

TOWN OF BELMONT

JOB TITLE: Firefighter/Paramedic

07/16/2013

DEPARTMENT: Fire

STATUS: Full-Time, Non-Exempt, Union

LABOR GRADE:

JOB SUMMARY:

Performs responsible firefighter work, engaged in fire suppression, fire prevention and emergency medical services in the protection of lives and property of the public. Performs minor maintenance on apparatus, pumps, equipment, medical equipment and station facilities

MAJOR DUTIES (The listed examples are illustrative only, and may not include all duties found in this position):

1. Responds to emergency calls and initiate whatever firefighting or rescue procedures are required, including the evacuation and stabilization of person(s) involved.
2. Reports directly to Shift Officer; however, in the absence of the shift officer, the Firefighter may be assigned to command a company and or incident.
3. Performs lifesaving procedures when needed, including medical and rescue procedures.
4. Operates a wide variety of highly specialized tools and equipment.
5. Operates a wide variety of vehicles and apparatus including engines, ladders, rescues, ambulances, forestry, and support vehicles.
6. Attends training courses as a student, instructor or evaluator, related to fire prevention, fire fighting and emergency medical aid, and participates in related drills.
7. Responds to fire alarms as a member of a company; operate pumps, aerial ladders and auxiliary equipment; lay and connect hose, maneuver nozzles and direct fire streams; raise and climb ladders; use chemical extinguishers, bars, hooks, lines, and other equipment in a prescribed fashion, ensuring that such actions are consistent with the instructions of the incident commander, and shall perform salvage operations.
8. Shall have the ability to endure extended periods of intensive physical activity in all types of weather.
9. Shall have the physical ability to actively participate in the strenuous activities required

in fire fighting and EMS work including, but not limited to, carrying patients down multiple flights of stairs, advancing charged hose lines up multiple flights of stairs, operating heavy power equipment such as saws, and carrying ladders and hose rolls.

10. Obeys all orders, rules, and regulations of the department and the Town of Belmont.
11. Drives assigned emergency apparatus to and from emergency calls and operates its pumps and other mechanical equipment as required; keep an inventory of tools and equipment on the apparatus.
12. Drive and/or attend emergency ambulance to and from emergency medical aid calls. Render medical aid as required; remove persons from danger and perform rescue.
13. Clean and service the assigned apparatus or ambulance and maintain it in a good condition of readiness; report mechanical failures or difficulties to the Deputy Chief and instruct relief driver of equipment concerns.
14. Clean and maintain their assigned duty station.
15. Prepares NFIRS and EMS incident reports.
16. Participates in fire prevention activities, fire occupancy inspections, pre-planning and home heating system inspections.
17. Whenever necessary, shall take whatever life saving measures necessary to prolong the life of any victim of accident, injury, illness, or assault, and shall continue such efforts until proper medical assistance is available.
18. Shall consistently direct their best efforts to accomplish tasks assigned to them that end intelligently and efficiently, and shall hold themselves in readiness at all times to answer the calls assigned and obey the orders of their superior officer(s).
19. Identify incidents that are potentially serious public safety or governmental problems.
20. Coordinate efforts with other personnel in the department so that teamwork may ensure continuity of purpose and maximum achievement of fire/EMS objectives.
21. Maintain protective clothing and equipment in a functional, presentable condition.
22. Assist citizens requesting assistance or information; courteously explain any instance where jurisdiction does not lie with the Fire Department and suggest other procedures to be followed.

23. Shall take corrective measures in hazardous or unsafe conditions and report incidents outside their control to the appropriate authority.
24. Is required to minimize the liability of the Town of Belmont to this end: shall correct or report any hazards or deficiencies in Town buildings, equipment, or rights-of-way.
25. Shall have the ability to understand and carry out written and oral instructions.
26. Shall perform any other duty assigned.
27. Makes necessary minor repairs to apparatus, equipment, and station.
28. Performs other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

Excellent knowledge of all phases of fire department and emergency management operations, tactics and strategy, incident command, technical rescue, leadership and communications skills. Knowledge of personal computers and Windows based operating systems and software programs including Word. Knowledge of all applicable laws, codes, and standards. Ability to establish and maintain effective and positive relations with all personnel in the department, public officials, and the public. Ability to function as a team player

- Knowledge of modern fire and rescue principles, practices and procedures.
- Knowledge of modern emergency medical procedures and standards.
- Ability to establish and maintain harmonious relationships with other members of the department, the general public, law enforcement agencies, private businesses, state agencies and other fire departments.
- Ability to learn and perform a variety of firefighting duties, methods and techniques.
- Ability to learn and render emergency medical care.
- Ability to follow written and oral instructions.
- Ability to work under physically and emotionally stressful situations.
- Ability to establish working relationships with supervisors, peers and the general public.
- Ability to meet the demanding physical requirements of the position (lifting, moving, climbing, running, pulling and crawling).

- Ability to read and comprehend all department rules, regulations, policies, procedures and instructions.
- Ability to perform limited mechanical repairs and maintenance on department equipment.
- Ability to communicate effectively in oral and written form.

SUPERVISORY CONTROLS: The supervisor provides continuing or individual assignments by indicating generally what needs to be done, limitations, quantity and quality expected, deadlines and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

GUIDELINES: Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

COMPLEXITY: The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

SCOPE AND EFFECT: The work involves the execution of specific rules, regulations or procedures, and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

PERSONAL CONTACTS: The personal contacts are with employees within the immediate organization, office, project or work unit and in related or support units. The contacts are with members of the general public in very highly structured situations, i.e., the purpose of the contact and the question of with whom to deal are relatively clear.

