

Town of Hampstead, NH

POSITION: Fire Captain
FLSA STATUS: Non-Exempt
LABOR GRADE: 10

DEPARTMENT: Fire
REPORTS TO: Fire Chief
DATE: March 2019

GENERAL SUMMARY

This position is responsible for day-to-day activities of the department, firefighting, emergency medical services, rescue and fire prevention activities for the Town; in the absence of the Chief or Deputy Chief, takes command at the scene of an emergency and directs and coordinates operations consistent with Department standard operating procedures and safe operating practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs fire prevention, fire suppression, rescue and emergency medical services.
- Responds to emergency incidents, both fire and medical emergency calls.
- Provides guidance to EMTs with medical questions and concerns.
- Ensures that medical reports are prepared accurately and completed in a timely manner for billing.
- Meets with the Fire Chief to discuss situations, progress and/or concerns.
- Provides supervision at fire and medical emergencies as incident commander to safely and effectively mitigate hazards while managing personnel.
- Composes emails of Department information such as upcoming educational/training events, etc.
- Meets with full-time and on-call personnel to provide instruction, suggestions, encouragement and positive feedback.
- Supervises personnel by scheduling, assigning work, instructing, evaluating and disciplining.
- Assumes the responsibility for the safety and conduct of personnel under his/her supervision.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as requested.

SUPERVISORY CONTROLS: The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for planning, designing and carrying out programs, projects, studies or other work independently. Results of the work are considered as technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence of the overall program, or the contribution to the advancement of technology. Recommendations for new projects and alterations of objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals or organizational priorities.

GUIDELINES: Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

COMPLEXITY: The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

SCOPE AND EFFECT: The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical and economic well-being of persons.

PERSONAL CONTACTS: People contacted generally are engaged in different functions, missions and kinds of work. The contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants).

PURPOSE OF CONTACTS: The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to stand; walk; run; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch and crawl; talk, see and hear; and smell. The employee must regularly lift and/or move more than 125 pounds.

Fire fighters must be able to see, speak and hear clearly in noisy and stressful situations. Fire fighters must have keen senses; i.e. of smell to detect and identify various substances; hearing to detect trapped victims and assess patients for lung and heart sounds. Fire fighters must meet required physical and medical standards and must be able to carry, drag or lift individuals or equipment in excess of 125 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts and vehicles, high, precarious places; fumes or airborne particles; blood and air borne pathogens, toxic chemicals or gases, extremes in temperature, cramped surroundings and contact with death, emotional stress, trauma, contagious disease and terminal disease. Fire fighters are also exposed to risk of explosions, burns, and electrocution, extreme heat, contaminated environments, emotionally upset people, noise, physical hazards from traffic, fire and falling objects and atmospheric conditions such as smoke, fumes, odors, gases and severe weather. Fire fighters are required to wear items such as hard hats, helmets safety glasses/goggles, ear plugs, respirators, rubber/latex gloves, chemical protective and personal protective clothing and the like.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: First line supervisors at this level are usually responsible for the work performance of a small group of employees or a larger group with a homogeneous objective, i.e., employees all perform the same basic type of work. They are responsible for planning, organizing and monitoring day-to-day work on a short-term cycle. They assign work to subordinates, adjust workflow to maintain balance among positions and meet priorities or deadlines and make minor changes in structure, methods or procedures as necessary to accommodate changes in work pattern, emphasis or capability. They may recommend major changes for higher-level action. They usually counsel employees, hear and resolve minor complaints and grievances, participate in performance evaluations and personnel management recommendations.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Knowledge and level of competency commonly associated with the completion of an associate degree, with a major in fire science.

- Experience sufficient to thoroughly understand the diverse objectives and functions of the Department usually interpreted to require a minimum of two years' experience in Firefighting and Fire Prevention, supervisory experience preferred, but not mandatory.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the position; usually interpreted to require four years of experience as a certified Firefighter I A and B, certified Firefighter II, certification as Fire Officer I and II, EMT-B, or any equivalent combination of training and experience that provides the required knowledge, skills and abilities.
- Possession of or ability to readily obtain a valid driver's license issued by the State of New Hampshire for the type of vehicle or equipment operated (CDL-B with tanker and air break endorsements).

Knowledge, Skills and Abilities

- Knowledge of the principles and practices of modern fire department administration and fire equipment.
- Knowledge of the principles, practices, procedures, equipment and apparatus used in modern firefighting and emergency medical and rescue operations and in the protection of life and property from fire.
- Knowledge of the principles of organization, administration, and personnel management.
- Knowledge of the codes, ordinances and statutes affecting the operation of the Department, especially as they relate to occupancy of buildings and proposed construction and development of new buildings and sites.
- Knowledge of the causes of fire and of arson techniques.
- Knowledge of proper emergency medical response techniques and protocols.
- Knowledge of hazardous materials.
- Skill in management and supervision under both routine and emergency situations.
- Skill in decision-making and problem solving.
- Skill in the operation and use of fire equipment and apparatus.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.
- Ability to plan, implement, and direct programs, operations and activities including employee training and development, and fire prevention and investigation activities.
- Ability to express ideas clearly, both orally and in writing, and to make effective public presentations.
- Ability to establish and maintain effective working relationships with civic and official groups and the public, as well as to command the respect and discipline of subordinates.
- Ability to quickly and prudently exercise command authority in life-threatening situations, taking into account a wide variety of factors and concerns.

LICENSING AND CERTIFICATION

Level 2 Fire fighter, CDL-B, EMT – AEMT.

TOOLS AND EQUIPMENT USED

Utilization of Fire Apparatus, Engine, Tanker, Ladder Truck with tools including but not limited to: extracting equipment, high angle rescue, Thermal Imaging, stabilization, suppression, ventilation.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.