

**Firefighter
Job Description
Norwich Fire Department**

1. GENERAL PURPOSE

- 1.1. This job description applies to the position of firefighter.
- 1.2. Protects life, property and the environment by performing fire suppression, rescue, emergency aid, hazardous materials, and fire prevention duties.
- 1.3. Maintains fire equipment, apparatus, and facilities
- 1.4. This position is an “at will” position and may be modified or terminated by the employer at any time without cause.

2. SUPERVISION RECEIVED

- 2.1. Works under the close supervision of a fire officer.

3. SUPERVISION EXERCISED

- 3.1. May supervise team members in the absence of an officer.

4. ESSENTIAL DUTIES AND RESPONSIBILITIES

- 4.1. Performs duties in accordance with the Norwich Fire Department Standard Operating Procedures.
- 4.2. Functions within the National Incident Management and Incident Command Systems.
- 4.3. Performs firefighting activities including, laying hose, and performing fire combat, containment, extinguishment and water supply tasks.
- 4.4. Performs rescue activities including removal of victims from hazardous locations and extrication of victims from vehicles.
- 4.5. Performs emergency aid activities including administering first aid and providing other assistance as required.
- 4.6. Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.
- 4.7. Responds to fire alarms and extinguishes or controls fires as a member of a team under the supervision of an officer.
- 4.8. Participates in the maintenance of incident accountability.
- 4.9. Selects, drags, lifts and carries hose and nozzle depending on the type of fire, and correctly applies a stream of water or chemicals onto the fire.
- 4.10. Positions and climbs ladders to gain access to upper levels of buildings or assist individuals from burning structure.
- 4.11. Creates openings in buildings for ventilation or entrance using appropriate and available manual and power tools.
- 4.12. Protects property from smoke and water damage using positive pressure ventilation, salvage covers and smoke ejectors.

- 4.13. Wears appropriate protective clothing and equipment, including self-contained breathing apparatus.
- 4.14. Able to communicate with two-way communications systems.
- 4.15. Maintains competence in Hazardous Material Awareness, Bloodborne Pathogen Exposure Control, CPR/AED, apparatus driving and operation and other required competencies.

5. PERIPHERAL DUTIES

- 5.1. Participates in fire drills, attends classes in firefighting, rescue, emergency medical, hazardous materials and related subjects.
- 5.2. Attends regular and assigned training sessions to maintain and upgrade firefighting skills.
- 5.3. Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs.
- 5.4. Maintains fire equipment, apparatus and facilities.
- 5.5. Performs minor repairs to departmental equipment.
- 5.6. Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.
- 5.7. Presents programs to the community on safety and fire prevention topics if trained.
- 5.8. Other duties as assigned by a fire officer.

6. DESIRED MINIMUM QUALIFICATIONS

- 6.1. Education and Experience:
 - 6.1.1. Graduation from high school or GED equivalent.
 - 6.1.2. No specific work experience required.
 - 6.1.3. Qualified fire apparatus driver and operator.
- 6.2. Necessary Knowledge, Skills and Abilities:
 - 6.2.1. Ability to perform work requiring good physical condition.
 - 6.2.2. Working knowledge of driver safety; working knowledge of first aid.
 - 6.2.3. Ability to successfully learn the operation of the listed tools and equipment.
 - 6.2.4. Ability to learn to apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques.
 - 6.2.5. Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.

- 6.2.6. Ability to act effectively in emergency and stressful situations.
- 6.2.7. Ability to follow verbal and written instructions.
- 6.2.8. Ability to communicate effectively orally and in writing.
- 6.2.9. Ability to establish and maintain effective working relationships with other employees, supervisors and the public.
- 6.2.10. Ability to meet the special requirements listed below.

7. SPECIAL REQUIREMENTS

- 7.1. Must be eighteen (18) years of age or older.
- 7.2. Must possess, or be able to obtain by time of hire, a valid Vermont Driver's License, without record of suspension or revocation in any state.
- 7.3. Must take and complete the Coaching the Emergency Vehicle Operator II course or equivalent and maintain competency.
- 7.4. NIMS Requirements
 - 7.4.1. FEMA IS-700: NIMS, An Introduction
 - 7.4.2. ICS-100: Introduction to ICS
- 7.5. Physically fit and able to perform duties associated with EMS services and Fire/Rescue services as appropriate.
- 7.6. No felony convictions, no misdemeanor conviction involving moral turpitude or pattern of misdemeanor convictions, no pending misdemeanor or felony charges, not a habitual drunkard or gambler, no use of illegal drugs in the past ten years, never sold illegal drugs.
- 7.7. Must maintain, as a minimum, current Hazardous Materials Awareness (Hazardous Materials Operations preferred.) competency.
- 7.8. Must maintain competency in Norwich Bloodborne Pathogen Plan.
- 7.9. Ability to read and write the English language.
- 7.10. Ability to meet Departmental physical standards.
- 7.11. Special Requirements for Interior Firefighters
 - 7.11.1. Current certification as Firefighter I.
 - 7.11.2. Current certification as Hazardous Materials Operations or higher.

8. TOOLS AND EQUIPMENT USED

- 8.1. Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone, washer/extractor, SCBA filling station and similar equipment.

9. PHYSICAL DEMANDS

- 9.1. 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 functions.

- 9.2. While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl, and taste or smell.
- 9.3. The employee is required to be able to function in and wear fire department personal protective equipment that weighs approximately 40 pounds.
- 9.4. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.
- 9.5. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

10. WORK ENVIRONMENT

- 10.1. 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.
- 10.2. Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
- 10.3. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid and slippery and icy conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- 10.4. The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

11. SELECTION GUIDELINES

- 11.1. Formal application; review of education, training and experience, appropriate testing and interviews, background check, physical agility, drug screening, final selection and, where appropriate, pre-appointment medical examination.
- 11.2. Appointees will be subject to completion of a standard probationary period.
- 11.3. The examples of duties are intended only as illustrations of the various types of work 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.

11.4. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved:

/S/
Town Manager

11/28/06
Date