**POSITION DESCRIPTION**

**Town of Swanzey, New Hampshire**

**Position Title: Firefighter or Emergency Medical Technician or Rescue Diver**

**Department: Fire Department**

**Classification: Call Employee - Hourly Position (Non-Exempt)**

General Purpose:

Responsible for answering fire, rescue an EMS calls, extinguishing fires, protecting life and property, operating and maintaining fire equipment, apparatus and quarters.

The position requires extensive training in the use of apparatus, tools, and equipment and the performance of hazardous tasks under emergency conditions, which may require strenuous exertion responding to and working at fires and medical emergencies within the town and mutual aid response area. The incumbent is required to use initiative and judgment in carrying out assignments.

Each firefighter hired shall be placed on probation and shall remain on probation until one (1) year after he/she is able to complete their certification in Firefighter I or Emergency Medical Technician training. If the firefighter is already certified as Firefighter I, EMT or greater at the time of hiring, he/she shall serve a one- (1) year probationary period, commencing on the date of hire.

Supervision Received

Under the general direction of the Fire Chief, Firefighters work within the organizational structure of the department for general day-to-day activities and during calls for service and reports directly to Lieutenants, Captains, Deputy Chief or Fire Chief.

Supervision Exercised

When necessary and in the absence of regular department officers, Firefighters and EMS providers may be assigned to, or be required to, supervise other firefighters during the course of their duties.

Essential Duties and Responsibilities

* Respond to fires and emergencies in accordance with Department policies and standards.
* Drive and operate fire/ EMS vehicles and equipment if qualified.
* Select hose, nozzles and other equipment, depending on the type of fire.
* Position and climb ladders to gain access to upper levels of buildings. Rescue individuals from burning structures and other dangerous situations.
* Create openings, create access, and provide ventilation during fires using hand tools, smoke ejectors, hose streams and power saws.
* Administer emergency medical aid to victims in accordance with state protocols.
* Ability to communicate with supervisor using portable, mobile and base station two way radios and normal face to face communications during emergencies.
* Attend monthly department fire and EMS training, read and study assigned materials related to fire prevention, suppression, rescue, and EMS training and public fire safety education.
* Perform assigned duties in maintaining apparatus, quarters, buildings, equipment, grounds, and hydrants.
* Ability to recognize and convey to appropriate supervisors, information concerning obvious life safety code violations and hazards observed o discovered during the course of performing primary work.
* Ability to perform basic computer skills, learn new programs specific to fire and EMS duties performed, and accurately complete reports for payroll, fire response and EMS patient care charts in a timely manner.
* Appear as a witness in court when required.
* Ability to operate and maintain the readiness of hydraulic rescue tool, pneumatic lift bags, and other heavy rescue equipment.
* Ability to obtain appropriate licensing and certification to drive an operate Fire Engines, Pumps, Tankers, Ladder trucks and rescue vehicles.
* Maintain Department issued protective clothing and equipment in a state of readiness and good working condition.
* Ability to understand concepts related to building design and construction.
* Perform duties and activities required by Town codes and ordinances, state statutes, department policies and guidelines and as directed by the Chief or other Officer of the Department.
* Ability to represent the department providing a positive public image and adherence to high ethical standards incumbent of a firefighter and Emergency Medical Technician.
* Willingness to wear complete department uniform when required too.

Necessary, Knowledge Training and Skills

* Ability to think clearly and react effectively in emergency situations
* Ability to understand and follow oral or written instructions
* Ability to use reason and good judgment dealing with people
* Ability to climb ladders and work at considerable heights
* Ability to work in restrictive clothing and confined spaces
* Ability to work in hazardous environments.
* Function effectively in emergency and high stress situations.

Physical Activity and Primary Physical Requirements

* Firefighting and Emergency Medical Services are very difficult work. Firefighters must be capable of exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
* Fire and EMS providers work both inside and outside in extreme temperature extremes, fire conditions, and unusual weather patterns.
* Firefighter/EMS personnel are occasionally exposed to hazards or risk of bodily injury. They are also occasionally exposed to extreme heat, extreme cold, and wet or humid conditions.
* There is also occasional exposure to odors, toxic conditions, dust, poor ventilation, vibrations, and moderate noise.

Tools and Equipment Used:

Standard firefighter tools and equipment, thermal imaging, gas detection, emergency medical equipment, electronic diagnostics, defibrillators, cardiac monitors, communication equipment, fire apparatus, rescue equipment including hydraulic tools and pneumatic lifting devices, ladders, computers with word, excel, firehouse and TEMSIS.

Safety and Infection Control (Blood-borne Pathogens): This position may involve exposure to blood, body fluids, or tissue, requiring the use of personal protective equipment. Gloves should be worn for any contact with blood or body fluids/tissues.

