

**TOWN OF SUNAPEE
FIRE DEPARTMENT ASSISTANT CHIEF
FIRE DEPARTMENT**

The Town of Sunapee NH is seeking an Assistant Chief for the Fire Department. The Assistant Chief is responsible to assist the Fire Chief in a variety of technical, administrative and supervisory work in directing the planning, organizing and implementing firefighter and officer training to satisfy the areas of prevention, suppression and emergency medical services. Successful applicant will have a high school diploma or equivalent with specialized training in fire department administration. Two years of supervisory duties which must have been equivalent to Fire Lieutenant or higher and five years prior work experience as a firefighter, including certification as an E.M.R., the applicant must possess a valid NH Driver's License, without record of suspension or revocation, Valid NH CDL B required with tank/air brake endorsement, and successfully pass a background investigation. A copy of the job description is attached to this posting.

An application form is available at the Town Office, 23 Edgemont Road, Sunapee NH or online at www.town.sunapee.nh.us.

The Town of Sunapee is an Equal Opportunity Employer.

Salary is \$19.00 per hour.

Applications should be mailed to: Town of Sunapee, 23 Edgemont Rd, Sunapee, NH 03782 or can be left in person at the Town Office, 23 Edgemont Rd., Sunapee NH.

Town of Sunapee, NH

POSITION: Assistant Fire Chief

DEPARTMENT: Fire Department

FLSA STATUS:

REPORTS TO: Fire Chief

LABOR GRADE:

DATE: April 2019

GENERAL SUMMARY

Performs a variety of technical, administrative, and supervisory work in directing the planning, organizing, and implementing firefighter and officer training to satisfy the areas of prevention, suppression and emergency medical services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

May act as Fire Chief during absence of Assistant Fire Chief, as assigned.

Supervises subordinate volunteer officers in their assigned duties in training division.

Reviews, evaluates, develops and implements training programs, policies and procedures for various departmental operations regarding training.

Directs and participates in major departmental training programs.

Responds to multiple alarm fire as needed; assumes command in the absence of Assistant Fire Chief.

Carries out duties in conformance with Federal, State, County and Town laws and ordinances.

Assists in the planning and implementation of Fire and EMS training programs for the Town in order to better carry out the policies and goals of the Town.

Directs the operation of departmental in-service training activities.

Handles grievances from volunteer training officers and firefighters, maintains Departmental discipline and the conduct and general behavior of volunteer personnel.

Prepares and submits periodic training reports to the Fire Chief regarding the Department's training activities.

Assigns personnel and equipment to such training duties and uses as the service requires.

Responds to 20% of calls.

Adheres to all department rules and regulations.

OTHER DUTIES AND RESPONSIBILITIES

Assist Fire Chief in meeting with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Departments' training activities.

Attends training conferences and training meetings to keep abreast of current trends in the field; represents the Town Fire/EMS Departments in a variety of local, county, state and other meetings.

Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.

Serves as a member of various employee committees.

Performs other management duties as requested by the Fire Chief

SUPERVISORY CONTROLS

Assist the Fire Chief in the supervision of the Fire/EMS Department.

COMPLEXITY

Assist the Fire Chief in the Supervision of all Officers and Firefighter/EMS.

SCOPE AND EFFECT

The scope of the position includes assisting the Fire Chief in the day-to-day operation of the Fire/EMS Department.

PERSONNEL CONTACTS

All contacts are to be made with the Fire Chief. In the event the Fire Chief is unavailable contact is to be made with the Board of Fire Wards.

PURPOSE OF CONTACTS

The purpose is to assist the Fire Chief to plan, schedule, organize, coordinate, manage, implement, direct and to provide advice.

MANAGEMENT RESPONSIBILITY

Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from high school or GED equivalent with specialized training in fire department administration.
- Two (2) years of supervisory duties which must have been equivalent to Fire Lieutenant or higher and five (5) years prior work experience as a volunteer firefighter, including certification as an E.M.R.

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
- Skill in the operation of required tools and equipment.
- Successfully pass a background check

LICENSING AND CERTIFICATION

Valid NH Operators Driving License without record of suspension or revocation.

Valid NH CDL B required with tank/air brake endorsement.

Firefighter I

EMR

TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. A complete medical evaluation must show fit for duty.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

WORK SCHEDULE

This is an on call position so work schedule will vary as needed.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.