

# TOWN OF MILFORD - JOB DESCRIPTION

<b>JOB TITLE:</b>	Deputy Chief- Full- time	<b>GRADE LEVEL:</b>	24
<b>CLASSIFICATION:</b>	Exempt	<b>DEPT:</b>	MFD
<b>CREATED:</b>	03/09/2022	<b>REVISED:</b>	

<b><u>Job Description:</u></b>	Performs highly responsible administrative and supervisory work assisting the Fire Chief in planning, organizing, and directing training for all full time and call personnel in all fire and rescue areas. 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 firefighting strategy and tactics, technical rescue techniques, hazardous materials, and overall modern fire department operations. 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 training, prevention and education. Will exercise supervision over personnel as assigned.
<b><u>Accountability:</u></b>	The Deputy Chief 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, various training and education curriculum and tools.
<b><u>Environment:</u></b>	<b>Inside:</b> <u>70%</u> <b>Outside:</b> <u>30%</u>

## Duties and Responsibilities:

Any one time 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.

1. Assists in planning, organizing, and supervising all service and activities of Operations, Training, Administration, and Prevention of the Fire Department, including fire suppression, emergency preparedness, community risk reduction, fire investigation, fire inspections, public services, public education programs, training and administration.
2. Participates in the development and implantation of goals, objectives, regulations, and SOG's, polices and priorities for area of responsibilities including fire operations, fire prevention, fire inspections, fire investigation, emergency medical service, hazardous materials, identify recourse needs: recommends and implements policies and procedures.
3. Acts on behalf of the Fire Chief in his/her absence
4. Shall develop and assist in instruction of an in-service training program for all department personnel to ensure that all members receive continual and up to date training.
5. Maintains and continually updates individual training records for all personnel.
6. Acts as the liaison between the Department and regional and state training agencies specifically the New Hampshire Fire Academy.
7. Observes and participates in firefighting and rescue operations to ensure proper techniques are being performed. Identifies areas where additional training is required.
8. Develops operational procedures for all new equipment purchased and instructs personnel in the correct operation of said equipment.
9. Coordinates application/registration process, prerequisites, etc., for all personnel in attendance for off-site

training.

10. Acts as the Department liaison to the Towns other Departments with respect to coordination of operations, training, etc., between the two agencies.
11. Ensures that all Department members receive annual re-certification for CPR, first aid, and EMT designations and the appropriate documentation is in place as needed.
12. Ensures that all personnel successfully obtain certifications, licenses, etc., for the successful operations of the Department.
13. Oversees and reviews Fire Prevention functions, supervises, plans, organizes and assigns work.
14. Conduct investigation, pre-plans and inspections, prepares reports on fire prevention activities, issue notices of violations and citations, assist in the prosecution of violators.
15. Perform and coordinates inspections of fire protection systems and equipment, new and existing construction projects, building, fire and life safety inspections, plan review prepare a variety of reports as required. Perform building, fire and life safety inspections of all businesses within the Town of Milford as well as issuance of certification of occupancy.
16. Recommends and assists in the selection of the appropriate hazardous materials equipment needed by the Department and maintains all equipment purchased.
17. Conduct and coordinate plan reviews for various building, plots, plan sets, fire protection systems and construction to ensure compliance with applicable fire, life safety codes and regulations.
18. Evaluate existing fire and life safety, recommend policies, procedures, and ordinance revisions as necessary
19. Develop and implement procedural methods and practices for reviewing plans, conducting inspections, investigating incidents, related activities as required.
20. Assigned the responsibility of Department Safety Officer in emergency and non- emergency situations.
21. Works with the Planning, Building and Police departments – as well as other local, State and Federal agencies as needed – to complete assignments.
22. 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.
23. Inspects daycare facilities, foster home occupancies, and similar occupancies to determine code compliance and subsequent State licensing.
24. Immediate supervisor for the career firefighters.
25. Advises the Fire Chief on the need for new ordinances, revision of existing ordinance, and potential changes required as result of the new information gathered through the inspection process.
26. Performs fire suppression and emergency response duties. Must have knowledge and ability to drive and operate all fire apparatus.
27. Performs other tasks as required.

