

# TOWN OF MILFORD - JOB DESCRIPTION

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|------------------------|--------------------------------------|---------------------|----|
| <b>JOB TITLE:</b>      | Fire Captain/Fire Prevention Officer | <b>Grade Level:</b> | 19 |
| <b>CLASSIFICATION:</b> | Non-exempt                           |                     |    |

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| <b><u>Job Description:</u></b> | Performs fire prevention, public education, fire investigation, and safety training activities using considerable judgment as to the correct course of action. Works under the administrative and supervisory control of the Fire Chief. The work requires a thorough knowledge of fire and explosion hazards and building construction. Responsible for educating the general public in relation to fire prevention methods and technologies. Performs duties with a high degree of independence, exercising considerable judgment and tact in answering inquiries and determining correct course of action in matters of fire prevention, life safety, fire investigation, public education, etc. Functions as daytime apparatus driver/operator. May exercise supervision over personnel as assigned. |
| <b><u>Accountability:</u></b>  | The Fire Prevention Officer works under the general supervision of the Fire Chief, but considerable latitude is permitted for independent action and scheduling.   |
| <b><u>Equipment Used:</u></b>  | Fire apparatus and equipment, office equipment, code books, etc.   |
| <b><u>Environment:</u></b>     | <b>Inside:</b> <u>30</u> % <b>Outside:</b> <u>70</u> %   |

## Duties and Responsibilities:

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| <b>Note:</b> Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position. | <p>Any one item may not include all of the duties listed, nor, do the listed examples include all duties which may be found in a position of this class.</p> <ol style="list-style-type: none"> <li>1. Reviews plans and specifications of new and existing construction in order to determine compliance with nationally-recognized standards, the State Fire Code, local ordinances, etc.</li> <li>2. Inspects places of assembly, health care, education, mercantile, residential occupancies, etc. to determine life safety and fire-prevention code compliance.</li> <li>3. Inspects industrial, special hazards, and other target hazard occupancies to determine compliance. Recommends issuance of permits for storage, handling of hazardous materials, substances or devices.</li> <li>4. Inspects daycare facilities, foster home occupancies, and similar occupancies to determine code compliance and subsequent State licensing.</li> <li>5. Performs wood stove, oil burner, and gas inspections for heating purposes. Inspects oil and liquid propane gas-tank installations for compliance.</li> <li>6. Inspects underground tank installations for new placement and removal to ensure code compliance..</li> <li>7. Performs quality-based public education programs for the schools and overall community as required.</li> <li>8. Conducts annual fire extinguisher and emergency preparedness training programs for</li> </ol> |
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|  | <p>community and businesses as requested.</p> <ol style="list-style-type: none"> <li>9. Advises the Fire Chief on the need for new ordinances, revision of existing ordinance, and potential changes required as a result of the information gathered through the inspection process.</li> <li>10. Conducts fire investigations.</li> <li>11. Works closely with the Planning, Building and Police departments – as well as other local, State and Federal agencies as needed – to complete assignments.</li> <li>12. Prepares important public-relations work in connection with fire-prevention programs, which involves working closely with community, business and education leaders.</li> <li>13. Prepares regular and special reports for the Fire Chief as necessary.</li> <li>14. Investigates complaints on violations of fire prevention and life-safety codes, standards, regulations, etc.</li> <li>15. Maintains files relative to Fire Prevention Division activities and operations.</li> <li>16. Provides related training for Department personnel as required.</li> <li>17. Performs fire suppression and emergency response duties. Must have knowledge and ability to drive and operate all fire apparatus. May function as daytime apparatus driver/operator.</li> <li>18. Performs other tasks as required.</li> </ol> |
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### **Physical Activity Requirements:**

