

TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE:	Deputy Fire Chief – Call	Grade Level:	16
CLASSIFICATION:	Non-Exempt		

<u>Job Description:</u>	Performs highly responsible operational, technical and supervisory activities in oversight of personnel at emergency situations and other Department activities or functions. Also responsible for fire suppression, technical rescue, hazardous materials, fire prevention and public education activities as assigned. Assists Assistant Chief and Fire Chief in the discharge of their duties and is third in command of the Department.
<u>Accountability:</u>	Reports to Assistant Chief or the Fire Chief who usually is present at emergency scenes and other Department activities and is expected to follow the upward chain of command as outlined in the Department Rules and Regulations. This position requires the use of considerable initiative and judgment in carrying out assignments particularly in the absence of a senior ranking supervisor.
<u>Equipment Used:</u>	Fire apparatus and equipment, protective clothing, computer, educational materials.
<u>Environment:</u>	Inside: <u>50</u> % Outside: <u>50</u> %

Duties and Responsibilities:

<p>Note: 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>	<ol style="list-style-type: none"> 1. Responds at any time to all alarms and other emergency calls. Directs or performs necessary fire suppression activities, technical rescue, hazard mitigation, etc. Evaluates the situation; makes technical decisions for controlling the emergency; determines and executes specific firefighting plans according to nature of fire, weather conditions, type of building, etc.; engages directly in firefighting and in search and rescue operations, providing emergency care as necessary in accordance with his or her level of certification. 2. Conducts initial size-up at emergency scenes and supervises personnel until relieved by a senior ranking officer. 3. As directed, makes search of building interior for rescue purposes. Utilizes techniques of ventilation, applies knowledge of hydraulics and effective application of water or other materials for suppression of fire. 4. Enters burning buildings with hose and other necessary equipment taking direction from officer in charge and supervises personnel in this function. 5. Receives training and general instruction in firefighting and rescue techniques and procedures. Conducts in-service training programs as assigned, instructs personnel in the operation of a variety of firefighting duties and techniques. 6. Drives or supervises driving of apparatus to emergency scenes, positions and sets up according to accepted practices or directions. 7. Responsible for the supervision of individual company Captains for the purpose of
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personnel management, training and specific activities. Shall act as direct supervisors of individuals or tactical groups of firefighters on the scene of an emergency.

8. Assists in general fire prevention duties to include pre-fire planning, inspection and public education activities and supervises personnel in this area.
9. Inspects personnel, assigns and supervises work of personnel in the maintenance of apparatus, firefighting and rescue equipment, and the fire station. Reviews and evaluates work performed.
10. Required to be on-call so as to provide supervisory coverage for the Town in a manner prescribed by the fire chief.
11. Performs other related duties as required.
12. Assists with writing policies and procedures.
13. Maintains effective upward and downward communications between the Director of Education/Safety and assigned personnel interprets policies and procedures, counsels and instructs subordinates consistent with department policy.
14. Responsible for timely, accurate and complete reporting; aids members in the performance of their duties as necessary; keeps members adequately stocked with necessary supplies and equipment.
15. Shall make careful inspection of the membership under his command to ascertain that they are properly uniformed and equipped, and in every way fit for duty. They may relieve a member to correct that member's deficiency and then have that member report for duty or take disciplinary action.
16. Drive and operates fire department apparatus, auxiliary equipment, and other emergency equipment; raises and climbs ladders; uses bars, hooks, lines and other equipment; lays and connects hose lines and operates nozzles directing water stream, applying knowledge of hydraulics and effective application of water for suppression of fire; upon direction, enters building with hose and other necessary equipment; operates portable chemical extinguishers.
17. Maintains frequent and regular communication with each member and employee of his shift; observes the manner in which they perform their duties, counsels and instructs them in the proper and most efficient methods of performance.
18. Is responsible for the proper care and maintenance of all departmental equipment and material within his command, to report any equipment deficiencies, building deficiencies, or other unsafe conditions, and shall properly report any conditions requiring attention and shall provide proper safeguards whenever necessary.
19. Responsible for submitting required performance evaluations for all personnel under his command.
20. Shall see that all telephone and radio calls are answered promptly and courteously during his tour of duty and shall further see that every effort is made to satisfy the person who is making the inquiry.
21. Maintain security of office and building by ensuring all doors, windows and safes are closed and secured, all electrically operated office machines that require power