Work Environment

Work is performed in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. 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.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

Experience, Requirements and Qualifications

* 18 years of age.
* Possess a high school diploma or equivalent.
* Resides within the Town of Swanzey or obtains a waiver of residency from the Fire Chief.
* Possess a valid driver's license issued by the State of New Hampshire.
* No felony convictions or other convictions that would; damage the reputation of the department, inhibit the ability of the individual to perform their job, interfere with the individual or department’s ability to hold the confidence and public trust of the community due to ethical, moral or legal conflicts.
* Complete NH Fire Standards and Training Firefighter I certification within one year of employment or
* Complete NH Fire Standards and Training and National Registry Certification and NH EMS provider licensure.
* Attend Department meetings, schools, and training courses in accordance with Department standards.
* Successfully Pass the Swanzey Fire Department Physical Ability Entrance Exam, oral board and written test.
* NFPA 1582 entrance and annual physical leading to fit for duty approval by the department physician.
* Possess a valid CDL driver license issued by the State of NH for new apparatus driver/operators.
* Ability to wear firefighter protective clothing including helmet, hood, jacket, pants, boots, gloves, and self-contained breathing apparatus while working in hazardous conditions for extended periods of time.

Employees are encouraged to pursue additional education and certification opportunities following completion and certification at either the Firefighter I level or Emergency Medical Technician level. Employees may submit request to attend any course offered by the NH Fire Academy, EMT, Advanced EMT, and other courses, seminars and continuing education opportunities. Employees may request funding for any approved training program.

**Employee in good standing:**

A call employee shall be considered to be in good standing or eligible for continued employment as a result of their on-going and active participation responding to emergencies, maintenance of essential certification, meeting attendance and training attendance. Because the position is considered to be on-call in nature and due to the random availability of employees as a result of their family responsibilities and primary full time employment, the following participation standard for on call firefighter/EMT is recognized as the minimum acceptable level of annual participation unless the employee obtains a written waiver from the Fire Chief:

1. Attendance at ½ or six out of the twelve monthly department meetings.

Department meetings are held on the 1st Monday of each month unless it is a holiday. Meetings are held between 18:00 and 20:00. \* This requirement applies to all employees regardless of certification types.

1. Attendance at ½ or six out of twelve monthly department fire training sessions. Department fire training sessions are held on the fourth Monday of the month unless it is a holiday. Training is held between 18:00 and 20:00.

\*The requirement applies to all employees regardless of certification type.

1. Attendance at ½ or six out of twelve monthly department EMS training sessions. Department EMS training sessions are held on the second Monday of the month unless it is a holiday. Training is held between 18:00 and 20:00. \*This is a requirement for employees who obtain certification at the Emergency Medical Technician or higher.
2. Response to emergency calls, (calls toned by mutual aid), for a total of twenty five hours. (25 hours means twenty five initial calls or any number of calls where the hours worked equals twenty five). This requirement applies to all employees regardless of certification type and may be applied to fire or EMS response depending on certification.
   * Annual shall mean between January 1, and December 31.
   * Twenty five Hours is the minimum standard.
   * Employees may respond directly to their assigned fire station for any emergency call the department is dispatched to.
   * Employees are eligible for a minimum of one hour of pay for each call they respond to provided they complete the adopted payroll procedure.
   * Verification of employee compliance with the minimum response and participation standards shall be based on information generated from firehouse software reports.

**All Firefighters must be wearing full protective clothing (coat, bunker pants, helmet, boots, gloves and Self-Contained Breathing Apparatus minus the mask).**

**Training for Entry Level Firefighter**

The training culminates with a written examination and a minimum skills test.

The purpose of this training is to provide a consistent curriculum for all new recruits, to ensure all recruits are exposed to a standard set of requirements and skills, and a uniform understanding of the Department's policies, procedures, Standard Operating Guidelines (SOGs) and evolutions prior to being authorized as a responding member of the Department.

* Fire behavior
* Portable Extinguishers
* Personal protective Equipment and Self-Contained Breathing Apparatus
* Search and Rescue / Forcible Entry / Extrication
* Fire Hose (Basics, Coupling and Rolls)
* Water Supply, Fire Streams, Hose Loads

**Members are encouraged to continue their education with the Firefighter 1 Course which, upon successful completion of written and practical examination results in certification as a Firefighter 1. This certification is a state requirement for entry into the Certified Fire Apparatus Driver/Operator training program**.

**Topics covered in Entry Level Firefighter II include:**

* Hazardous Materials Awareness
* Ladders - Basics and Carries
* Ladders - Raises and Climbs
* Introduction to Rope
* Ladders - Hose and Rescue
* Fire Control Lecture
* Fire Control Practical - Vehicle Fire, Dumpster Fire, Extinguishers,

Wild-land

* Fire Control - Structural Fire Evolutions
* Loss Control
* Radio Communications.

**Training for EMS Personnel**

Members interested in becoming an EMT, will be put through the State of New Hampshire EMT Basic program

**Continuing as an Active Member of the Fire Department**

On-call firefighters are expected to attend regularly scheduled training sessions throughout the year and respond to the fire stations when paged and instructed to do so (at those times when available). Meeting/training are scheduled for the first Monday of each month from 7:00 p.m. to 10:00 p.m. During the week containing the third Monday of each month, a firefighter is also required to attend one fire drill that is held from 7:00 p.m. to 10:00 p.m.

**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 reasonable**  **accommodation to be determined by Management on a case by case basis.**

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Employee Signature Date