

TOWN OF BELMONT

JOB TITLE: Lieutenant

07/16/2013

DEPARTMENT: Fire

STATUS: Full-Time, Non-Exempt

LABOR GRADE: 12

JOB SUMMARY: Supervises and performs highly responsible duties in a number of life and property preservation situations. Performs responsible middle management and technical supervisory work involving the direction of assigned personnel, both at the incident scene and at the station.

MAJOR DUTIES (The listed examples are illustrative only, and may not include all duties found in this position):

- Responds to emergency calls in the Town of Belmont and surrounding communities as outlined by response agreements with the Lakes Region Mutual Fire Aid Association.
- Performs responsible firefighting activities under the guideline of NFPA 1500.
- Provides emergency medical care at the basic/advanced level under the guideline of the NH Department of EMS patient care protocols.
- Participates in emergency rescues at the individual's level of training.
- Operates all fire department apparatus and equipment in a professional and responsible manner.
- Participates in fire prevention activities, fire occupancy inspections, pre-planning and home heating system inspections.
- Reads and understands department policies, procedures and guidelines.
- Participates in training exercises as a student, instructor or evaluator.
- Participates in routine station, equipment and apparatus maintenance and cleaning.
- Maintains accurate records of emergency calls and training for review by the Chief, Deputy or appropriate State agency.

- Responds to alarms and evaluates the situation, makes technical decisions for controlling the emergency, assigns personnel and equipment as needed, and directs operations through instructions to subordinates.
- Assigns, supervises, and performs the maintenance of apparatus, equipment, and station facilities.
- Reviews and evaluates work performed by personnel.
- Responsible for response readiness of personnel, apparatus, and equipment.
- Assumes command and supervision of assigned personnel and may receive oral and written reports from personnel.
- Provides technical and managerial supervision to all subordinates in order to train them in the proper use of specialized equipment.
- Conducts in-service training programs for career and call employees.
- Is responsible for guidance and preliminary discipline of assigned personnel, as well as tracking the progress of subordinates, and reporting findings to the Chief or Deputy.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Thorough knowledge of the practices and procedures utilized in modern fire fighting, fire prevention, fire training and personnel management.
- Knowledge of and ability to interpret federal, State and local codes, regulations and standards relating to building construction, fire prevention and control, sprinkler systems, heat and smoke detection devices.
- Ability to effectively supervise and instruct others engaged in Fire-Rescue work.
- Ability to communicate effectively in oral and written form.
- Ability to establish and maintain effective working relationships with other departments, employees, outside agencies and the general public.

SUPERVISORY CONTROLS: The supervisor makes assignments by defining objectives, priorities and deadlines; assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the occupation. Completed work is usually evaluated for technical

soundness, appropriateness and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

GUIDELINES: Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

COMPLEXITY: The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

SCOPE AND EFFECT: The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical and economic well-being of persons.

PERSONAL CONTACTS: The personal contacts are with employees in the same agency, but outside the immediate organization. The contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants).

PURPOSE OF CONTACTS: The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

PHYSICAL DEMANDS: The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

WORK ENVIRONMENT: The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress, which require a range of safety and other precautions (e.g. working at great heights under extreme outdoor weather conditions, subject to situations where conditions cannot be controlled).

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: First line supervisors at this level are usually responsible for the work performance of a small group of employees or a larger group with a homogeneous objective, i.e., employees all perform the same basic type of work. They are responsible for planning, organizing and monitoring day-to-day work on a short-term cycle. They assign work to subordinates, adjust workflow to maintain balance among positions and meet priorities or deadlines and make minor changes in structure, methods or procedures as necessary to accommodate changes in work pattern, emphasis or capability. They may recommend major changes for higher-level action. They usually counsel employees, hear and resolve minor complaints and grievances, participate in performance evaluations and personnel management recommendations.

MINIMUM QUALIFICATIONS:

- High school diploma (Associate’s Degree Preferred).
- Certification as a Firefighter II or certified Career Firefighter, AEMT (Paramedic Preferred), Driver Operator and Company Officer I & II.
- Five years of experience in an organized fire department or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.
- Possession of or ability to readily obtain a valid driver’s license issued by the State of New Hampshire for the type of vehicle or equipment operated (CDL-B with tanker endorsement).
- NIMS ICS 100, 200, IS 701-a

COGNITIVE AND SENSORY REQUIREMENTS

Talking: Necessary for communicating with others

Hearing: Necessary for taking instructions and receiving information.

