City of Claremont, New Hampshire
Position Description

Position Titled:	Career Fire Fighter/**EMT** **(Emergency Medical Technician)**	**FLSA Status**:	Non-Exempt
		Union/Merit:	IAFF – Fire Union
Reports to:	Fire Chief	**Grade Level-Points**:	
Department:	Fire	**Revised/Updated:**	**1/28/2010**

Job Summary

The Firefighter is responsible for performing, maintaining and updating a wide range of technical skills relating to fire prevention, life safety education, suppression, rescue, emergency medical services, hazardous materials operations, and related activities. The Firefighter performs these skills and exercises some supervision in the physically, emotionally and mentally demanding environments of emergency response and to a lesser degree in the day-to-day operations, collateral duties, maintenance and training of the fire service profession.

The Firefighter responds to emergency and non-emergency calls and may work in extreme temperatures with protective gear weighing in excess of 50 pounds. Incumbent receives supervision through the chain of command in the Incident Command System. If the Firefighter is the senior member on scene, will assume command, evaluate the situation, do initial size up, make technical decisions for controlling the emergency, direct apparatus, read, assimilate, interpret and act upon information contained in pre-plan books, hazardous materials manuals and other technical resources. Assign personnel and equipment as needed and continue until relieved by a more senior member.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Responds to alarms of fire and other emergency calls.
2. Performs routine maintenance and basic troubleshooting on CFD facilities, including traffic signals, apparatus and equipment, as assigned.
3. As assigned, performs clerical duties including making out reports, roll calls, vehicle maintenance reports, or any reports prescribed by CFD.
4. As assigned, and under supervision, performs fire prevention inspections, indoctrinates. the general public on fire safety and emergency life rescue, reports noted or known violations to the supervisor, participates in pre-fire planning activities.
5. As assigned, instructs subordinates in the operation of a variety of firefighting vehicles, tools, power equipment, emergency medical equipment, and other related firefighting and rescue equipment.
6. Able to drive and operate all CFD apparatus.
7. Able to operate and identify safety/operational parameters for all CFD equipment.

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8. Performs daily chores and apparatus weekly and daily checks, assures that assigned apparatus and equipment are in condition for emergency response. As the assigned operator, is responsible for the response readiness of the apparatus assigned and its equipment.

9. When responding to fire alarms, shall operate auxiliary equipment, lay and connect hose lines, maneuver nozzles, 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 fire ground Incident Commander, and shall perform salvage operations.
10. Is required to minimize the liability of the City to this end: shall correct or report any hazards or deficiencies in City buildings, equipment, or rights of way.
11. Identify incidents that are potentially serious public safety problems.
12. Maintain protective clothing and other issued gear in a functional, presentable condition.
13. Shall have and maintain the physical ability to endure long periods of dexterity in all types of weather conditions.
14. Functions at the minimum EMS Certification of First Responder, (EMT-B If hired after March 30, 1992) maintaining, upgrading and performing required medical services as directed or required.
15. Plug out and reset private fire alarm systems, street and master boxes. Have a basic knowledge of municipal and private fire alarm systems, components, and related duties.
16. Performs other related duties as required

Peripheral Duties

Willingness to increase base knowledge in all aspects of the operation of the fire department.
Attend council meetings as requested.
Perform the duties of subordinate personnel as needed.
Analyze and recommend improvements to equipment and facilities, as needed.
Participate in various committees.

Desired Minimum Qualifications

Education and Experience:

High School graduate *or* equivalent. Must be able to pass the New Hampshire Fire Standards and Training entrance exam consisting *of* a common knowledge and written test and job based physical ability test. Must be able to successfully complete a pre-employment physical. Must possess, *or* be able to acquire within three months *of* date *of* hire, a valid CDL drivers license to operate motorized fire apparatus. Must be able to complete New Hampshire Certified Firefighter Level II within *one* year from date of hire. Minimum Certification as First Responder (EMT-B if hired after March 30, 1992). It is assumed that applicants and new members have no working knowledge of the CFD. Firefighters will be expected to gain the required knowledge

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in an efficient and timely manner. Along with Firefighter Level II Certification, within one year new Firefighters will be required to have a good basic knowledge of the workings of the fire service and the CFD as outlined in this document.

Must maintain any required approvals and designations as required.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Thorough knowledge of modern firefighting methods, equipment and the ability to operate or direct the operation of same proficiently.
- Considerable knowledge of modern emergency medical procedures with a minimum of First Responder certification (EMT-B if hired after March 30, 1992).
- Considerable knowledge of building construction, related codes, location of hazardous occupancies within the City, codes and physics as it applies to firefighting
- Thorough knowledge of all CFD Directives, Standard Operating Procedures and Standing Orders.
- Considerable mechanical aptitude and knowledge of the maintenance of equipment.
- Considerable knowledge of modern emergency services operations and techniques, customer service and awareness, hazardous materials procedures, street and hydrant locations, high hazard occupancies and Fire Department apparatus and equipment.
- Thorough knowledge of all streets and ways of the City.
- General Knowledge of the water system, mains and hydrants in the City.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

Ability to:

- Proficiently operate motorized fire apparatus.
- Communicate effectively with others and to establish effective working relationships with other City agencies, employees and the general public.
- React calmly and quickly under duress and strain.
- Physical ability to climb ladders, lift equipment of up to a hundred pounds, work in temperatures of extreme cold and heat, crawl, and operate in conditions of reduced visibility and confined space.
- Use, maintain and enhance the base of knowledge.
- Demonstrated ability to communicate both orally and in writing.
- Operate fire apparatus and related equipment

Skills in:

- Superior interpersonal skills, especially in dealing with the public and fire personnel.
- Skill in the use of the tools and equipment listed below.