### Physical Activity Requirements:

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

<b>PRIMARY PHYSICAL REQUIREMENTS</b>	<b>F</b>	<b>O</b>	<b>S</b>	<b>R</b>	<b>NR</b>
LIFT up to 10 lbs.:	X				
LIFT 11 to 25 lbs.:	X				
LIFT 26 to 50 lbs.:		X			
LIFT over 50 lbs.:		X			
CARRY up to 10 lbs.:	X				

<b>OTHER PHYSICAL CONSIDERATIONS</b>	<b>F</b>	<b>O</b>	<b>S</b>	<b>R</b>	<b>NR</b>
Twisting	X				
Bending:	X				
Crawling:		X			
Squatting:		X			
Kneeling:		X			

<u>PRIMARY PHYSICAL REQUIREMENTS</u>	F	O	S	R	NR	<u>OTHER PHYSICAL CONSIDERATIONS</u>	F	O	S	R	NR											
CARRY 11 to 25 lbs.:	X					Crouching:		X														
CARRY 26 to 50 lbs.:	X					Climbing:	X															
CARRY over 50 lbs.:		X				Balancing:	X															
REACH above shoulder height:	X					<b><u>WORK SURFACE(S)</u></b>																
REACH at shoulder height:	X																					
REACH below shoulder height:	X					Standard office desk and chair. Computer/copier. Carpet and vinyl flooring, Various surfaces to include: inclined, wet, icy, rocky or uneven.																
PUSH/PULL:	X					<b>DURING AN 12-HOUR DAY, EMPLOYEE IS REQUIRED TO:</b>																
<b>HAND MANIPULATION</b>							<b>Consecutive Hours</b>			<b>Total Hours</b>												
Grasping:	X						1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Handling:	X					Sit	<b>1-2</b>						4-5									
Torquing:	X					Stand	<b>1-2</b>						4-5									
Fingering:	X					Walk	<b>1-2</b>						4-5									
Controls and Equipment:	Required **																					
Controls & Equipment** ✓ Fire Apparatus																						

### 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:	Required

### 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	X 4 to 10 years	Over 10 years
<b><u>Required:</u></b>	<ul style="list-style-type: none"> <li>High School graduate or GED-equivalent required;</li> <li>Must possess and maintain State of New Hampshire Commercial Driver's license with tank endorsement.</li> <li>Possession of an Associate's Degree in fire protection, fire science, or closely related field as determined by the Fire Chief. (Bachelor's degree preferred)</li> </ul>		
<b><u>Experience</u></b>	<ul style="list-style-type: none"> <li>Ten (10) years' experience in fire suppression with at least two (2) years' experience in teaching, training, and public education; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities</li> </ul>		
<b><u>Supervisory experience:</u></b>	<ul style="list-style-type: none"> <li>NFPA Fire Officer 1 and 2 or other equivalent formal leadership/management training.</li> </ul>		
<b><u>Licensure/ Certification Requirements:</u></b>	<ul style="list-style-type: none"> <li>NH Certified Level II Firefighter (Level III Certifications Preferred)</li> <li>Must be certified/licensed Nationally Registered Emergency Medical Technician</li> <li>Fire &amp; Emergency Services Instructor I (Fire &amp; Emergency Services Instructor II + III preferred)</li> <li>NFPA OR NHFA Inspector 1, (Inspector II preferred)</li> <li>Incident Safety Officer Certified within one year</li> <li>ICS/MINS 100, 200, 300 and 400</li> <li>Hazardous Materials Operations Level certification. (Decon Level or Haz-Mat Tech</li> </ul>		

	preferred)
<b><u>Other Training, and/or related Skills</u></b>	<ul style="list-style-type: none"> <li>• Thorough knowledge of training, teaching, and public education methods and techniques as they pertain to the fire service.</li> <li>• Thorough knowledge of fire and explosion hazards, firefighting strategy and tactics, technical rescue techniques, hazardous materials, and overall modern fire department operations.</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>

**Summary of Occupational Exposures:**

<b><u>Summary of Occupational Exposures:</u></b>	Frequent physical effort may be required in handling and lifting fire apparatus, lifesaving and other heavy emergency equipment. Working conditions may be disagreeable with exposure to weather elements as well as exposure to hazards resulting from the provision of emergency medical services that could lead to illness, injury, disability or death. May be exposed to hazardous materials, smoke, heat, blood borne pathogens.
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**Other Considerations and Requirements:**

<b><u>Other Considerations and Requirements:</u></b>	
<ul style="list-style-type: none"> <li>• Frequent physical effort may be required in handling and lifting emergency equipment. Working conditions maybe 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.</li> <li>• 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 this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</li> <li>• Duties require attending meetings and training sessions in the evening, and, position is subject to call back after regular hours.</li> </ul>	

**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.**

**Signature**

**Date**

This job description was reviewed and approved by Dept Manager and HR on	03/09/2022
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