

Job Description

Class Title: Firefighter
Department: Town of Maine Fire Department
Date: October 24, 2012

General Purpose:

Participates in fire drills and learns all aspects of fire suppression, prevention and emergency medical support (support of Town of Maine First Responders and other agencies involved) and operations. Responds to fire alarms and motor vehicle accidents with fire fighting personnel, and assists in other fire fighting activities as assigned including prevention, inspection and equipment maintenance and repair.

Supervision Received and Exercised

Receives immediate supervision from officer and/or Incident Commander. Does not operate in a supervisory position.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be 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 this class.

Learns operations of the Fire Department through observation and participating in a wide variety of fire suppression, prevention and support activities.

Participates in the fire drills; learns hands-on hose evolutions, pump operations, ladder operations, hydrant maintenance, air pack maintenance and related tasks

Responds to station to be assigned with firefighting personnel; observes and assists, as appropriate, in fire response activities including connecting, and laying hose, operating nozzles, and ladder operations.

Responds to station to be assigned with firefighting personnel for vehicular accidents. Assists at scene as directed by fire personnel and First Responders.

Learns to apply firefighting techniques and procedures

Opportunity to learn how to administer first aid, CPR and use of AED as necessary

Assist in overhauling, salvage and clean up operations

Essential Duties and Responsibilities (continued)

*Learns to operate motor driven equipment and related apparatus

Learns to and assists in cleaning and servicing firefighting and emergency equipment

Thinks and acts quickly in emergencies and judges situations and people accurately

Learns standard broadcasting procedures of the dispatch radio system

Performs related duties, as assigned

** Requires a minimum of one year of service and minimum of 21 years of age*

Required Qualifications

- High School Diploma or equivalent and knowledge of basic functions of a fire department
- Must possess, or able to obtain by the time of appointment, an appropriate and valid state of Wisconsin Driver's License without record of suspension, revocation in any state
- Obtain, or proof of, Firefighter I class completion certificate including Hazmat Opps; prefer State Certified I
- Must meet the physical requirements necessary to safely and effectively perform assigned duties
- No convictions or disqualifying criminal histories within the past seven (7) years
- Must be able to read and write the English language
- Ability to meet a Department physical and requirements of Wisconsin SPS 330.15

Necessary Knowledge, Skills and Abilities

- Knowledge of modern fire suppression, hazardous materials, fire prevention, fire inspection, fire investigation, procedures, techniques and equipment
- Knowledge of applicable laws, ordinances, department standard operations guidelines, regulations, along with policies and procedures
- Knowledge of community relations and public education
- Skill in the operation of listed tools, equipment (including personal computer) as applicable to fire department functions
- Ability to perform work requiring good physical condition
- Ability to communicate effectively orally and in writing
- Ability to operate under fire ground conditions while supervised
- Ability to exercise sound judgment in evaluating situations and making decisions
- Ability to effectively give and receive verbal and written instructions
- Ability to establish and maintain effective working relationships with other employees, supervisors and the public

Tools and Equipment

- Fire apparatus and fire pumps
- Standard firefighting equipment including; hoses, nozzles, ladders, generators, radios, self contained breathing apparatus (SCBA)

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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

The employee must frequently lift and/or move up to fifty (50) pounds and occasionally lift and/or move in excess of 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job.

Work performed primarily in office, vehicle, or outdoor settings, in all weather conditions, including temperature extremes, during all hours of day or night. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires, including hazardous material and steep angle situations, and emergency medical settings.

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, hazardous chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings and moderate in emergency situations.

Selection Guidelines

- Department application
- Preferred residency within department coverage area or a location which is advantageous to the department
- Review of education, experience and application by interview group of the department
- Approval of Town Board

Appointee will be subject to completion of a one (1) year probationary period. The probationary period would include completion of Fighter I, dependent on class schedule offerings, appointee's work schedule, and reasonable distance for travel to such class. Maine Fire Department reserves the right to modify this probationary period on a case by case basis including shortening the time based on competency of the appointee and lengthening the time due to class schedule offerings and conflicts with appointee's work schedule.

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment in the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Non-Discrimination

All positions and promotions within the rank of the Town of Maine Fire Department will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin or disability.