

Sterling Fire Department

Job Title: Company Officer / Fire Inspector	Hours per week: 44	FLSA Status: Contractual
Reports To: Fire Chief	Department: Fire	Grade: 7A
Created Date: 03/2005	Revised Date: 09/2007	Approved Date:
Created By: David Hurlbut	Revised By: David Hurlbut	Approved By:

COMPANY OFFICER / FIRE INSPECTOR *Full-Time Position*

Statement of Duties

Performs administrative, fire prevention and code enforcement, fire protection, rescue, emergency medical service, hazardous materials mitigation, disaster response, and other duties that manage the day-to-day operations and which protect lives and property. Responsibilities require extensive knowledge and skill in leadership techniques, fire prevention, fire suppression, emergency medical care, rescue and victim extrication, hazardous materials operations, and general emergency operations, and the ability to work quickly, effectively and calmly under stressful and difficult conditions. The work can be demanding physically, intellectually and emotionally.

Supervision

Appointed by and operates under the general supervision of the Fire Chief but many duties are performed independently and without direct supervision.

Supervises full-time and per-diem personnel during regular work shifts and is responsible for the administrative decisions in the absence of the Fire Chief.

Job Environment

Most work is performed under typical office conditions. Some work is performed in the field conducting inspections and performing other fire prevention tasks. Some work is performed under typical emergency conditions, consisting primarily of operations at fires, accidents, medical emergencies, and hazard emergencies. Some work is performed under poor weather conditions and during nighttime. Emergency work may involve considerable personal discomfort and danger, including exposure to fire, toxic substances, and other hazards. Firefighting and rescue tasks often involve extreme physical exertion such as lifting heavy objects or persons while wearing full protective clothing and SCBA. High noise levels often make communication difficult. Work is often performed in darkened conditions.

Makes frequent contacts, requiring persuasiveness and discretion with various town departments, state and local officials, other fire departments, building and business owners, contractors, the

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media, insurance companies and the general public. Has regular contact with victims of emergencies by providing immediate assistance and helping them cope with the effects of the emergency. Contact is in person, by telephone, E-Mail, and by radio. Develops confidential files in relation to the provision of fire and emergency services.

Errors in judgment, performance of duties, and use of equipment could reduce Department effectiveness, seriously endanger life and property, cause monetary loss, lead to delayed and insufficient response of required resources to emergencies, and result in direct financial and legal repercussions for the Town.

Essential Functions

1. Conducts fire safety and occupancy inspections, ensures compliance with fire code regulations, issues permits required by fire codes, evaluates and makes decisions concerning fire safety conditions and requirements and delegates the conduction of field inspections amongst department personnel
2. Conducts building and plan review for all occupancy types insuring adequate fire protection systems are installed
3. Serves as shift supervisor in the absence of the Fire Chief, responsible for the scheduling and staff assignments of fulltime personnel
4. Responds to fires, accidents, medical emergencies, hazardous conditions, and other emergencies to provide assistance essential for protection of life and property. Tasks include: Fire suppression using hoses, nozzles, ladders, self-contained breathing apparatus (SCBA) and other specialized equipment; search and rescue of victims trapped by fire; extrication of trapped accident victims; ventilation of fire buildings; emergency medical care; isolation and control of hazardous materials accidents; and related duties as required
5. Establishes command of emergency incidents
6. Works directly with the Fire Chief and independently to write grants administered by local, State and Federal agencies
7. Operates fire and ambulance apparatus and all appurtenant equipment
8. Operates power, electrical and other firefighting and rescue equipment, including hydraulic and air operated rescue tools, power saws, pressure ventilators, generators, portable pumps, forcible entry tools, and other items
9. Evaluates hazardous materials incidents to identify potential dangers and determine appropriate action
10. Provides emergency medical care as a Basic Emergency Medical Technician or higher
11. Assists in investigation of fires to determine cause and origin
12. Organizes and conducts fire safety programs in all schools and civic groups
13. Performs preventive maintenance and testing of apparatus, tools, and equipment
14. Researches and helps develop Fire Department training programs
15. Performs administrative duties involving preparation of reports and correspondence, maintenance of files and records, prepares quality assurance reports, and presents statistical data to the Fire Chief and department personnel
16. Issues blasting permits, conducts site inspections, and investigates blasting complaints
17. Maintains Town of Sterling's Radio Master Box system and coordinates installation, maintenance and testing of subscriber equipment with owners of protected buildings
18. Attends training programs and meetings as required
19. Related duties as required

