

West Barnstable Fire Department
Position Description

CALL/VOLUNTEER FIREFIGHTER

GENERAL PURPOSE

Protects life and property by performing firefighting, emergency medical services, hazardous materials mitigation, rescue, public education and fire prevention duties. Maintains fire, EMS and rescue equipment, apparatus and facilities.

Firefighters are hired through the established hiring process and must successfully complete an initial training period as a Firefighter - Trainee. These are paid on-call or volunteer positions. Firefighters have the responsibility for the protection of life and property from the hazards of fire, accident, illness, or other hazardous environments.

All department members holding this position shall be ranked as and known as "Firefighter".

SUPERVISION RECEIVED:

Works under the supervision of a Company Officer (Captain or Lieutenant), Senior Private, Group Leader or another firefighter in accordance with department procedures.

SUPERVISION EXERCISED:

None (generally), except that firefighters may be assigned as a task leader for specific projects or may have command responsibilities in accordance with the National Incident Management System (NIMS), the Barnstable County Mutual Aid System and department polices.

ESSENTIAL EMERGENCY RESPONSE DUTIES AND RESPONSIBILITIES:

Universal:

Be a team player, as firefighting and EMS is a team effort. Work smoothly and professionally with others.

Be ready (properly trained, properly equipped) to respond to and mitigate all types of emergency incidents.

Maintain a comprehensive working knowledge of West Barnstable including, but not limited to streets, geography, buildings, suppression systems and target hazards.

Handle stressful situations, and be able to function calmly, coolly and collectedly under all types of stressful emergencies. Maintain composure at all times.

Get along well with diverse personalities. Establish and maintain professional working relations with coworkers and personnel from partner agencies.

Communicate with patients, the public and others with empathy and respect.

Create and maintain a positive and cooperative working environment.

Exercise sound judgement.

Analyze and interpret difficult and complex patient care, fires, rescues, hazmat and other emergency situations that may arise.

Anticipate problems and take action to prevent or correct them.

Understand and follow federal law, state law, local law and department procedures. Follow orders and policies.

Remember and apply training, concepts, knowledge and principles.

Fire Suppression:

Performs firefighting activities including, laying hose, and performing fire combat, containment and extinguishment tasks.

Performs emergency medical services activities to his or her level of training and certification (EMT, Intermediate, Paramedic or First Responder).

Performs salvage operations such as throwing salvage covers, sweeping water, and removal of debris.

Responds to fire alarms and extinguishes and controls fires as a member of a team under the supervision of an officer.

Selects, drags, lifts and carries hose and nozzle depending on the type of fire, and correctly applies a stream of water or foam solution onto the fire.

Positions and climbs ladders to gain access to upper levels of buildings or assist individuals out of a burning structure.

Creates openings in buildings for ventilation or entrance using appropriate and available power tools.

Uses power tools (electrical, gasoline and hydraulic powered) to cut or force entry into vehicles and buildings.

Protects property from smoke and water damage using positive pressure ventilation, salvage covers, smoke ejectors.

Wears appropriate protective clothing and equipment, including self-contained breathing apparatus.

Able to communicate with two-way communications systems.

Coordinates response, resources, updates and status with the dispatcher in accordance with department policies, the Barnstable County Mutual Aid System, the Barnstable County CMED System and the policies of the Barnstable County Sheriff's Office Dispatch Center.

Drives and operates fire apparatus in a safe and professional manner in accordance with all department policies, federal law, state law and local law.

Emergency Medical Services:

Provides basic and advanced life support to their level of licensure/certification to patients in a pre-hospital setting in accordance with the Massachusetts Statewide Treatment Protocols, federal, state and local laws, regulations and standards.

Assesses the nature and extent of injury or illness to establish and prioritize medical procedures to be followed.

Rescuing and extricating patients/victims of accidents, sudden illness or entrapment using appropriate rescue and medical techniques and tools.

Treating patients at the scene of their injury or illness and en route to the hospital.

Communicating face-to-face, by radio, by telephone and in writing, with professional medical personnel and treatment facilities to obtain instructions regarding patient treatment, and to arrange reception and transfer of patients to the appropriate medical facility.

Completing patient care reports, insurance forms, evaluation forms and all other forms and reports in a competent, accurate and timely manner.

Maintains order at scenes including, but not limited to, restraint of family and friends.

Protects the privacy of all patient information in accordance with the department's privacy policy, federal law and state law, and in accordance with the general principles of professionalism as a health care provider.

Drives an ambulance or first response vehicle in a safe and professional manner in accordance with all department policies, federal law, state law and local law.

Maintains all EMS related licenses and certifications.

Hazmat:

Provides hazardous materials mitigation at the Hazmat Operations Level.

