

City of Claremont, New Hampshire

Position Description

Position Titled:	Fire Chief	Union/Merit:	Merit
Reports to:	City Manager	Grade Level-Points:	12 - 963
Department:	Fire	Revised/Updated:	05/16/05
FLSA Status:	Exempt		

Job Summary

Position is a senior management level professional position that is responsible for administering and managing the city's fire department and airport; including the activities of fire suppression, fire prevention, rescue and emergency medical services, emergency management, budgetary and capital management, building, vehicle and facility operation and maintenance, human resource administration, training and grant administration.

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. Works under the broad supervision of the City Manager who establishes long-range goals and objectives. Works independently on day-to-day activities; confers with the City Manager on policy review questions or to brief him or her on progress regarding various projects or programs.
2. Directs the operations of the department in order to insure the efficient and effective accomplishment of objectives.
3. Supervises and directs the work of the department staff; assigns work, monitors and evaluates performance; provides training and staff development; makes hiring recommendations to the City Manager; schedules and monitors workload of staff to insure timely completion of assigned projects.
4. Plans and implements department goals, objectives, and strategies, based upon the needs of the City as expressed by the City Manager goals and policies.
5. Consults with the City Manager on all policy matters; keeps Manager informed on key issues and progress toward objectives and to gain support and approval; makes recommendations to assist management in making needed improvements.
6. Prepares operating budget for the department, including accomplishments, workload measurements, management goals; prepares work program for the Department.
7. Supervises grants applications and administration of the fire department and airport operations. Serves as grant administrator for fire department, airport, and federal emergency management agency grants.

Page 1 of 8

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City of Claremont, New Hampshire Position Description

8. Performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, administering state and federal grants and presenting technical data to City Manager, elected officials, and others.
9. Conducts regular staff meetings to review progress, accomplishments, budgets, strategies, and plans for the department.
10. Prepares and presents agenda items on behalf of the department at City Council meetings.
11. Serve as the Incident Commander at all major emergencies, including fires, mass casualty events, hazardous materials incidents and other emergencies and coordinates Rescue and Emergency Medical Services. Serves as Incident Commander for aircraft rescue and fire service (ARFF) at the city airport.
12. Conduct administration duties in the management and operation of the department by evaluating services; coordinating different divisions of the Department (Operations and Fire Prevention); assigning department goals with staff; performing budget support including preparation, maintenance and forecasting; conduct risk management services to minimize potential liability.
13. Function as department human resource official, and participate in negotiations with Union representatives.
14. Ensure the completion of all city forms such as payroll, requisitions, billing; conduct long range planning, short range and tactical planning; and administer contract management and development for the department.
15. Serve as the city's Emergency Management Director, serve on the Local Emergency Planning Committee; conduct emergency scene management of all community emergency needs and conduct tests of Emergency Plans.
16. Represent the city at State Legislature on matters effecting emergency services.
17. Ensure departmental compliance with applicable Local, State, and Federal Mandates.
18. Support Dispatch Center operations relating to emergency services.
19. Active liaison with press to inform them accurately of departmental activities.
20. Capable of performing all the traditional duties and skills of a Fire-fighter/First Responder (EMT-B if hired after March 30, 1992).

Page 2 of 8

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City of Claremont, New Hampshire Position Description

21. Serve as the Chief Firefighter representing department needs and concerns to the City; serve as the New Hampshire State Fire Warden for Claremont; serve as liaison to the Mutual Aid System representing city policy and direction of the department.
22. Required to be on-call twenty-four (24) hours a day when in community or region.
23. Oversee all contracted airport operations including airport operators and planners.
24. Operates municipal airport re-fueling facility and completes associated responsibilities.
25. Serves as the municipal airport director and is the city staff representative to the airport advisory board.
26. Serves as the community forest fire warden managing all applicable state regulations. Coordinates with state forest fire ranger as appropriate.
27. Act as a city health official inspecting all day care, child care, and foster home facilities. Works adjunct to the contracted city health officer covering emergency health related issues.
28. Develops appropriate specifications for purchase of department apparatus, equipment, and outside services. Develops appropriate RFP and RFQ specifications and follows appropriate city bidding and contract awarding processes.
29. Negotiates city contracted ambulance service and airport operators contracts. Makes appropriate recommendations to the city manager.
30. Performs other related duties as required

Peripheral Duties

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.

