

<p style="text-align: center;">Town of Derry, New Hampshire Position Description</p>

Position Title: **Battalion Chief / Shift Commander**

Department: Fire

Reports To: Fire Chief & Assistant Fire Chief

Date: January 2018

GENERAL SUMMARY:

Under direction of Fire Chief and Assistant Fire Chief, responsible for the supervision and administration of daily operations of the Derry Fire Department. Coordinates work of uniformed personnel engaged in fire suppression and emergency medical response, rescue operations, hazardous material response, and in training activities.

ESSENTIAL JOB FUNCTIONS:*

- Works principally through subordinate Captains and Lieutenants; supervises firefighting and emergency medical response personnel on a shift and at emergency events; directs personnel in the accomplishment of all daily tasks planned.
- Responds to fires, medical emergencies and rescues; assumes command of operations at the scene, directing personnel according to established procedures; makes decisions regarding tactics and methods used in fire and rescue situations and participates in fire fighting and rescue efforts at the scene.
- Schedules personnel training, shift assignments, and rotations; ensures consistency in an on-going program of training for all assigned shift personnel including certification and recertification of EMS and Fire Certifications.
- Generates performance evaluations of personnel; provides coaching, counseling and discipline as needed.
- Resolves collective bargaining agreement complaints.
- Ensures proper maintenance and repair of Department equipment and vehicles; ensures upkeep of quarters, grounds, and building.
- Maintains records and reports on personnel, administrative tasks, legal, and fire incidents.
- Coordinates and promotes community relations activities including press releases, interviews, and responding to complaints; interacts with personnel from other fire departments on interagency matters of cooperation and coordination; interacts with other Town departments on selected matters pertaining to Town affairs.
- Assists in Department budget preparation.

OTHER DUTIES AND RESPONSIBILITIES:

- Responsible for individual functional responsibilities to include Operations, Training, Apparatus and Equipment, and Facilities.
- Performs other related duties as required.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Duties require knowledge of fire science and fire emergency management equivalent to completion of a Bachelor's degree along with additional years of advanced courses from the NFA, a college or technical school, and over ten years of related experience, or equivalent combination of education and experience.

- Must possess Fire Officers I and II with a certificate issued from the NFPA, New Hampshire Fire Academy, or equivalent Pro-Board Certification.
- Must possess Hazardous Materials Technician with a certificate issued from the NFPA, IAFF, New Hampshire Fire Academy, or equivalent Pro-Board Certification.
- Must possess Fire and Emergency Services Instructor 1 or Educational Methodology or equivalent Pro-Board Certification.
- Must possess a valid Commercial Driver's License.
- Must be certified by State and National Registry as a Basic or Advanced - Emergency Medical Technician.
- Thorough knowledge of streets, traffic patterns, buildings, and location of fire hydrants in the Town.
- Thorough knowledge of firefighting and fire prevention techniques and emergency advanced life support and rescue procedures.
- Thorough knowledge of fire apparatus and equipment and its uses, hydraulics, and the combustion properties of various materials.
- Thorough knowledge of fire service occupational safety procedures and local, State, and Federal laws.
- Considerable knowledge of supervisory methods and techniques.
- Ability to train, instruct, lead, supervise, and review the work of subordinates.
- Ability to communicate effectively both verbally and in writing and to work as a member of a committee or team assigned special projects or tasks.
- Ability to maintain records and prepare reports.
- Ability to establish and maintain effective working relationships with others, especially in the context of a senior member of the Department's management team.
- Skill in the operation of fire equipment, tools, and apparatus.
- Ability to perform effectively in emergency situations.

SUPERVISORY RESPONSIBILITY:

Supervises all line personnel, including Firefighters, Company Officers, and Dispatchers in the absence of the Dispatch Supervisor. Carries out supervisory responsibilities in accordance with Town policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Unimpaired Mobility: Must be able to quickly respond to ambulances and response apparatus, must be able to access patients in difficult terrain, must be able to climb stairs, must be able to work in close and dangerous environments such as damaged vehicles, must be able with partner to carry equipment and patients weighing up to 225 pounds.
- Physical Abilities: Must be able to perform strenuous physical requirements such as firefighting and rescue operations, CPR, lifting and moving of equipment and patients in a variety of environmental conditions. Must be able to swim at basic survival level.
- Regular periods spent in non-office environments including fire scenes and rescue operation locations.

- Exposure to possible infectious and communicable diseases and other biological hazards requiring exercise of appropriate safety and universal precautions.
- Regular lifting and carrying of fire equipment and medical supplies; regular ambulatory assistance to patients requiring appropriate use of body mechanics.
- Periods of standing, walking, carrying tools, climbing ladders, and hauling hose.
- The employee may be required to tolerate extreme fluctuations in temperature while performing duties. (Firefighters are required to perform physically demanding work in hot (up to 400°F), humid (up to 100%) atmospheres while wearing equipment that significantly impairs body-cooling mechanisms.)
- The employee must be able to perform a variety of tasks on slippery, hazardous surfaces such as on rooftops or from ladders.
- The employee must be capable of wearing personal protective equipment that weighs approximately 50 lbs. while performing firefighting tasks.
- The employee must be capable of performing physically demanding work while wearing positive-pressure breathing equipment (SCBA).
- The employee may work for long periods of time, requiring sustained physical activity and intense concentration.
- The employee may make rapid transitions from rest to near-maximal exertion without warm-up periods.
- The employee must be capable of operating in environments of high noise; poor visibility; at heights; and enclosed or confined spaces.
- The employee must be able to perform the 13 Essential Job Tasks as noted in Chapter 5 of the most current edition of NFPA 1582 – Standard on Comprehensive Occupational Medical Program for Fire Departments.
- Fine Motor Skills: Must be able to perform required medical skills and techniques, such as bandaging, splinting, establishing an IV, applying defibrillation pads, and performing advanced airway techniques.
- May use computer keyboards requiring eye-hand coordination and finger dexterity.
- The employee must have the capability to rely on sight, hearing, smell, and touch to help determine the nature of an emergency, to maintain personal safety, to make critical decisions in a confused, chaotic, and potentially life-threatening environment throughout the duration of an emergency operation.
- Vision: Must have correctable vision acceptable for day and night operation of emergency vehicles, must have color acuity adequate for determination of skin and blood color. Must be able to read medication dosages on drug labels and syringes.
- Hearing: Must be able to hear and understand information provided by patients, family or bystanders; must be able to hear breath sounds and accurately determine auscultated blood pressures; must be able to differentiate separate conversations in active, distracting environments; must be able to hear and understand radio traffic when responding with lights and sirens.
- Speech: Must be able to speak and enunciate clearly and at a level audible to others in loud conditions, must be able to speak clearly in stressful situations, must be able to verbally communicate with patients, families and other emergency personnel.

JOB RESPONSIBILITIES RELATED TO PATIENT PRIVACY:

The incumbent is expected to protect the privacy of all patient information in accordance with the Department's privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Department's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment with the Derry Fire Department.

The incumbent may access protected health information and other patient information only to the extent that is necessary to complete job duties. The incumbent may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other department operations.

The incumbent is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Department's policies and procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.

The incumbent is expected to actively participate in Department privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with Department policy.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees, assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

***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.**