

Town of Derry, New Hampshire Position Description

Position Title: **Director of Fire Prevention**

Department: Fire

Reports To: Fire Chief/Assistant Fire Chief

Date: October 2018

GENERAL SUMMARY:

Under general supervision of Fire Chief/Assistant Fire Chief, the Director of Fire Prevention plans, directs, and manages the Town's Fire Prevention Bureau.

ESSENTIAL JOB FUNCTIONS: *

- Responsible for compliance with New Hampshire State Fire Code and Town ordinances related to fire prevention and enforces building codes when applicable to fire prevention standards.
- Prepares and manages operational budget for Fire Prevention Bureau; monitors and controls budget expenditures; prepares specifications for capital purchases.
- Develops inspection programs for commercial, residential, and industrial buildings for compliance with fire prevention standards and life safety codes.
- Drafts ordinances and regulations related to code compliance and inspection.
- Reviews building plans and conducts on-site inspections for code compliance and occupancy permits.
- Develops and coordinates public education in community and schools.
- Expected to respond to fire scenes upon request by Incident Commander, during and after normal business hours, to investigate and determine causes of fires; pursues more detailed investigations when arson or other violation of fire safety laws may be suspected. Must have response back-up provisions in place when unavailable. Responds to other major emergencies to render assistance when needed, reporting to the Incident Commander for assignment.
- Maintains records of inspections, fire incidents, and investigations; prepares other Department related correspondence, documents, and reports.
- Drafts goals and objectives and recommends strategies and priorities for attainment of objectives.
- Drafts and recommends policies and procedures.
- Plans, allocates, and monitors time, people, equipment, and other resources to ensure efficient organization and completion of work.
- Serves as the primary contact for the Department in cooperative investigations involving other law enforcement or fire safety agencies or insurance companies.
- Communicates with line officers regarding fire prevention concerns.
- Interacts with citizens in order to respond to inquiries and complaints and to establish rapport and trust; maintains responsive community relations.
- Represents the Department on various fire prevention committees.
- Ensures specialized equipment is properly maintained and conforms to safety standards.
- Attends specialized training to ensure that the required skill level is maintained and improved.

OTHER DUTIES AND RESPONSIBILITIES:

- Interacts with the Mutual Aid communities.
- While on duty, responds to and assists at medical and fire related incidents as needed or requested.
- Attends meetings and conferences, reads periodicals to remain abreast of latest procedures, developments, and techniques.
- Performs other related duties as required.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Knowledge of fire inspection, investigation, and prevention, through any combination of education and experience.
- Knowledge of modern firefighting and rescue principles, practices, and procedures.
- Must be a certified Fire Inspector and Fire Investigator.
- Must possess a valid Commercial Driver's License.
- Must be certified by State and National Registry as a Basic or Advanced - Emergency Medical Technician.
- Considerable knowledge in the application and interpretation of fire safety standards expressed in life safety codes, the National Fire Prevention Association manuals, and relevant State and local laws and regulations.
- Considerable knowledge of the principles of combustion, fire origin and cause, and electricity.
- Ability to inspect buildings and sites for conformance with applicable life safety and fire codes and regulations, and to initiate appropriate corrective action.
- Ability to read and correctly interpret building, fire alarm, and sprinkler plans in conjunction with applicable NFPA and Life Safety standards.
- Ability to prepare clear and concise written reports.
- Ability to communicate and deal tactfully but firmly with building owners, engineers, and architects, the public and other code and law enforcement individuals on matters of code enforcement.
- State of New Hampshire Citation Requirements and Plans Review Certification are required within first year of appointment.

SUPERVISORY RESPONSIBILITY:

- Directly supervises Fire Inspector(s).
- Carries out supervisory responsibilities in accordance with Town policies and applicable laws.
- Responsible for selecting 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.

<p>*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.</p>