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Minimum Qualifications

1. High school graduation or GED equivalent with Associate Degree in Fire Science preferred
2. Completion of Firefighter I and II level training, including Fire Control and Hazardous Materials - Operational Level
3. Firefighter I and II certification by the Massachusetts Fire Training Council
4. Fire Inspector I certification by the Massachusetts Fire Training Council
5. Fire Inspector II certification highly desirable
6. Public Education and Life Safety certification desirable
7. Current CPR and First Responder or EMT-D certification
8. Commercial Drivers' License issued by the Massachusetts RMV
9. A minimum of five years experience as a call firefighter or a minimum of two years experience as a full-time firefighter with inspection and code enforcement responsibilities
10. Satisfactory completion of medical and physical abilities tests administered by the Massachusetts Human Resources Division

Knowledge, Ability and Skill

Knowledge: Thorough knowledge of firefighting and fire prevention principles and practices including; state and national fire safety codes, state fire safety laws and regulations, relevant building regulations, and fire protection standards, as well as emergency medical care, rescue procedures and technology, hazardous materials operations, radio communications and other public safety roles of the Fire Department.

Knowledge of firefighter safety and survival practices, including occupational hazards and safety precautions used in the operation of apparatus and equipment. Working knowledge of equipment and apparatus repair and maintenance. Advanced knowledge of personal computers and various applications, including state and national databases (MFIRS / NFIRS), as well as office operations.

Ability: Ability to interact in a positive and effective manner with employees and the general public. Ability to speak and write clearly and accurately. Ability to execute oral and written instructions in a precise manner. Ability to command and control emergency situations under emergency conditions. Ability to be an effective shift supervisor. Ability to determine origin and cause of fires and to initiate steps to preserve relevant evidence. Ability to drive heavy fire apparatus and to operate apparatus equipment. Ability to operate power and hand-operated equipment used by the Fire Department. Ability to work without close supervision and to complete tasks in a timely manner without direction. Ability to independently identify needs and develop ways of addressing them. Ability to work harmoniously with others as part of a team. Ability to accept direction and criticism. Ability to write and speak clearly, to express thoughts clearly and to develop ideas in a logical manner.

Ability to speak before groups and to present fire safety programs to groups of varying age and type of interest. Ability to read and correctly interpret information contained in printed sources. Ability to perform prolonged hard physical labor under hazardous and adverse emergency conditions. Ability to make informed decisions based on broad knowledge, good judgment, and common sense.

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Ability to perform mathematical calculations and to interpret the results. Ability to organize tasks in a manner that achieves maximum results. Ability to operate personal computers using the internet, word processing, spreadsheet and fire and EMS service computer programs. Ability to investigate and analyze fire and explosion incidents and to render opinions as to their origin, cause, responsibility and how they could have been prevented.

Skill: Excellent employee relations and public relations skills. Skills in decision-making utilizing independent judgment and common sense. Good motor operating skills and skills in use of tools and equipment. Proven skills in fire prevention and public education programs, fire inspection and code enforcement and in firefighting, rescue, emergency medical care and other emergency procedures. Demonstrates ability in making sound and articulate written and oral presentations.

Physical and Mental Requirements

Minimal physical effort generally required for work performed in the office and at the fire station. Moderate to heavy physical effort for prolonged periods of time required in connection with fire, rescue, emergency medical and related emergency services. Physical demands may require occasionally lifting of objects up to 80¹ pounds or more and dragging objects up to 125² pounds or more. Physical agility is required to access all areas of a fire or emergency scene. Incidents frequently involve a great deal of standing, walking, crouching, crawling, ladder climbing, sitting and talking or hearing.

Use of the hand is required to finger, handle, or feel objects, tools, or controls. Use of hands and arms is required for reaching. Also required is bending, climbing and working in lit and unlit areas.

Must be able to hear normal sounds, distinguish sound as voice patterns, and communicate orally. Specific vision requirements include close vision and the ability to adjust and focus. Performance of duties and use of equipment is often conducted in hazardous conditions, and the Firefighter/EMT must be watchful at all times for potential safety hazards to himself and other fire personnel. Must be able to work in confined areas with little or no visibility while wearing protective clothing and SCBA weighing 50 pounds or more and breathing compressed air. Must be able to work at elevated heights from ladders and structures. Must be able to remain calm under pressure.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.
EQUAL EMPLOYMENT OPPORTUNITY POLICY

The policy of the town of Sterling is to provide equal employment opportunity to all candidates for employment or appointment and administer working conditions, benefits, privileges of employment, training, advancement, upgrading, promotion, transfers and terminations of employment for all employees without regard to race, color, veteran status, religion, national origin, sex or age, physical and/or mental handicap or sexual preference.

¹ Pike Pole event of the Massachusetts Fire Fighter Physical Abilities Test

² Rescue event of the Massachusetts Fire Fighter Physical Abilities Test