	<p>shutdowns to be shut off at the end of the day, and all applicable alarms to be engaged.</p> <p>22. Shall take corrective measure in hazardous or unsafe conditions and report incidents outside their control to the appropriate authority.</p> <p>23. Maintains equipment and apparatus in proper working order, including preventive maintenance and specific projects; report mechanical failures or difficulties; performs a wide variety of routine tasks in connection with the general maintenance of fire station and grounds.</p> <p>24. Shall have physical ability to ensure long periods of dexterity in all types of weather.</p> <p>25. Wears appropriate level of equipment depending on the conditions at hand and the task being performed.</p> <p>26. Maintain protective clothing and equipment in a functional presentable condition.</p> <p>27. Has the ability to understand and carry out written and oral instructions.</p> <p>28. Obeys all orders, rules, and regulations of the Milford Fire Department and Town.</p>
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Physical Activity Requirements:

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

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs.:	Required
LIFT 11 to 25 lbs.:	Required
LIFT 26 to 50 lbs.:	Required
LIFT over 50 lbs.:	Required
CARRY up to 10 lbs.:	Required
CARRY 11 to 25 lbs.:	Required
CARRY 26 to 50 lbs.:	Required
CARRY over 50 lbs.:	Required
REACH above shoulder height:	Required
REACH at shoulder height:	Required
REACH below shoulder height:	Required
PUSH/PULL:	Required

OTHER PHYSICAL CONSIDERATIONS

Twisting	Required
Bending:	Required
Crawling:	Required
Squatting:	Required
Kneeling:	Required
Crouching:	Required
Climbing:	Required
Balancing:	Required

WORK SURFACE(S)

Apparatus floor
 Outside buildings
 Fire scenes

HAND MANIPULATION

Grasping:	Required
Handling:	Required
Torquing:	Required
Fingering:	Required
Controls and Equipment:	Required

DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:

	Consecutive Hours	Total Hours
	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Sit	1-2	
Stand	2-3	
Walk	2-3	

Controls & Equipment:

Cognitive and Sensory Requirements:

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:	Necessary for doing job effectively and correctly.

Specific Vocational Preparation Requirement(s):

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	4 to 10 years	X Over 10 years
<u>Required:</u>	<ul style="list-style-type: none"> • Shall be driver/operator qualified for all Department apparatus and hold and maintain a valid New Hampshire Commercial Driver's License with air brake and tanker endorsements. • Must be a high school graduate or GED. 	
<u>Experience</u>	<ul style="list-style-type: none"> • Completed a minimum of ten years in the Milford Fire Department; held the position of Captain and Lieutenant for a minimum of two years in each position. 	
<u>Supervisory experience:</u>		
<u>Licensure/Certification Requirements:</u>	<ul style="list-style-type: none"> • Shall possess certification of New Hampshire Firefighter II. • Shall possess certification of the Milford Fire Department rescue course (all four phases). • Shall hold and maintain current CPR certification. • Shall successfully complete ICS 300 and 400 as well as Leadership 1,2, and 3 within one year of hire. 	
<u>Other Training, and/or related Skills</u>	<ul style="list-style-type: none"> • Completed a minimum of ten years in the Milford Fire Department; held the position of Captain and Lieutenant for a minimum of two years in each position. • Possess considerable knowledge of modern firefighting and rescue practices and techniques. • Demonstrated ability to train and instruct personnel in use of apparatus and equipment. • Ability to plan, assign and supervise the work of others. Ability to maintain records and reports. • Ability to listen, follow and give orders in emergency situations. • Ability to establish and maintain effective working relationships with employees and the general public. 	

Summary of Occupational Exposures:

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Other Considerations and Requirements:

- 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 of 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 here are representative to those that must be met by an employee to successfully perform the essential functions of the position.

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.

Signature

Date

This job description was reviewed and approved by Dept Manager and HR on	2/8/16
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