

## **TOWN OF WAKEFIELD**

JOB TITLE: Firefighter/EMT-A

**12/10/2014**

DEPARTMENT: Fire

STATUS: Full-Time, Non-Exempt

LABOR GRADE: 6

JOB SUMMARY: Responds to fire and medical emergencies and assists the public with other situations.

### **MAJOR DUTIES:**

- Responds to fire and medical emergencies within the Town of Wakefield and, when requested, in neighboring communities.
- Performs EMT-A skills on emergency medical calls to persons involved in accidents, fire or rescue incidents and/or requiring ambulance services.
- Operates all fire department apparatus and fire suppression equipment, uses fire department techniques and wears qualified emergency medical equipment.
- Makes decisions on the emergency scene with regard to safety and operation; may make decisions regarding other fire department personnel and mutual aid departments.
- Maintains the fire station by cleaning floors, emptying trash barrels, and making minor repairs.
- Maintains fire trucks by washing and waxing vehicles, checking fluids and air pressure levels, and making minor repairs.
- Performs fire and life safety inspections in conjunction with code enforcement.
- Researches new equipment and training materials; utilizes budget knowledge when ordering equipment; receives equipment; restocks office and vehicle supplies.
- Files reports using the Internet.
- Participates in training exercises and continuing education as needed.
- Performs other related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:**

- Knowledge of principles and practices of modern firefighting and emergency medical methods.
- Knowledge of Wakefield Town policies and Wakefield Fire Department policies and procedures.
- Knowledge of the geography of the Town of Wakefield.
- Skill in the use of general office equipment and computers on a daily basis for general record keeping, reporting, communication and review of fire department activities.
- Skill in the operation of fire department vehicles and equipment.
- Ability to analyze situations quickly and objectively and determine proper courses of action.
- Ability to operate motor vehicles under emergency situations.
- Ability to operate computers and software programs (Microsoft Word, Excel and Outlook Express).
- Ability to establish and maintain effective working relationships with other fire department, medical facilities, town agencies, employees and the general public.
- Ability to speak and write effectively.

**SUPERVISORY CONTROLS:** The supervisor provides continuing or individual assignments by indicating generally what needs to be done, limitations, quantity and quality expected, deadlines and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

**GUIDELINES:** 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 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 personal contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting (e.g., the contacts are not established on a routine basis; the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact).

**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 work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

**WORK ENVIRONMENT:** The work involves high risks with exposure to potentially dangerous situations or unusual environmental stress, which require a range of safety and other precautions (e.g. working under extreme outdoor weather conditions or similar situations where conditions cannot be controlled).

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

**MINIMUM QUALIFICATIONS:**

- Knowledge and level of competency commonly associated with the completion of a High School diploma or equivalent.
- Firefighter 2 Certification, CPAT, and a current Nationally Registered, NH EMT Advanced license.

- Possession of, or ability to readily obtain, a valid CDL-B driver's license issued by the State of New Hampshire.