

## **HEBRON FIRE DEPARTMENT FIREFIGHTER/EMT/MAINTAINER**

### **Position Purpose:**

The purposes of this position are to prepare for and provide, individually and as part of a team, firefighting and emergency medical technical services and maintain all fire department equipment in a ready state as assigned working under the general and specific direction of and reporting to the Fire Chief. S/he shall perform position responsibilities according to HFD policies, procedures and practices consistent with his/her earned rank within the HFD and according to the Town of Hebron personnel policies and procedures. A Firefighter/EMT/Maintainer is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

### **Supervision:**

*Supervision Scope:* Reviews the care of all assigned departmental equipment and may direct others in the performance of firefighting, emergency medical and maintenance activities and operations.

*Supervision Received:* Works under the general and specific direction of the Fire Chief, other fire officers and an incident commander and according to standard and professionally accepted practices, standing and special orders. The position is subject to review and evaluation according to the Town's personnel policies and procedures.

*Supervision Given:* Supervises incidents, employees and volunteers commensurate with his/her earned rank within the Hebron Fire Department and within incidents and assignments as they may occur.

### **Job Environment:**

Most work is performed at fire stations under controlled conditions, except during fire and emergency medical responses. At the fire stations, work is performed in offices, in, on and under the apparatus in garage bays, in storage rooms, and at outside fueling pumps. Work in the apparatus bays may be uncomfortably warm or cool depending upon prevailing weather conditions and require appropriate clothing and protective gear. Firefighting and emergency medical incidents require performing work in all conditions without regard to weather. The locations requiring fire suppression activities can be highly hazardous and require wearing appropriate protective gear, including self-contained breathing apparatus, and following specific procedures and protocols. Medical emergencies may involve exposure to bodily fluids, dealing with victims in widely varied and extreme states of physical and emotional trauma requiring timely corrective and appropriate interventions. Cumulative stress imposed by the job environment and performance requirements can be emotionally upsetting.

## **Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of 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.)*

- Responds to and evaluates the nature and severity of emergency incidents and selects appropriate tools and techniques. Fire, rescue, hazardous materials and related incidents performing varied complex tasks during life threatening situations, both as a member of a team and independently, to prevent, control and extinguish fire, rescue people, and deal with other emergency conditions to resolve the incident.
- Responds to medical emergencies; evaluates medical condition of patient(s); provides appropriate treatment and/or critical intervention for injuries; communicates with area hospitals for guidance; transports patients to hospitals as may be necessary.
- Drives, operates and appropriately utilizes fire apparatus, ambulances, service vehicles, and automobiles. Applies proper hydraulic principals in the operation of pumps so as to maintain suitable water pressure in hose lines, standpipes, and sprinkler systems. Makes certain that in the operation of aerial apparatus that it is properly placed, deployed, raised, rotated, and extended to combat the emergency.
- Operates whatever manual or power tools or equipment are necessary to control an emergency condition.
- Documents emergency incidents and patient information on appropriate forms and/or electronic-records systems. Completes and maintains reports, records, and journals.
- Performs daily/weekly/annual maintenance of all types of fire/rescue/EMS apparatus and related equipment according to approved schedules,; examines apparatus and equipment to ensure adequate levels of fuel, oil, coolant, water, foam and chemicals; performs operational checks of apparatus, pumps, and equipment, both manual and power, to ensure readiness for emergency use.
- Checks and ensures daily that emergency service and personal safety equipment are in good condition and ready for use; ensures emergency response vehicles are stocked with necessary equipment and supplies, are in their proper position and are ready for immediate use.
- Performs operational testing, minor maintenance and repair functions to fire/rescue/medical/service apparatus and equipment. Checks breathing air compressor system at 6000 PSI. Appropriately stows all loose gear and equipment.
- Performs general housekeeping and minor repair functions to fire station, building equipment, furniture, hydrants and grounds.
- Participates in drills and training courses in firefighting techniques, medical care, hazardous materials and other related topics to maintain and enhance skills and safety; Participates in fire surveys and occupancy inspections of all types;
- Responds to non-emergency situations to render assistance and perform public service.

## **Other Functions:**

- Assists with fire and police investigation of accidents and fire cause and origin.
- Performs special duty at public gatherings.
- Performs similar or related work as required or as the situation dictates.

