



## JOB DESCRIPTION

### HUDSON, NH FIRE DEPARTMENT

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**Job Description:** JOBD-5

**Subject:** Fire Captain

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<b>Initiated By:</b> Chief Murray	<b>Revision Number:</b> 4
<b>Approved By:</b> Chief Murray	<b>Revision Date:</b> 08/22/2013
<b>Approval Date:</b> 03/05/2004	<b>Review Frequency:</b> As Needed - Green

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#### JOB SUMMARY:

Performs responsible operational, administrative, and technical supervisory work involving the direction of assigned personnel and activities of personnel at the scene of an emergency or other comparable work.

#### SUPERVISION RECEIVED:

Works under the general supervision of the Deputy Chief of Operations who outlines broad areas of responsibility. Uses judgment and initiative in interpreting orders, rules, regulations, procedures, and in meeting emergency situations; consults with superiors when unusual circumstances develop or when a question arises regarding departmental policy; work is reviewed by observation of effectiveness of work performed and by inspection of equipment, records and conferences.

#### SUPERVISION EXERCISED:

Exercises general supervision over assigned personnel. Responsible for the performance, evaluation, and discipline of all subordinates assigned. At the scene of an emergency, the Fire Captain is totally responsible for the effective control of the emergency until relieved by a superior officer.

#### EXAMPLE OF DUTIES:

*(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)*

1. Responds to alarms and evaluates the situation; makes operational and technical decisions for controlling the emergency; assigns personnel and equipment needed and directs operations through instructions to subordinates.
2. Commands and supervises assigned personnel; communicates at the start of each duty shift with assigned subordinate officers; receives oral and written reports from subordinate officers.
3. Coordinates pre-fire planning activities, fire prevention inspections and public relation activities of assigned personnel and other related duties.
4. Provides operational, technical and administrative supervision to all subordinates in order to train them in the proper use of specialized equipment. Conducts in-service training programs.
5. Maintains files and records relating to personnel, training, inspections, water supplies, hazardous occupancies, equipment inventories and makes out reports on daily and monthly activities regarding accidents, fires, medical emergencies, equipment and changes and special training.
6. Recommends and/or provides training programs; evaluates progress of subordinates and reports findings to the Deputy Chief of Operations.
7. Enforces Hudson Fire Department Rules and Regulations, General Orders, and Suggested Operating Guidelines; discusses and counsels employees on any grievances or problems in discipline; provides documentation of counseling and disciplinary meetings as required following department rules and regulations. Reports to superior officers, using the chain of command, any actions taken resulting from disciplinary action administered to personnel.
8. Completes performance evaluations on all assigned personnel that they directly supervise.
9. Performs other related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

Thorough knowledge of modern firefighting, EMS methods, equipment and the ability to operate same. Knowledge of training methods and the ability to instruct others. Ability to supervise others. Ability to maintain records and prepare reports. Ability to communicate effectively with others and to establish effective working relationships with other Town agencies, employees and the general public.

**MINIMUM QUALIFICATIONS REQUIRED:**

1. Must have an Associate's Degree in one of the following: Fire, EMS, or Management/Administration/Organization from an accredited college.
2. Must have documented coursework or certificate(s) in Personnel Administration.
3. Must have documented coursework or certificate(s) in Fire Prevention and Fire Investigation.
4. Must be Level II certified or equivalent through the State of NH, NFPA, or National Professional Qualifications Board (NPQB) by the date of testing.
5. Must be Hazardous Materials Technician Level certified through the State of NH, NFPA, or a certified equivalent by the National Professional Qualifications Board (NPQB) by the date of testing.
6. Must have successfully completed the Company Officer I&II Course through the State of NH, NFPA, or a certified equivalent by the National Professional Qualifications Board (NPQB) by the date of testing.
7. Have six (6) years of supervisory experience in a recognized full time fire department.
8. Must maintain and remain certified/licensed at the current level of National Registry of EMT EMS certification on the date of testing.
9. Must have a valid NH Commercial Driver's License.

**PHYSICAL EXERTION/ENVIRONMENTAL:**

Frequent physical effort required while engaged in combating emergency situations. Working conditions are disagreeable with exposure to all the weather's elements as well as exposure to hazards resulting from firefighting and EMS that could result in total disability or death.

**REQUEST FOR WAIVER:**

A request for waiver from a specified job requirement or qualification within this General Order will be considered when the following is submitted, in writing, as part of the application package:

1. A letter detailing which requirement or qualification the applicant is requesting a waiver for.
2. State the reason(s) why the waiver is being requested.