PERIPHERAL STAFF DUTIES:

Participates in fire drills, attends classes in firefighting, rescue, EMS, hazardous materials and related subjects.

Attends regular and assigned training sessions to maintain and upgrade firefighting, rescue and EMS skills.

Participates in the inspection of buildings, hydrants, static water sources, and other structures and systems in fire prevention programs. Participates in preplanning of buildings and hazards as assigned.

Maintains fire equipment, EMS equipment, rescue equipment, apparatus and facilities.

Performs minor repairs to departmental equipment.

Checking, restocking, inventorying and cleaning of apparatus.

Performs general maintenance work in the upkeep of fire & rescue facilities; cleans and washes walls and floors; cares for grounds around station; makes minor repairs, washes and dries fire hose; washes, cleans, polishes, maintains and tests apparatus and equipment.

Presents programs to the community of safety, first aid, accident & illness prevention and fire prevention.

Maintains basic working knowledge of a Windows computer, and be able to enter data into a computer and communicate with the department by email.

MINIMUM REQUIREMENTS:

Educations & Experience:

- A. Graduation from high school or GED equivalent with no specialized training.
- B. Successful completion of department training.
- C. Must possess and maintain a valid Massachusetts Driver's License without a record of suspension or revocation in any state.
- D. No felony convictions.
- E. No misdemeanor convictions within the past seven years.
- F. Ability to read and write the English language.
- G. Must live within a reasonable distance of the West Barnstable Fire Headquarters (5 road miles or closer is preferred).

Necessary Knowledge, Skills and Abilities:

- A. Working knowledge of emergency vehicle operation and defensive driving.
- B. Minimum EMS training to the First Responder Level (EMT-Basic or higher is preferred).
- C. Massachusetts or National Certification at the Firefighter II level.
- D. Ability to operate the department's tools and equipment; ability to apply standard firefighting, EMS, rescue and hazardous materials and fire prevention techniques; Ability to perform strenuous or peak physical effort during an emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke; ability to act effectively in emergency and stressful situations; ability to follow verbal and written instructions; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with other fire department members, other agencies and the general public; ability to meet the special requirements listed below.

Special Requirements:

- A. Ability to maintain a minimum department drill and department meeting attendance record of at least 55%.
- B. Ability to participate in the Department Group/Company Coverage system as assigned by the Chief.
- C. Authorized to drive R-293 and P-290 to emergency incidents (Driving all of the department's apparatus is preferred).

TOOLS AND EQUIPMENT USED

Emergency medical equipment at his/her level of training and certification, fire apparatus, fire pumps, hoses and nozzles, generators, power saws and other standard power equipment, electric & hydraulic extrication tools, air compressors, self-contained breathing apparatus, ladders, radios, pagers, personal computer, telephone, and hand tools.

PHYSICAL DEMANDS

The physical demands described here are representative of those a firefighter encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. (It is the responsibility of the firefighter to inform the department of any disabilities that might require accommodations.)

Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, wet and humid conditions, during storms and during night and day. Work is often performed in emergency and stressful situations. Individual is exposed to hazards associated with fighting fires, rendering emergency medical assistance, high voltage, vibrations, and mitigation of hazardous materials, including smoke, noxious odors, fumes and airborne particles, toxic chemicals, biological hazards, contagious and infectious disease, solvents, oils, and maritime hazards.

While performing the duties of this job, the firefighter is frequently required to stand, walk, use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms. The firefighter is occasionally required to sit, climb or balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell.

The firefighter must frequently lift and or move up to 20 pounds and occasionally lift and/or move 100 pounds or more. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The firefighter occasionally works near moving mechanical parts and in high, precarious places, as well as below grade. The firefighter occasionally works in confined spaces. The noise level in the work environment is usually quiet in office settings, and very loud at an emergency scene.

The firefighter must be able to maintain balance and strength in awkward positions.

The firefighter must be able to speak clearly and loudly in English.

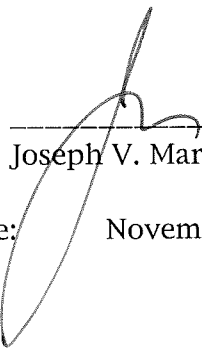
SELECTION GUIDELINES

Successful completion of department training and satisfactory performance review by the Chief are necessary to be promoted from Firefighter-Trainee to Firefighter.

The examples of duties are intended only as an illustration 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.

This job description does not constitute an employment contract between the West Barnstable Fire District/West Barnstable Fire Department and the firefighter, and is subject to change by the department as the needs of the department and the requirements of the job change.

Approved:



Joseph V. Maruca, Fire Chief

Effective Date:

November 21, 2016