PURPOSE OF CONTACTS: The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical.

PHYSICAL DEMANDS: The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

WORK ENVIRONMENT: The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress, which require a range of safety and other precautions (e.g. working at great heights under extreme outdoor weather conditions, subject to situations where conditions cannot be controlled).

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

MINIMUM QUALIFICATIONS:

- High school diploma or GED (Associates Degree Preferred)
- Certification as a Firefighter II and Nationally Registered Paramedic.
- Any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.
- Possession of or ability to readily obtain a valid driver's license issued by the State of New Hampshire for the type of vehicle or equipment operated (CDL-B with tank endorsement).

COGNITIVE AND SENSORY REQUIREMENTS

Talking: Necessary for communicating with others.

Hearing: Necessary for taking instructions and receiving information.

Sight: Necessary for doing job effectively and correctly.

DURING AN 24 HOUR SHIFT, EMPLOYEE IS REQUIRED TO

Consecutive Hours

Sit 1 2 3 4 5 **6** 7 8

Stand 1 2 3 4 5 6 7 8

Walk 1 2 3 **4** 5 6 7 8

Total Hours

Sit 1 2 3 4 5 6 7 8

Stand 1 2 3 4 5 6 7 8

Walk 1 2 3 4 5 6 7 8

ENVIRONMENT

Inside: 25% Outside: 75%

Operating in high stress and potentially life and death situations in all light conditions. Exposed to all weather conditions and temperatures including high and low heat, high and low humidity, rain, snow, ice, fog, dangerous storms, blizzards and flooding; hazardous materials spills, motor vehicle accidents and highway traffic, injured people, and uneven surfaces. Dangerous conditions could include possible exposure to fire, smoke, heat, radioactive material, toxic chemicals, steam, explosion, building collapse, blood borne pathogens, violent people, terrorist acts, and building and wild land fires.

EQUIPMENT USED

Computer, telephone, copy and FAX machine, SCBA, radios, pagers, personal protective equipment, research material, air compressor, emergency generator, washing machine, clothes dryer, physical fitness equipment, saws, hydraulic rescue tools, jacks, ladders, hoses, axes, ropes, boats, water rescue suits, fire apparatus, ladder trucks, rescue trucks, ambulances, forest fire fighting equipment, air monitoring equipment, shovels, fire extinguishers, portable pumps.

HAND MANIPULATION

Grasping: Frequently required.

Handling: Frequently required.

Torquing: Frequently required.

Fingering: Frequently required.

Controls and Equipment: Computer, typewriter, copy machine, FAX machine, telephone, SCBA, radios, pagers, personal protective equipment, research material, air compressor, emergency generator, washing machine, clothes dryer, physical fitness equipment, saws, hydraulic rescue tools, jacks, ladders, hoses, axes, ropes, boats, water rescue suits, fire apparatus, ladder trucks, rescue trucks, ambulances, forest fire fighting equipment, air monitoring equipment, shovels, fire extinguishers, portable pumps.

LICENSURE/CERTIFICATION REQUIREMENTS

Valid NH Drivers license Nationally Registered Emergency Medical Technician, Certified Firefighter Level II, certified Hazardous Materials Operations.

OTHER TRAINING, SKILLS, AND EXPERIENCE REQUIREMENTS

HS Diploma or GED. Associates Degree in Fire Science or related field preferred. Demonstrated oral and written communications skills.

SPECIFIC VOCATIONAL PREPARATION REQUIREMENT(S)

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.
- 3. 30-90 days.
- 4. 91-180 days.
- 5. 181 days to 1 year.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years.
- 9. Over 10 years.

PHYSICAL ACTIVITY REQUIREMENTS

Ability to perform firefighting and rescue duties; ability to participate in emergency operations under all weather conditions on uneven ground, moving or standing water, partially destroyed structures; raise and climb ladders, lift patients when assisting ambulance crews, lift and carry victims, pull hose lines; cut holes in buildings, vehicles or ice, ability to wear full personal protective equipment, ability to maintain balance on slippery surfaces, ability to float in water wearing water rescue suit, ability to float and swim in water wearing personal floatation device, ability to crawl into confined spaces, ability to operate in complete darkness, ability to lift and carry heavy equipment, ability to work long periods of time.

PRIMARY PHYSICAL REQUIREMENTS

- LIFT up to 10 lbs.: Frequently required.
- LIFT 11 to 25 lbs.: Frequently required.
- LIFT 26 to 50 lbs.: Frequently required.
- LIFT over 50 lbs.: Frequently required.
- CARRY up to 10 lbs.: Frequently required.
- CARRY 11 to 25 lbs.: Frequently required.
- CARRY 26 to 50 lbs.: Frequently required.
- CARRY over 50 lbs.: Frequently required.
- REACH above shoulder height: Frequently required.
- REACH at shoulder height: Frequently required.
- REACH below shoulder height: Frequently required.
- PUSH/PULL: Frequently required.

OTHER PHYSICAL CONSIDERATIONS

- Twisting: Occasionally required.
- Bending: Frequently required.
- Crawling: Occasionally required.
- Squatting: Frequently required.
- Kneeling: Occasionally required.
- Crouching: Occasionally required.

Climbing: Frequently required.

Balancing: Occasionally required.

WORK SURFACE(S)

Uneven surfaces in and around emergency scenes, in and around partially destroyed buildings, on wet and slippery surfaces, on snow and ice covered surfaces, on debris covered surfaces, on roadways, in fields and woods, on multiple levels and stairs, in the rear compartment of ambulances, in confined spaces, on pitched or slanted roofs, on or in a vehicle in all positions,