

**CLASSIFICATION:** STATE FIRE FIGHTER SUPERVISOR

**Class Code:** 8396-22

**Date Established:** 07-11-90

**Occupational Code:** 3-3-1

**Date of Last Revision:** 06-04-15

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To coordinate and supervise all fire fighting work activities for an assigned shift, including solving problems, ensuring adherence to emergency fire fighting crash/rescue standards and procedures, and evaluating work performance against established standards.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Supervises and coordinates work activities for all fire fighting personnel engaged in airfield fire fighting and rescue operations, including supervisory responsibility for alarm room operation, fire equipment maintenance, facility inspections, and extinguisher maintenance.
- Responds to all emergencies to include structural or crash fires and directs the placement of fire fighting apparatus, and takes charge at fire scene in absence of Fire Chief.
- Assesses nature and severity of emergency, orders forcible entry to buildings or aircraft, instructs Fire Fighters to evacuate structures, and performs CPR and emergency care as necessary.
- Determines proper fire safety procedures and standards, resolves disciplinary problems, and evaluates performance of subordinate Fire Fighters against established standards.
- Plans and schedules additional fire fighting assignments for development experience and to support base operations; schedules leave for shift fire fighting personnel.
- Participates in planning and conducting a comprehensive training program for basic and advanced fire fighting and rescue techniques.
- Conducts fire investigations to determine cause, estimate damage or loss, and compiles data to prepare written report of findings.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

**Knowledge:** Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.

**Impact:** Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

**Supervision:** Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and terminating employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

**Working Conditions:** Requires performing regular job assignments in an adverse working environment involving a variety of unpredictable elements or hazards, including exposure to injuries or hazardous materials which result in partial disability.

**Physical Demands:** Requires medium to heavy work, including continuous physical exertion such as frequent bending, lifting or climbing.

**Communication:** Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

**Complexity:** Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

**Independent Action:** Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

**MINIMUM QUALIFICATIONS:**

**Education:** Graduation from high school or G.E.D. equivalent.

**Experience:** Six years' fire fighting experience in airfield fire fighting. Four years of experience at a supervisory level is preferred

**License/Certification:** Must possess and maintain a state driver's license for the duration of employment. In addition, must obtain a valid USAF license within six months of employment and maintain such licensure as a condition of employment. Must maintain a valid phone number for the duration of employment. Must have IFSAC or NPQRS certifications as Fire Officer III, Fire Instructor II, Fire Inspector II, Haz-Mat Incident Commander, Haz-Mat Operations, and Airport Fire Fighter. Must possess and maintain certification in CPR as a condition of continuing employment. Must obtain certifications outlined in the Master Cooperative Agreement (MCA), Department of Defense (DOD) and Air Force certification program, current and as amended, within two years.

**SPECIAL REQUIREMENTS:**

1. Must complete in-service training program(s) specific to the requirements of State Fire Fighter Supervisor.
2. Must possess or obtain Candidate Physical Ability Test certificate (CPAT) within one (1) year from date of hire as a condition of continuing employment, or be a current Firefighter in the NH Retirement System.
3. Must be able to satisfactorily undergo a State Police records check. Must be capable of being granted a military security clearance and maintain a valid security clearance as a condition of continuing employment.
4. Must successfully participate in a structured interview measuring possession of the knowledge skills, and abilities required by this class specification.
5. Must maintain appearance appropriate to public contact duties involved in firefighting work.
6. Must possess the ability to wear protective clothing and life support equipment, climb ladders, move through smoke filled facilities and aircraft wearing self-contained breathing apparatus, and perform other job related duties requiring physical exertion. Must participate in daily physical fitness training when on duty.
7. Must comply with all requirements outlined in Master Cooperative agreement.
8. Must pass an initial and annual NFPA 1582 physical, administered by department physician.
9. Must keep in compliance with all medical requirements of NFPA 1500 program as a condition of employment
10. The probationary period for State Fire Fighter Supervisor is one year of satisfactory work performance.

**RECOMMENDED WORK TRAITS:** Thorough knowledge of fire fighting and prevention methods and their application to a variety of fire fighting/rescue problems, including buildings, aircraft and vehicles. Considerable knowledge of federal codes and regulations relating to building and fire safety. Considerable knowledge of the methods for handling oil, gasoline and chemical spills. Knowledge of the uses and capabilities of specialized fire fighting equipment and instruments. Skill in supervising and leading subordinate fire fighting personnel. Skill in conducting fire investigations and in recognizing, identifying and preserving evidence. Skill in resolving stressful situations and in making quick, accurate decisions. Ability to work an uncommon tour of duty. Ability to train subordinate fire fighting personnel. Ability to respond to emergencies and to perform physically demanding tasks. Ability to plan and supervise the work of shift personnel. Ability to communicate effectively orally and in writing. Ability to analyze problems and recommend effective course of action. Ability to establish and maintain effective working relationships with fire fighting agencies, departmental personnel and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.