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| **TOWN OF MILFORD - JOB DESCRIPTION** | | | | |
| **JOB TITLE:** | | Senior Call Firefighter | **GRADE LEVEL:** | 8 |
| **CLASSIFICATION:** | | Non-Exempt, Call | **DEPT:** | MFD |
| **CREATED:** | | 3/5/2020 | **REVISED:** |  |
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| **Job Description:** | Performs responsible operational, technical and supervisory activities in oversight of personnel at emergency situations and other Department activities or functions in the absence of a senior ranking officer. Also responsible for fire suppression, technical rescue, hazardous materials, fire prevention and public education activities as assigned. | | | |
| **Accountability:** | Is expected to follow the upward chain of command reporting to a superior ranking officer as outlined in the Department Rules and Regulations, or at an emergency scene the incident commander. Individuals in this position required to use initiative and judgment in carrying out assignments particularly in the absence of a senior ranking supervisor. | | | |
| **Equipment Used:** | Fire apparatus and equipment, protective clothing, computer, educational materials. | | | |
| **Environment:** | **Inside:** 30% **Outside:**  70 **%** | | | |
| **Duties and Responsibilities:** | | | | |
| **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.   1. **Standard**    1. Responds at any time to all alarms and performs or directs necessary fire suppression activities, technical rescue, hazard mitigation, etc.    2. As directed, makes search of building interior for rescue purposes.    3. 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 pump and procedures.    6. Maintains effective upward and downward communications between assigned personnel.    7. 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.    8. Shall take corrective measure in hazardous or unsafe conditions and report incidents outside their control to the appropriate authority.    9. 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.    10. 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 shutdowns to be shut off at the end of the day, and all applicable alarms to be engaged.    11. Shall have physical ability to ensure long periods of dexterity in all types of weather.    12. Wears appropriate level of equipment depending on the conditions at hand and the task being performed.    13. Maintain protective clothing and equipment in a functional presentable condition.    14. Performs general upkeep and maintenance of fire station, apparatus and equipment.    15. Performs other related duties as required. 2. **Equipment (not all inclusive)**    1. Drives or supervises driving apparatus to emergency scenes, positions and sets up apparatus according to accepted practices or directions.    2. Drive and operates all 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.    3. Operates heavy extraction equipment such as air bags, hydraulically powered cutters and spreaders, pneumatic cutters and special saws.    4. Operates heavy extraction equipment such as air bags, hydraulically powered cutters and spreaders, pneumatic cutters and special saws. 3. **Position Specific** (In absence of a Senior Ranking Officer)    1. When responding to alarms and other emergency calls, may evaluate the situation; make technical decisions for controlling the emergency; determine and execute 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. At the discretion of a superior ranking officer may assume the role of incident commander.    4. 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.    5. Interprets policies and procedures, counsels and instructs subordinates consistent with department policy. | | | | |

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| **Physical Activity Requirements:**  Required, Frequently, Occasionally, Seldom, Rarely or Not Required | | | | | | | | | | | | | | | | | |
| **PRIMARY PHYSICAL REQUIREMENTS** | | | F | O | S | R | NR |  | **OTHER PHYSICAL CONSIDERATIONS** | | | F | O | | S | R | NR |
| 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** | |  |  |  |  |  |  | **WORK SURFACE(S)** | | | | | | | | |
| REACH at shoulder height: | **Required** | |  |  |  |  |  |  | Apparatus floor  Outside buildings  Fire scenes | | | | | | | | |
| REACH below shoulder height: | **Required** | |  |  |  |  |  |  |
| PUSH/PULL: | **Required** | |  |  |  |  |  |  |
| **HAND MANIPULATION** | | | F | O | S | R | NR |  |
| Grasping: | | **Required** |  |  |  |  |  |  | **DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:** | | | | | | | | |
| Handling: | | **Required** |  |  |  |  |  |  |  | Consecutive Hours  1 2 3 4 5 6 7 8 | | | | Total Hours  1 2 3 4 5 6 7 8 | | | |
| Torquing: | | **Required** |  |  |  |  |  |  | Sit | **1-2** | | | |  | | | |
| Fingering: | | **Required** |  |  |  |  |  |  | Stand | **2-3** | | | |  | | | |
| Controls and Equipment: | | **Required** |  |  |  |  |  |  | Walk | **2-3** | | | |  | | | |
| *Controls and Equipment:* Fire Apparatus, hoses, fire gear | | | | | | | | | | | | | | | | | |
| **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):** | | | | | | | | | | | | | | | | | |

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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 |

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| **Required:** | * Must be a high school graduate or GED. * Shall be driver/operator qualified for all Department apparatus and hold and maintain a valid New Hampshire Commercial Driver’s License Class B with tanker endorsements. * Written approval by a Fire Department Officer and Training Captain * Meet all requirements for pumper and/or aerial operators as outlined by MFD | |
| **Experience** | * Completed a minimum of (4) four years in an organized fire department * Previously held the position of FF Driver/Operator in the MFD * Possess considerable knowledge of modern firefighting and rescue practices and techniques. | |
| **Supervisory experience:** | * Ability to plan, assign and supervise the work of others. | |
| **Licensure/Certification Requirements:** | * Shall possess certification of New Hampshire **Firefighter Level II** * Must maintain current CPR certification. * Incident command/management system certification to include ICS 100 200 and 806. | |
| **Other Training, and/or related Skills** | * Ability to train and instruct in use of apparatus and equipment. * 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. * Ability to train and instruct in use of apparatus and equipment. | |
| **Summary of Occupational Exposures:** | | |
| **Summary of Occupational Exposures:** | * May be exposed to hazardous materials, smoke, heat, blood borne and other pathogens | |
| **Other Considerations and Requirements:** | | |
| 1. Must obey all orders, rules, and regulations of the Milford Fire Department and Town. 2. Must have the ability to understand and carry out written and oral instructions. 3. Must have the ability to work under physically and emotionally stressful situations. 4. Must be able to establish effective working relationships with supervisors, peers, the general public and other Town departments.   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.  Duties require attending meetings and training sessions in the evening, and, position is subject to call. | | |
| **I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the job description is representative of the position, not all inclusive.** | | |
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| **Signature** | | **Date** |

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| This job description was reviewed and approved by Dept Manager and HR on | 3/5/2020 |

Recommend listing any NH Fire and Safety Regs, etc. that the candidate should be aware of (hyperlinks)