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Supervision Received

Overall, the Firefighter will carry out the lawful orders and directions given by any CFD officer. On shift, the Firefighter works under the direct supervision of the Shift Commander or designee. During emergency responses, firefighter supervision is provided in accordance with the Incident Management System.

Supervision Exercised

As directed or assigned, the Firefighter provides direct supervision and is responsible for all subordinates assigned. With no officer present, the senior firefighter at an emergency scene will take command until relieved by an officer. The Firefighter may have regularly assigned tasks and duties in which considerable independence and initiative is exercised. With respect to assigned collateral duties, the Firefighter may exercise supervision of CFD team members and budgetary issues specific to the assigned duty.

Responsibility for Public Contact

Minimal contact with public except in cases of emergencies. All contacts require courtesy, discretion, and sound judgment. Other contacts may be with other Fire Departments, local hospitals, state organizations, sales representatives, city departments, and local, state or national press; for the purpose of requesting and/or providing professional assistance, for the purpose of education, communications, planning, coordinating and code/law/standard and/or regulation issues. Contact types are usually by email, telephone, in person or in writing.

Licensing & Certification

Must maintain a valid motor vehicle operator's license. (CDL Class B if hired after March 30, 1992)
EMT-B (if hired after March 30, 1992
Firefighter II certification
Hazardous materials operations level
Apparatus operator aerial and pumps.

Tools & Equipment Used

Equipment operated includes trucks in excess of 26,001 lbs., light trucks, automobile, heavy and light equipment, medical equipment, pneumatic tools, power and hand tools, office machines, computers, and

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emergency vehicles/special emergency equipment. Equipment includes extrication equipment: rams, cutters, spreaders, air bags, hydraulic jacks; air sampling equipment; heights rescue equipment: ropes, harnesses, slings, baskets; water rescue equipment: cold water suits, boat, outboard, life jackets; and a variety of other equipment including: phones, calculators, pens, pencils, flashlights, radios, aerial ladders, positive pressure ventilation fans, portable pumps, main pumping engines, reference books, technical manuals ,the Internet, cameo, and cameras.

Typical Work Surface(s): Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

Typical Controls & Equipment: Incident Management System, Fire Incident Reporting Systems, Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, computer mouse.

Typical Work Environment: Inside: 60% Outside: 40%

Summary of Occupational Exposures: Due to the nature of the work environment, it is difficult to predict hazards exposure. Generally, the incumbent may be exposed to high places, toxic or caustic chemicals, is near moving or mechanical parts, exposed to the risk of electric shock, risk of radiation, infectious disease, and stress; outdoor weather conditions, fumes or airborne particles, or the extremes of heat/cold. The incumbent is exposed to occupational risks typical of a firefighter, working alongside said members as necessary in a small department; as well as tending to administrative requirements. These risks include the products of combustion, infectious disease exposure, fall hazards, entrapment, atmospheric and products hazards, life safety exposure, and heavy equipment hazards.

The incumbent's working conditions are typically an office environment but sometimes are stressful and noisy when responding to an emergency situation.

Physical Activity Requirements

Primary Physical Requirements		Other Physical Considerations	
LIFT up to 10 lbs.:	Frequently required	Twisting:	Frequently required
LIFT 11 to 25 lbs.:	Frequently required	Bending:	Frequently required
LIFT 26 to 50 lbs.:	Frequently required	Crawling:	Occasionally required
LIFT over 50 lbs.:	Occasionally required	Squatting:	Frequently required
		Kneeling:	Frequently required

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CARRY up to 10 lbs.:	Frequently required	Crouching:	Frequently required
CARRY 11 to 25 lbs.:	Frequently required	Climbing:	Occasionally required
CARRY 26 to 50 lbs.:	Occasionally required	Balancing:	Occasionally required
CARRY over 50 lbs.:	Occasionally required	Grasping:	Frequently required
REACH above shoulder height:	Occasionally required	Handling:	Frequently required
REACH at shoulder height:	Frequently required	Torquing:	Occasionally required
REACH below shoulder height:	Frequently required	Fingering:	Frequently required
PUSH/PULL:	Occasionally required		

During an 8-hour Day, Employee is Typically Required To:

	Consecutive Hours	Total Hours
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for taking instructions and information.
Sight:	Necessary for performing job effectively and correctly.****
Tasting & Smelling:	Necessary for performing job effectively and correctly.****

**** The position has NFPA medical standard vision requirements as follows: far vision acuity shall be at least 20/30 binocular corrected with contact lenses or spectacles, far vision acuity uncorrected shall be at least 20/100 binocular for wearers of hard contacts or spectacles, successful long-term soft contact wearers shall not be subject to the uncorrected criterion; peripheral vision visual field performance without correction shall be 140° in the horizontal meridian in each eye.

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