Sight: Necessary for doing job effectively and correctly.

DURING AN 24 HOUR SHIFT, EMPLOYEE IS REQUIRED TO

Consecutive Hours

Sit 1 2 3 4 5 **6** 7 8

Stand 1 2 3 **4** 5 6 7 8

Walk 1 2 3 **4** 5 6 7 8

Total Hours

Sit 1 2 3 4 5 6 **7** 8

Stand 1 2 3 4 5 **6** 7 8

Walk 1 2 3 4 5 6 7 8

ENVIRONMENT

Inside: 25% Outside: 75%

Operating in high stress and potentially life and death situations in all light conditions. Exposed to all weather conditions and temperatures including high and low heat, high and low humidity, rain, snow, ice, fog, dangerous storms, blizzards and flooding; hazardous materials spills, motor vehicle accidents and highway traffic, injured people, and uneven surfaces. Dangerous conditions could include possible exposure to fire, smoke, heat, radioactive material, toxic chemicals, steam, explosion, building collapse, blood borne pathogens, violent people, terrorist acts, and building and wild land fires.

EQUIPMENT USED

Computer, telephone, copy and FAX machine, SCBA, radios, pagers, personal protective equipment, research material, air compressor, emergency generator, washing machine, clothes dryer, physical fitness equipment, saws, hydraulic rescue tools, jacks, ladders, hoses, axes, ropes, boats, water rescue suits, fire apparatus, ladder trucks, rescue trucks, ambulances, forest fire fighting equipment, air monitoring equipment, shovels, fire extinguishers, portable pumps.

HAND MANIPULATION

Grasping: Frequently required.

Handling: Frequently required.

Torquing: Frequently required.

Fingering: Frequently required.

Controls and Equipment: Computer, typewriter, copy machine, FAX machine, telephone, SCBA, radios, pagers, personal protective equipment, research material, air compressor, emergency generator, washing machine, clothes dryer, physical fitness equipment, saws, hydraulic rescue tools, jacks, ladders, hoses, axes, ropes, boats, water rescue suits, fire apparatus, ladder trucks, rescue trucks, ambulances, forest fire fighting equipment, air monitoring equipment, shovels, fire extinguishers, portable pumps.

LICENSURE/CERTIFICATION REQUIREMENTS

Valid NH Drivers license Nationally Registered Emergency Medical Technician, Certified Firefighter Level II, certified Hazardous Materials Operations.

OTHER TRAINING, SKILLS, AND EXPERIENCE REQUIREMENTS

HS Diploma or GED. Associates Degree in Fire Science or related field preferred. Demonstrated oral and written communications skills.

SPECIFIC VOCATIONAL PREPARATION REQUIREMENT(S)

1. Short demonstration only.

2. Any beyond short demonstration up to and including 30 days.

3. 30-90 days.

- 4. 91-180 days.
- 5. 181 days to 1 year.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years.
- 9. Over 10 years.

PHYSICAL ACTIVITY REQUIREMENTS

Ability to perform firefighting and rescue duties; ability to participate in emergency operations under all weather conditions on uneven ground, moving or standing water, partially destroyed structures; raise and climb ladders, lift patients when assisting ambulance crews, lift and carry victims, pull hose lines; cut holes in buildings, vehicles or ice, ability to wear full personal protective equipment, ability to maintain balance on slippery surfaces, ability to float in water wearing water rescue suit, ability to float and swim in water wearing personal floatation device, ability to crawl into confined spaces, ability to operate in complete darkness, ability to lift and carry heavy equipment, ability to work long periods of time.

PRIMARY PHYSICAL REQUIREMENTS

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

OTHER PHYSICAL CONSIDERATIONS

Twisting: Occasionally required.
Bending: Frequently required.
Crawling: Occasionally required.
Squatting: Frequently required.
Kneeling: Occasionally required.
Crouching: Occasionally required.
Climbing: Frequently required.
Balancing: Occasionally required.

WORK SURFACE(S)

Uneven surfaces in and around emergency scenes, in and around partially destroyed buildings, on wet and slippery surfaces, on snow and ice covered surfaces, on debris covered surfaces, on roadways, in fields and woods, on multiple levels and stairs, in the rear compartment of ambulances, in confined spaces, on pitched or slanted roofs, on or in a vehicle in all positions,