calls. In the absence of a Superior Officer or acting in the capacity of Shift Commander, conducts initial size up, supervises personnel, directs initial placement of equipment at the emergency scene, controls and mitigates the emergency until relieved or the incident is resolved and Fire Department apparatus is returned to a normal state of response readiness.

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. Supervises and manages personnel in the completion of tasks assigned to the Shift.
3. As assigned, conducts in-service training programs, instructs personnel in the operation of a variety of firefighting vehicles and related equipment.
4. As assigned, maintains records for Fire Department apparatus and equipment; roll calls, incident reports, and all other reports as prescribed by the Department.
5. Participates in pre-fire planning, fire prevention inspections, fire prevention and public education activities.
6. Provides EMS care and is certified at the minimum level of First Responder (EMT-B if hired after March 30, 1992).
7. Regularly performs the duties of a Fire fighter.
8. Performs the duties of Shift Commander, when required to do so.
9. With the proper training, performs Aircraft Rescue and Firefighting activities.
10. As assigned, drives and operates motorized fire apparatus, performs regular weekly vehicle checks on Fire Department apparatus, performs regular routine, maintenance and troubleshooting of Fire Department equipment.
11. Performs daily chores and Fire Department vehicle checks, assures that assigned apparatus and equipment is in condition for emergency response; operators of vehicles will be responsible for assuring that vehicles are put back in-service after each emergency call. As assigned, checks Fire Department equipment.
12. Required knowledge of private and municipal fire alarm systems as appropriate to position, and other related duties.
13. Responsible for the management and completion of assigned collateral duties.

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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.

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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14. Carries out all duties of a Deputy Fire Warden.
15. Required to transfer appropriate shift change information in absence of the shift commander.
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:

High School graduate or equivalent, with at least three years experience in an organized full time Fire Department and New Hampshire Certification as Firefighter Level 2, or five years in an organized full time Fire Department and possession of a valid CDL drivers license to operate all Fire Department apparatus.

Must maintain any required approvals and designations as required.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Physical abilities, knowledge and skill of a Firefighter.
- Thorough knowledge of modern firefighting methods, equipment and the ability to operate or direct the operations of same proficiently.
- Considerable knowledge and skill to it least First Responder Certification (EMT-B if hired after March 30, 1992). Competent in performing rescue operations.
- Training methods and the ability to instruct and train others.
- Considerable knowledge of building construction, location of hazardous occupancies within the City.
- Thorough knowledge of codes and laws relating to building construction and inspection.
- Thorough knowledge of all CFD Directives, Standard Operating Procedures and Standing Orders.
- Familiarity with federal, state, and local laws relative to the activities of the Fire Department.
- 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.

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- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

Ability to:

- Proficiently operate motorized fire apparatus.
- Ability to supervise and discipline others, and to command large groups of people under adverse and stressful circumstances.
- 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.
- Demonstrated ability to communicate both orally and in writing.
- Operate fire apparatus and related equipment

Skills in:

- 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

The Lieutenant works under the supervision of the Captain. When functioning as the Shift Commander the Lieutenant is under the general supervision of the Administrative Staff. The Lieutenant conveys Department Policies and Procedures and makes assignments. The Lieutenant performs regularly assigned duties and tasks with minimal supervision, consults with or receives direction as necessary when unusual circumstances develop, or when a question arises regarding Departmental Policy. Upon being relieved of Command or upon arriving at the scene of an emergency, the Lieutenant will be assigned to such position and responsibility within the Incident Management System as needed.

Supervision Exercised

The Lieutenant is responsible for and provides direct or general supervision to those Fire Department personnel assigned, makes specific assignments and provides technical guidance as needed to those supervised. In the absence of the Shift Commander, the Lieutenant assumes the full authority and responsibility of the Shift Commander. When acting in the capacity of Shift Commander, the Lieutenant exercises full control of all Department personnel, equipment and Stations until relieved by a Senior Officer. At the scene of an emergency the Lieutenant, as Shift Commander, 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 shifts to the

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Senior Officer. The decision whether or not to relieve the Lieutenant lies with the Senior Officer, unless requested by the Lieutenant.

Responsibility for Public Contact

Minimal contact with public except in cases of emergencies. All contacts require courtesy, discretion, and sound judgment. Other contacts may be 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 required if hired after March 30, 1992.
EMT-B (if hired after March 30, 1992
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.

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

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

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

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REACH below shoulder height: Frequently required Fingering: Frequently required

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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