Position responsibilities require examining, analyzing and evaluating facts and circumstances surrounding the required fire suppression, fire prevention, rescue and emergency medical services, and determining actions to be taken within the limits of standard or accepted practices as prescribed by departmental policies and procedures, code enforcement, national and state laws and codes, the City Charter, and City Ordinances. 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

Page 3 of 8

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specific situations to determine appropriate actions. The work requires the practical application of a variety of concepts, practices and specialized techniques relating to fire suppression, fire prevention, code enforcement, rescue and emergency medical services; 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; as well as the application of a variety of management principles and practices that govern the supervision and deployment of personnel, some financial management and vendor contract management, and criminal investigations; and is complex, especially in the development of emergency incident response, management, and code compliance issues.

Desired Minimum Qualifications

Education and Experience:

Bachelor's Degree majoring in Fire Science, Fire Protection or Fire Management *or* related field, plus ten (10) years of progressively responsible experience in fire suppression, fire prevention, including five (5) years of supervisory and administrative experience in a full time fire department, preferably in a combination fire department; be a Certified Firefighter Career level II, Fire Officer Level II, Fire Instructor, and Hazardous Materials Operations *or* any equivalent combination of education and experience which demonstrates possession of the required knowledge, skill and ability.

Must maintain any required approvals and designations as required.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Employee relations, contract negotiations and management RSA's and federal laws relative to labor relations, public education and training, RSA's for all aspects of fire department operations,
- Fire suppression operations, public management issues, Incident Management System, Fire Incident Reporting Systems, Aircraft Rescue Firefighting,
- 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, traditional career, paid on call interface issues, current technologies applicable to emergency services operations, computer based management systems, standard bid, RFP and CIP acquisition process.
- 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.

Page 4 of 8

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Ability to:

- React calmly and quickly under duress and strain.
- Run emergency operations both large and small
- Set goals and priorities and conduct long-range planning
- 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 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.

Skill 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;
- Excellent supervisory, leadership, delegation, and public collective bargaining skills
- 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 administrative direction of the City Manager, managing the operations of a major city department, the fire department and the airport; performing highly responsible professional and administrative functions. Incumbent develops and follows fire service management and emergency medical service policies and procedures and is directly accountable for department actions. Incumbent seeks advice and

Page 5 of 8

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counsel of the City Manager on matters that have non-routine implications. The incumbent develops departmental policies, goals, objectives and budgets, consistent with statutory requirements, fire service and emergency medical service principles, national and state fire service standards, the City Charter and City ordinances. The incumbent also ensures that the municipal airport operates consistent with all applicable Federal Aviation Administration and New Hampshire Division of Aeronautics regulations and standard operating practices.

Supervision Exercised

Incumbent provides department level supervision to eighteen professional full time employees and twenty (20) part time call employees, who work on different shifts, with a various number of staff in the field dependent upon the type and level of incident response required; recommends hiring and firing of employees, evaluates personnel performance on an ongoing and annual basis. Incumbent is expected to work outside normal business hours on a daily basis and/or at night, and work on weekends at any time to respond to emergency situations. Due to the nature of the department's operations, work conditions are subject to extreme fluctuations and immediate response.

Incumbent has access to confidential employee personnel records for department employees, collective bargaining negotiations, lawsuits against the city involving the department, and 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, 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 hired after March 30, 1992).

Firefighter II certification

Certified Firefighter Career level II

Fire Instructor

National Registry Emergency Medical First Responder

Hazardous Materials Operations

Certified Fire Officer Level II.

Page 6 of 8

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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.

Typical Work Environment: Inside: 80% Outside: 20%

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

Other Physical Considerations

LIFT up to 10 lbs.: Frequently required

Twisting: Frequently required

Page 7 of 8

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<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
<hr/>			
<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>	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

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>	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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