Required, Frequently, Occasionally, Seldom, Rarely or Not Required

| <u>PRIMARY PHYSICAL REQUIREMENTS</u> |          | <u>OTHER PHYSICAL CONSIDERATIONS</u>                  |                 |
|--------------------------------------|----------|---|-----------------|
| LIFT up to 10 lbs.:                  | Required | Twisting  | Required        |
| LIFT 11 to 25 lbs.:                  | Required | Bending:  | Required        |
| LIFT 26 to 50 lbs.:                  | Required | Crawling:   | Required        |
| LIFT over 50 lbs.:                   | Required | Squatting:  | Required        |
| CARRY up to 10 lbs.:                 | Required | Kneeling:   | Required        |
| CARRY 11 to 25 lbs.:                 | Required | Crouching:  | Required        |
| CARRY 26 to 50 lbs.:                 | Required | Climbing:   | Required        |
| CARRY over 50 lbs.:                  | Required | Balancing:  | Required        |
| REACH above shoulder height:         | Required | <u>WORK SURFACE(S)</u>                                |                 |
| REACH at shoulder height:            | Required | Apparatus floor<br>Outside buildings<br>Fire scenes   |                 |
| REACH below shoulder height:         | Required |   |                 |
| PUSH/PULL:                           | Required |   |                 |
| <u>HAND MANIPULATION</u>             |          |   |                 |
| Grasping:                            | Required | <u>DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:</u> |                 |
| Handling:                            | Required | Consecutive Hours                                     | Total Hours     |
| Torquing:                            | Required | 1 2 3 4 5 6 7 8                                       | 1 2 3 4 5 6 7 8 |
| Fingering:                           | Required | Sit   | 1-2             |
|                                      |          | Stand   | 1-2             |
|                                      |          | Walk  | 1-2             |

Controls and Equipment: Required

Controls & Equipment:

### Cognitive and Sensory Requirements:

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| Talking:            | Necessary to communicate clearly with others.                         |
| Hearing:            | Necessary to communicate clearly with others and use radio equipment. |
| Sight:              | Necessary for doing job effectively and correctly.                    |
| Tasting & Smelling: | Required  |

### Specific Vocational Preparation Requirement(s):

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| Short demonstration only                     | Any "beyond short" demonstration up to and including 30 days.  | 30-90 days    |
| 91-180 days                                  | 181 days to 1 year   | 1 to 2 years  |
| 2 to 4 years                                 | X 4 to 10 years  | Over 10 years |
| <b>Required:</b>                             | <ul style="list-style-type: none"><li>• High school diploma or GED-equivalent required;</li><li>• Must possess and maintain State of New Hampshire Commercial Driver's license.</li><li>• Possession of an Associate's Degree in fire protection, fire science, or closely related field as determined by the Fire Chief.</li></ul>  |               |
| <b>Experience</b>                            | <ul style="list-style-type: none"><li>• Five (5) years' experience in fire suppression with at least two (2) years' experience in fire inspections, public education and investigations; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.</li></ul>  |               |
| <b>Supervisory experience:</b>               |  |               |
| <b>Licensure/Certification Requirements:</b> | <ul style="list-style-type: none"><li>• Must be certified New Hampshire Fire Fighter Career Level, or New Level I minimum. Prefer New Hampshire certified State Fire Instructor.</li><li>• Must be certified/licensed Nationally Registered Emergency Medical Technician (within one year of appointment).</li></ul>   |               |
| <b>Other Training, and/or related Skills</b> | <ul style="list-style-type: none"><li>• Thorough knowledge of fire prevention and inspection methods and techniques.</li><li>• Knowledge of codes, ordinances and statutes relative to fire prevention and life safety.</li><li>• Thorough knowledge of fire and explosion hazards, fire alarm and suppression systems, and inspection techniques.</li><li>• Ability to recognize and define fire and life-safety hazards and to recommend effective corrective action.</li><li>• Thorough knowledge of fire-investigation techniques.</li><li>• Ability to communicate effectively in both written and oral form with others and to establish positive, effective working relationships with other Town departments, employees, and the general public.</li></ul> |               |

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## **Summary of Occupational Exposures:**

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| <b><u>Summary of Occupational Exposures:</u></b> | <ul style="list-style-type: none"><li>• May be exposed to hazardous materials, smoke, heat, blood borne pathogens.</li></ul> |
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## **Other Considerations and Requirements:**

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- Frequent physical effort may be required in handling and lifting emergency equipment. Working conditions may be disagreeable with exposure to all weather elements, as well as exposure to hazards resulting from the provision of emergency services that could lead to illness, disability, or death. Work involves environments with a variety of adverse conditions, heat, cold, wet, slippery, noisy, etc. The nature of the position requires the individual to be in, and, maintain sound physical condition.
- The physical demands of the duties described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Duties require attending meetings and training sessions in the evening, and position is subject to call back after regular hours.

I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the duties and responsibilities of the job description are not all inclusive, but representative of the position.

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Signature

Date

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| This job description was reviewed and approved by Dept Manager and HR on | 7/14/17 |
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