

Town of Hampstead, NH

POSITION: Firefighter/EMT
FLSA STATUS: Non-Exempt
LABOR GRADE: 6

DEPARTMENT: Fire
REPORTS TO: Fire Captain
DATE: March 2019

GENERAL SUMMARY

Under direct supervision, protects life and property by performing firefighting, rescue, emergency aid, and hazardous material and fire prevention duties. Maintains fire equipment, apparatus and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responds to assigned alarms and performs firefighter duties, including, but not limited to driving and operating apparatus, advancing hose lines, raising and climbing ladders, wearing SCBA's, operating in and around burning structures, performing forcible entry, rescue, ventilation and salvage operations.
- Responds to assigned alarms and performs EMT duties limited to providing rapid emergency medical services, consistent with their level of training, standard operating procedures and protocols of the Fire Department.
- Conducts a weekly check of all vehicle fluids and maintenance issues.
- Starts and operates power equipment on a weekly basis as well as all pumps and relief valves.
- Coordinates all scheduled vehicle maintenance and repair and maintains records of same.
- Performs minor repairs to vehicles and equipment as necessary.
- Cleans the fire station at least weekly or as necessary.
- Performs minor building maintenance as necessary.
- Washes and waxes vehicles as required.
- Performs weekly inventory of all Department equipment.
- Performs fire prevention inspections at all public and commercial buildings to ensure compliance with applicable codes, standards and ordinances.
- Performs inspections and fire drills as necessary at all places of assembly to ensure compliance with the issued permits as well as proper safety practices.
- Conducts public education on fire prevention and safety.
- Investigates all reported complaints and violations of proper fire safety practices.
- Works with other town departments as required.
- Develops and makes accessible pre-fire plans for all commercial and public buildings within the Town and indicates on the pre-fire plans the amount, type, and hazards of any hazardous materials found on such property.
- Coordinates and supports the annual delivery of community public fire-education programs.
- Acts as dispatcher, as required.
- Submits weekly and monthly activity reports to the Fire Chief.
- Attends meetings and at least one Department training session per month, and other training as required.
- Assists the Administrative Assistant with the development and maintenance of Department records and statistics.
- Issues burn permits.
- Maintains national registry EMT certification and a state provider license.
- Demonstrates a working knowledge of all Town buildings, streets and fire protection features within six months of employment.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as requested.

SUPERVISORY CONTROLS: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects and work to be done. At this

level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts which arise; coordinating the work with others as necessary, and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work or effectiveness in meeting requirements or expected results.

GUIDELINES: Guidelines include Department policies and procedures, state laws and Town ordinances. 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 with 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 treating a variety of conventional problems, questions or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical and economic well-being of persons.

PERSONAL CONTACTS: The contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants).

PURPOSE OF CONTACTS: The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to stand; walk; run; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch and crawl; talk, see and hear; and smell. The employee must regularly lift and/or move more than 125 pounds.

Fire fighters must be able to see, speak and hear clearly in noisy and stressful situations. Fire fighters must have keen senses; i.e. of smell to detect and identify various substances; hearing to detect trapped victims and assess patients for lung and heart sounds. Fire fighters must meet required physical and medical standards and must be able to carry, drag or lift individuals or equipment in excess of 125 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts and vehicles, high, precarious places; fumes or airborne particles; blood and air borne pathogens, toxic chemicals or gases, extremes in temperature, cramped surroundings and contact with death, emotional stress, trauma, contagious disease and terminal disease. Fire fighters are also exposed to risk of explosions, burns, and electrocution, extreme heat, contaminated environments, emotionally upset people, noise, physical hazards from traffic, fire and falling objects and atmospheric conditions such as smoke, fumes, odors, gases and severe weather. Fire fighters are required to wear items such as hard hats, helmets safety glasses/goggles, ear plugs, respirators, rubber/latex gloves, chemical protective and personal protective clothing and the like.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY SUPERVISION EXERCISED: May be required to act as the Officer in charge, and when so assigned, is responsible for the management of all operations and the supervision of assigned fire companies and equipment at the scene of the fire until relieved of command by an Officer of higher rank. Firefighters may be assigned to work on special assignments which call for special abilities and knowledge attained through experience and training.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma or equivalent.
- Possession of a valid NH Commercial Driver's license (CDL).
- NH Firefighter level 2.
- National Registry Emergency Medical Technicians certification as EMT-Basic.

Knowledge, Skills and Abilities

- Knowledge of the principles, practices, procedures, equipment and apparatus used in modern firefighting and emergency medical and rescue operations and in the protection of life and property from fire.
- Knowledge of the codes, ordinances and statutes affecting the operation of the Department.
- Knowledge of the causes of fire and of arson techniques.
- Knowledge of proper emergency medical response techniques and protocols.
- Skill in the operation and use of fire equipment and apparatus.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.
- Ability to operate all tools associated with firefighting, rescue and emergency medical services.
- Ability to drive and operate all department apparatus and emergency equipment.
- Ability to perform firefighting and rescue activities in accordance with recognized, safe practices.
- Ability to conduct light maintenance on fire apparatus, buildings and grounds.
- Ability to work with other departments and employees.

LICENSING AND CERTIFICATION

Level 2, EMT-B, Fire Officer, CDL-B.

TOOLS AND EQUIPMENT USED

Utilization of Fire Apparatus, Engine, Tanker, Ladder Truck with tools including but not limited to: extracting equipment, high angle rescue, Thermal Imaging, stabilization, suppression, venation.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.