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| **TOWN OF MILFORD - JOB DESCRIPTION** | | | | |
| **JOB TITLE:** | |  | **GRADE LEVEL:** |  |
| **CLASSIFICATION:** | |  | **DEPT:** |  |
| **CREATED:** | |  | **REVISED** |  |
|  | | | | |
| **Job Description:** |  | | | |
| **Accountability:** |  | | | |
| **Equipment Used:** |  | | | |
| **Environment:** | **Inside:** % **Outside:**   **%** | | | |
| **Duties and Responsibilities:** | | | | |
| 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.  Essential Functions - Duties:  Essential Functions – Responsibilities:  Performs other tasks as required. | | | | |

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| **Physical Activity Requirements:**  Frequently (Required), 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.: | | | | | | **X** | |  |  | |  | |  | |  | | Twisting | | | **X** | | |  |  |  |  |
| LIFT 11 to 25 lbs.: | | | | | | **X** | |  |  | |  | |  | |  | | Bending: | | | **X** | | |  |  |  |  |
| LIFT 26 to 50 lbs.: | | | | | |  | | **X** |  | |  | |  | |  | | Crawling: | | |  | | | **X** |  |  |  |
| LIFT over 50 lbs.: | | | | | |  | | **X** |  | |  | |  | |  | | Squatting: | | |  | | | **X** |  |  |  |
| CARRY up to 10 lbs.: | | | | | | **X** | |  |  | |  | |  | |  | | Kneeling: | | |  | | | **X** |  |  |  |
| 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** | |  |  | |  | |  | |  | | **WORK SURFACE(S)** | | | | | | | | | |
| 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** | |  |  | |  | |  | |  | |
| **HAND MANIPULATION** | | | | | | | | | | | | | | |  | |
| Grasping: | | | | | | **X** | |  | |  | |  | |  |  | | **DURING AN 12-HOUR DAY, EMPLOYEE IS REQUIRED TO:** | | | | | | | | | |
| Handling: | | | | | | **X** | |  | |  | |  | |  |  | |  | **Consecutive Hours**  1 2 3 4 5 6 7 8 | | | **Total Hours**  1 2 3 4 5 6 7 8 | | | | | |
| Torquing: | | | | | | **X** | |  | |  | |  | |  |  | | Sit | **1-2** | | | 4-5 | | | | | |
| Fingering: | | | | | | **X** | |  | |  | |  | |  |  | | Stand | **1-2** | | | 4-5 | | | | | |
| Controls and Equipment: | | | | | | Required \*\* | | | | | | | | |  | | Walk | **1-2** | | | 4-5 | | | | | |
| 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 | | | |  | | 4 to 10 years | | | | | | | | | | | |  | | | Over 10 years | | | | |
| **Required:** | | | * High School graduate or GED-equivalent required; * License? * Education? | | | | | | | | | | | | | | | | | | | | | | | |
| **Experience** | | | * Five (5) 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. | | | | | | | | | | | | | | | | | | | | | | | |
| **Supervisory experience:** | | | * Primex Supervisory Academy or other equivalent formal leadership/management training. | | | | | | | | | | | | | | | | | | | | | | | |
| **Licensure/**  **Certification Requirements:** | | | * NH Certified Level II Firefighter (Level III Certifications Preferred) * Must be certified/licensed Nationally Registered Emergency Medical Technician * Fire & Emergency Services Instructor I (Fire & Emergency Services Instructor II + III preferred) * Incident Safety Officer Certified within one year * ICS/MINS 100,200 and 300 * Hazardous Materials Operations Level certification. (Decon Level or Haz-Mat Tech preferred) * CPAT certification(702.01)or lateral transfer (703.01) | | | | | | | | | | | | | | | | | | | | | | | |
| **Other Training, and/or related Skills** | | | * List KSA’s? (Knowledge, Skills, Abilities not reflected in the first section) * Thorough knowledge of training, teaching, and public education methods and techniques as they pertain to the fire service. * Thorough knowledge of fire and explosion hazards, firefighting strategy and tactics, technical rescue techniques, hazardous materials, and overall modern fire department operations. * 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. | | | | | | | | | | | | | | | | | | | | | | | |
| **Summary of Occupational Exposures:** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Summary of Occupational Exposures:** | | 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. | | | | | | | | | | | | | | | | | | | | | | | | |
| **Other Considerations and Requirements:** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Other Considerations and Requirements:**  Job Specific  Standard   * 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. * 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. * 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 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 |  |