

JOB DESCRIPTION – FIREFIGHTER CAPTAIN

(Upper Freehold Township)

General Description – Fire Captain supervises the activities of the Fire personnel and has the responsibility for their safety. Duties include: assigning, directing, and supervising firefighting, medical emergencies, and related life and property protection; directing the route to be taken to emergency calls; implementing and /or integrating into an incident management system; making decisions regarding firefighting methods to be used; deploying and managing personnel; ensuring the safe operation of fire equipment and apparatus; and assisting Fire Community Services with, and participating in, public education, community relations, and fire prevention programs and activities. This position is also responsible for performing related firefighting duties included in the Firefighter Job Description.

Duties and Responsibilities –

1. Plans, coordinates and supervises activities of Fire Suppression Company during emergency response and administrative activities.

Commands single and multiple-company responses to emergency fire, medical aid, traffic accident, hazardous material, rescue or other situations and functions as the incident commander, responsible for situation assessment, tactic and strategy development and implementation, and the deployment of personnel and equipment; makes determinations regarding requests for additional personnel, equipment and resources.

Personally performs a wide variety of fire suppression and medical treatment tasks in emergency situations.

Plans, schedules, assigns and participates in equipment and station maintenance, company drills and training, company fire inspections and other operational and administrative functions.

Assists in overall department planning, programming and administration; represents the department in meetings, conferences and public events; participates in planning, developing and implementing the department's public education and community outreach program; communicates and ensures understanding of the department's policies and procedures.

Monitors developments relevant to the fire service and develops recommendations to enhance the department's overall effectiveness and performance.

Prepares and maintains a wide variety of correspondence, records, files and reports related to the activities of an assigned company, in addition to other assigned areas of responsibility.

NOTE: The duties listed above are intended only as illustrations to the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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Duties and Responsibilities –

Plans, coordinates and supervises activities of Fire Suppression department during emergency response and administrative activities.

Commands single and multiple-company responses to emergency fire, medical aid, traffic accident, hazardous material, rescue or other situations and may function as the incident commander, responsible for situation assessment, tactic and strategy development and implementation, and the deployment of personnel and equipment; makes determinations regarding requests for additional personnel, equipment and resources.

Personally performs a wide variety of fire suppression and medical treatment tasks in emergency situations.

Plans, schedules, assigns and participates in equipment and station maintenance, conducts staff drills and training, LEA fire inspections and other operational and administrative functions.

Assists in overall department planning, programming and administration; represents the department in meetings, conferences and public events; participates in planning, developing and implementing the department's public education and community outreach program; communicates and ensures understanding of the department's policies and procedures.

Assumes command of the Fire Incidents in the absence of the Fire Operations Chief; completes special projects as assigned.

Participates in the development and implementation of departmental policies, procedures and standards.

May communicate with other communities to develop mutual aid activities.

Coordinates and participates in special research projects involving all aspects of the department's operations.

Prepares and reviews a variety of records and reports.

Prepares paper work for training, emergency response, performance evaluations, leave requests, purchase documents and budget requests.

Delegates assignments to career staff personnel.

Maintains discipline and develops documentation pertaining to employee performance.

Provides performance feedback and prepares performance reviews for assigned staff.

Counsels assigned staff on performance, training and personal development needs.

Inspects records and daily logs.

Inspects department facilities to ensure proper safety practices.

Interprets department policies, procedures and safety practices and ensures understanding and compliance by staff career personnel.

Participates in the planning, development and implementation of department-wide training programs.

Oversees the training and development of assigned career personnel to meet the goals and objectives of individuals and the overall goals of the department.

Oversees the training and development of paid full-time, and on-call Per Diem firefighters.

Participates in the selection and/or promotion process for paid full-time and on-call Per Diem firefighters.

Monitors developments relevant to the fire service and develops recommendations to enhance the department's overall effectiveness and performance.

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NOTE: The duties listed above are intended only as illustrations to the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Upper Freehold Township is currently accepting applications for a fulltime Fire Captain

Hours: Monday through Friday 40 hours per week/8 hours per day

Minimum Requirements

United States Citizen

5 years firefighting experience

3 years supervisor experience

Valid NJ driver's license/driver abstract

Possess CEVO

Possess or obtain within 1 year of hire CDL-A

NJ EMT certification

NJ FFI & FFII certifications

NJ Hazardous Material Awareness & Operations certification

IMS 300 certification

NJ Fire Service Instructor Level I

Pass firefighter medical and performance physicals

Strong written and verbal communication skills

Literate in emergency response administration (i.e.; budgeting, inventory, planning, reporting, scheduling and computer based tools)

Ability to effectively interact with career and volunteer emergency responders

Must be eligible for enrollment in the New Jersey Police and Firemen's Retirement System (PFRS)

Preferred Qualifications

Associate Degree

Bilingual

NJ Certified Fire Inspector

All applicants will be subject to a criminal background check

Lori's version 9/28/20

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NJ FFI & FFII certifications
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Ability to effectively interact with career and volunteer emergency responders
Must be eligible for enrollment in the New Jersey Police and Firemen's Retirement System (PFRS)

Preferred Qualifications

Associate's Degree
Bilingual
NJ Certified Fire Inspector
NJ Fire Service Instructor Level II

All applicants will be subject to a criminal background check.

Please submit cover letter, resume, Township application (on our website) and salary requirements to Dianne Kelly, Township Administrator/CFO via email to: UFTNJADMIN@UFTNJ.com. EOE

This was Del - see 9/28/20 version

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Preferred Qualifications

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Please submit cover letter, resume, Township application (on our website) and salary requirements to Dianne Kelly, Township Administrator/CFO via email to:
UFTNJADMIN@UFTNJ.com. EOE



"The Heartland of New Jersey"

Upper Freehold Township

MONMOUTH COUNTY

314 Route 539

CREAM RIDGE, NEW JERSEY 08514

Tel: 609-758-7738

Fax: 609-758-1183

Township Committee
Stephen J. Alexander
Robert Faber
Dr. Robert A. Frascella
Stanley Moslowski Jr.
LoriSue H. Mount

Township Administrator
Chief Financial Officer
Dianne Kelly, CPA/CMFO

Assessor
Donna Taylor, CTA

Tax Collector
Barbara Pater, CTC

Municipal Clerk
Dana L. Tyler, RMC

May 26, 2020

Mercer County Emergency Services Communications Center
350 Lawrence Station Road
Lawrenceville, New Jersey, 08648

Dear Chief Jeffrey Golomb:

Upper Freehold Township is currently searching for a full time fire captain for the Hope Fire Company serving Upper Freehold and Allentown in Monmouth County: In an effort to expand visibility to qualified candidates we would appreciate it if you would distribute the attached employment opportunity information to your contacts in the Fire Departments and EMS. An electronic version of the document is available. Please sent me an e-mail address and I will forward you a copy of the document for electronic distribution.

Thank you very much for your attention in advance. Any questions can be to direct to Dianne Kelly, Upper Freehold Township Administrator/CFO at 609 758 7738, Ext. 211 or DKelly@UFTNJ.COM.

Regards,

Robert Fortsch

Assistant to the Township Administrator/CFO and
Municipal Clerk
UFTNJADMIN@UFTNJ.COM



The Heartland of New Jersey

May 26, 2020

Burlington County Central Communication Center
1 Academy Drive
Westampton, NJ 08060

Chief Public Safety Telecommunicator:

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Regards,

Robert Fortsch

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