**Physical and Mental Effort:**

Incumbents within this position are required to make well reasoned judgements at varied intervals of intensity and frequency in how to best respond to and resolve life threatening situations. Firefighting can be extremely physically demanding and require toleration of extreme fluctuations in temperature while performing duties in both frigid or hot and humid atmospheres while wearing equipment that significantly impairs body-cooling; Work can require rapid transitions from rest to near maximal exertion without warm-up periods, sustained physical activity and intense concentration for long periods of time; Work requires reliance upon the senses of sight, hearing, smell and touch to help determine the nature of the emergency, maintenance of personal safety and critical decision making in a confused, chaotic and potentially life threatening environment throughout the duration of operations. S/he must wear personal protective equipment that weighs approximately 60 pounds while performing complex firefighting tasks and including heavy lifting of 50 pounds and occasionally more on slippery, hazardous surfaces such as roof-tops, from ladders, and on level to severe grades.

Most routine work requires collection and analysis of information, determining appropriate courses of conduct or action, preparing records of actions taken, performing the cleaning and physical repair of equipment, materials and apparatus, performing related work and processing data and information utilizing paper-based and automated systems.

**Minimum Required Qualifications:**

**Education, Training and Experience:**

Candidate must have a High School degree or equivalent. A minimum of three (3) years experience as an EMT with an Emergency Service. . Must possess a certification as a State of Connecticut Firefighter II, a current valid Connecticut EMT certification, current CPAT card, a valid CT Drivers license with a Q endorsement. Candidate must successfully complete a State of Connecticut Aerial Operators course, a State of Connecticut Pump Operators Course within six months from the date of hire. Must complete an in-house qualification on an ambulance within 30 working days from date of hire; successfully complete in-house qualifications on all apparatus within 6 months from date of hire; maintain knowledge and training on current and future Occupational Safety and Health Administration (OSHA) compliance standards; and attend and maintain other training as directed by the chief of the department. A condition of employment requires a post-hire physical examination with periodic examinations including spirometry during the course of employment. The candidate must attain and maintain the capability to wear respirators and Self-Contained Breathing Apparatus (SCBA).

**Special Requirements:**

Incumbents in this position must possess and maintain the required capabilities for this position throughout the duration of his/her employment as a Firefighter/EMT/Maintainer . Preferred candidates will be subject to a written exam, oral board, employment physical, comprehensive background check including criminal and motor vehicle.

**Knowledge, Ability and Skill:**

*Knowledge:* Develops and maintains an extensive knowledge of the street system and physical layout of the Town, including hydrant locations, water sources and special hazards; has a complete knowledge of hydraulic calculations for friction loss and flow using both written formulas and estimation methods; strong knowledge of the capabilities, limitations, and operating principles of heavy firefighting apparatus and auxiliary equipment; strong knowledge of common causes of fire, modern firefighting equipment, methods of fire prevention, emergency medical care, strong knowledge of the rules, regulations, policies, and procedures of the department; working knowledge of mechanic's tools and machinery.

*Ability:* To perform during complicated and complex situations for extended periods of a time with interruptions, under pressure, and with rapidly changing priorities; to analyze problems quickly and act effectively in emergency situations; to recognize the need for vehicle and equipment repairs and maintenance; to express oneself clearly and concisely, both orally and in writing; to understand and follow written and verbal instructions and to prepare written reports; to establish and maintain cooperative working relationships with fellow employees, staff, supervisors, volunteers and the general public; to perform accurate manipulative skills such as writing, keyboarding, and/or radio equipment operation; to read plans, maps or diagrams and read from a computer monitor; and to distinguish between public and confidential information and to handle appropriately.

*Skill:* Driving and operating various motor-driven equipment including fire trucks, ambulances, automobiles and supply trucks, and familiarity with all requisites of safety demanded by the vehicle under his/her control; skill to lay and connect hose lines, hold nozzles, make openings in buildings for access and ventilation, salvage property and clean up premises; to effectively use chemical extinguishers, pike poles, axes, bars, hooks, and lifelines and nets; in the application of medical procedures consistent with training and certifications.

*(This job description does not constitute an employment agreement between the employer and the employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs and requirements of the job change.)*

**Description of the Fire Department:**

The Hebron Fire Department provides Fire, Rescue, Hazardous Materials and Emergency Medical Response to Hebron and surrounding towns when required. The Hebron Fire Department is comprised of approximately 80 volunteers, 2 paid full-time firefighters, a paid part-time chief, and a full-time secretary. The Department operates from three stations in town and handles approximately 850 calls annually. The Fire Service operates in a paramilitary function and is led by a Fire Chief. The Department is further distinguished by the four principal activities that members volunteer to assist with, those being Firefighting, Emergency Medical Services, Fire Police and Auxiliary. Each of these areas is led by officers of the department who report to the Fire Chief.