

2022 NVFD Officer Job Descriptions:

Chief Car 1:

- Ensure incident reports are entered into computer, NFIRS
- Send quarterly NFIRS report to state
- Prepare annual Chiefs report
- Assure equipment is in proper repair and service with officers
- Preparation of the annual budget with line officers/council
- Report from Winsted area chiefs and NW area chiefs meetings
- Assure weekly training and paperwork meets ISO & OSHA annual criteria
- Schedule yearly physicals with Concentra (July/August)
- Schedule and oversee yearly hose testing, ladder testing, and suction testing with Failsafe (August)
- Schedule yearly flo-test of SCBA packs (October)
- Schedule and file quarterly breathing air report for SCBA compressor
- Represent department at BOS & BOF meetings during budget time
- Oversee Department IT position
- Check for mail in mailbox

Assistant Chief Car 2:

- Schedule and oversee annual gear fitting
- Ordering of turnout gear, schedule sizing of members
- Work with mechanics and schedule annual truck service (E-30, E-40, E-90, and T-100) (Oct/Nov)
- Check for mail in mailbox

Assistant Chief Car 3:

- Ensure 4-gas & HCN meters are sent out for 6-month calibration to Fire Equipment HQ
- Schedule annual SCBA FIT testing with CFA (October, and April if needed)
- Monitor and schedule dry hydrant cleaning/back flushing
- Work with mechanics and schedule annual truck service (S20, B50, U70, Trailers) (Oct/Nov)
- Diesel fuel tank storage monitoring and schedule filling if necessary, winter additive as needed
- Propane tank level and heating oil level monitoring
- Check for mail in mailbox

Captain Car 4:

Captain will ensure that Command, Operations, and Water supply (if necessary) positions are filled for incident mitigation before engaging in firefighting activities

- Work with mechanics and oversee scheduling of all equipment repairs and yearly maintenance (Small Engine, Electric). Report deficiencies and maintenance schedule to chiefs.
- Oversee monthly equipment/apparatus inspections by membership/officers
- Ensure all Fire Police equipment is operational and in-service on all apparatus

- Will oversee department training and work with officers for weekly training lesson plans
- Keep inventory of equipment and report missing/broken items to chiefs

Lieutenants: Car 5, Car 6, Car 7:

** In the absence of higher ranking officers, Lieutenants will ensure that Command, Operations, and Water supply (if necessary) positions are filled for incident mitigation**

- Coordinate all rescue, suppression, and ventilation duties with operations officer**
- Inspect SCBA bottles and monitor hydro testing (5-year test)
- See that all small engines are run at least once per month
- Monitor spare gasoline can levels in apparatus and refill as needed
- See that hand tools/nozzles/equipment is in good repair and report missing/broken/damaged equipment to captain and chiefs
- Assure all apparatus and equipment is replaced and back in-service after calls and drills
- Report any missing or broken equipment to the chiefs
- Ensure SCBA usage sheets are filled out and submitted
- Assist with yearly gear inspection and report status to car 2
- Report damaged/non-fitting gear of members to car 2 as discovered
- Monitor portable radio, cordless tool, and flashlight batteries on apparatus, recharge/replace if needed
- Refill and check water extinguisher cans on apparatus, refill with foam/water when used
- Ensure all FP equipment is operational and in-service on all apparatus
- Train members in proper traffic control procedures, town detours

EMS Captain Car 20:

Follow Job Description in By-laws

All Officers:

- Fill out paperwork and record members present for Calls, Drills, & Activities.
- Work within yearly budget line items.
- Know what Training month is yours and prepare weekly drills ahead of time.
- Ensure the station is secured at ALL times: Bay Doors, Entry doors need to be closed and locked.
- Turn off lights when leaving.
- Oversee refueling of apparatus after calls/drills if needed. $\frac{3}{4}$ or lower needs to be topped off.
- Make sure Water Tanks in the apparatus are topped off.
- Make sure Foam Tanks are topped off.
- Monitor FH grounds for cleanliness. Inside and outside
- See that members remove garbage/water bottles from truck cabs/compartments after calls & drills.
- Ensure all apparatus and equipment is restocked and placed back in-service after calls and drills.
- See that members are adhering to Traffic Incident Management guidelines, (wearing traffic vests, proper cone placement) when performing traffic control
- Be engaging with the membership, Pass along knowledge.
- If you see something out of place, correct it or Text the Officer group why it is the way it is.