

POSITION DESCRIPTION
FireFighter

Town of Shapleigh Fire
Standard Operating Guidelines
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Last Revised 10-24-2022

Position Summary:

Firefighter, in addition to firefighter and driver/operator responsibilities, are responsible for the proper operation and maintenance of the apparatus, equipment and fire station.

Company officers perform a wide variety of firefighting and related duties, including, but not limited to; preparation of required reports and records; ensuring compliance with apparatus and equipment maintenance policies; supervising firefighting; maintaining operational efficiency of their crews through participation in departmental training programs and company drills; enforcement of discipline and the rules and regulations of the Fire Department.

Characteristic Work of the Position:

- A. **Definition:** This work is performed at a professional level in the fields, fire prevention, suppression, rescue, training, emergency CPR and public fire/life safety education.
- B. **Nature:** Under the supervision of the superior officers of the Department, perform such duties and activities as may be required in the codes, ordinances, State statutes, and the rules and regulations of the Fire Department.

Fundamental Duties and Ancillary Responsibilities:

Fundamental Job Duties:

- A. Respond to fire and emergency alarms, advise driver/operator concerning the route to follow, evaluate the emergency and direct company operations for initial attack.
- B. Direct and assist the work of subordinates at the scene of a fire or other emergencies and at the station unless relieved by a superior officer.
- C. Inspect apparatus, equipment, grounds, and station to ensure proper order and condition.
- D. Prepare records and reports of company responses to fires or other emergencies, personnel actions, and such other information as may be required.
- E. Maintain discipline and adherence to the rules and regulations of the standard operating guidelines of the Department.
- F. Assume and carry out staff responsibilities as assigned.
- G. Assume specialized responsibilities, roles and tasks as assigned. These roles or tasks may include, but are not limited to; Safety Officer, Fleet Maintenance Manager, SCBA Team Leader, Fire Hose Coordinator, Protective Clothing Coordinator or Communications Manager. These roles or tasks may include bid proposals, specification development, annual tests, research, inventory control, issuing of equipment, repair, management and product investigation.

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Ancillary Job Responsibilities:

- A. Assist in training of subordinates during company or Department drills using lecture, practical performance, and demonstration methods.
- B. Perform fundamental firefighter or driver/operator duties .
- C. Operate as the Incident Commander or other Incident Management System functions as deemed necessary for incident scene management.

Qualifications:

Essential Knowledge, Skills and Abilities:

- 1. Ability to establish and maintain effective working relationships with other members of the Department, community officials, and the general public.
- 2. Extensive knowledge of the geography of the Town of Shapleigh, the location of streets, the nature and location of hazardous premises, principal buildings, fire alarm reporting equipment and hydrant or other water source locations.
- 3. Thorough knowledge of the use of firefighting apparatus and tools and the ability to demonstrate their use to others.
- 4. Considerable knowledge of the principals and practices of fire prevention, suppression, and investigation with the ability to apply them.
- 5. Considerable knowledge of the Incident Management System and the functions necessary for incident scene management.
- 6. Ability to evaluate fires, recognizes danger, and takes the necessary action for the protection of lives and property.
- 7. Ability to conduct training for Fire Department personnel.
- 8. Ability to express ideas clearly, concisely, orally, and in writing to groups and individuals.
- 9. Oral and written communication skills necessary for accurate documentation of various required reports; communicating with the Department, the community officials, and the general public.
- 10. Ability to maintain discipline among subordinates in the Department.

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Minimum Training and Experience:

1. Participate in training drills, attend schools and classes on firefighting, hydraulic, first aid, fire equipment, and apparatus, and other classes associated with recognized firefighting.
2. Analyze and cope with a variety of emergency situations calmly but effectively and not to react quickly to secure accurate and precise information on the location ,extent , and nature of fires, and emergency aid request.
3. Such training as may have been gained through participation in fire prevention, suppression, rescue, Emergency CPR, public fire and life safety education and administrative courses, and three years of verifiable fire service experience.

Annual Requirements:

Must attend a minimum of 2/3d of the department training drills along with approved training outside of the regular department training program. Members are required to participate in at least 25% of emergency responses, and 100% of all state and federal mandated training programs. Required to attend a minimum of 2/3d of all regular and special meetings.

Non-Discrimination:

The Town of Shapleigh is an equal opportunity employer. All employees and applicants will be provided equal opportunities, and the Town shall make all its employment decisions without regard to religion, age, sex, marital status, race, color, ancestry, national origin, and physical or mental disability, except as a bona fide occupational qualification. The Town shall employ, without discrimination, the best qualified persons who are available at the salary levels established for Town employment.

I, _____ have read and understand the above position description. I agree to conform fully to all of the listed requirements and objectives. I understand that failure to do so may result in progressive disciplinary actions, up to and including termination of employment. I also understand that this position description may be revised at the discretion of the Fire Chief, and I may be required to confirm to additional standards. Furthermore, I accept the duties and responsibilities as a Lieutenant of the Shapleigh Fire department.

Signature: _____

Date: _____

Chief's Signature: _____

Date: _____