

Open Posting

TOWN OF HOLDEN
NOTICE OF VACANCY

Please Post: 10/15/2014

DEPARTMENT: Fire Department
JOB CLASSIFICATION: Full Time Firefighter/EMT Basic or Paramedic. EM Coordinator
SALARY RANGE: *Per Contract*
HOURS: 42 Hours Average Workweek

BENEFITS: \$1500.00 annual stipend paid bi-annually in the last pay period of December and the last pay period of June for work performed during the prior 6 month period.

Vacation – Vacation will be computed as follows: 1-4 years: 96 hours vacation
5-9 years: 144 hours vacation
10-19 years: 192 hours vacation

Sick Leave - After six months you will accumulate 72 hours and will be credited with 12 hours per month thereafter to a maximum of 2160 hours.

Personal Days - 36 hours per fiscal year commencing after six months of employment. Firefighters who complete 6 months of service without using any sick time will earn 12 hours of additional personal time.

Holidays - 11 paid holidays per year. Holidays paid at 10.5 hours per holiday.

Worcester Regional Retirement System; Health and Life Insurance available;

Full benefit explanation as per union contract.

SUBJECT TO: 1 year probationary period.

WORK SCHEDULE: The EM Coordinator will be scheduled to work the same total number of hours per week as the other uniformed members of the Fire Department and the Fire Chief shall have sole discretion in scheduling the work hours for the EM Coordinator. Typically will be week days but may fill in on shifts as needed.

RESIDENCY: As per the Holden Professional Firefighters Association bargaining agreement.

SEE ATTACHED JOB DESCRIPTION

SUBMIT RESUME WITH COVER LETTER

CLOSING DATE FOR APPLICATIONS: November 7, 2014

FOR FURTHER INFORMATION CONTACT: TOWN MANAGER'S OFFICE

STARBAR D BULDING, HOLDEN MA 01520 • 508.508-210-5501

Or visit www.holdenma.gov Employment Opportunities

EQUAL OPPORTUNITY EMPLOYER

THE TOWN OF HOLDEN DOES NOT DISCRIMINATE AGAINST THE HANDICAPPED.

TOWN OF HOLDEN
FIRE DEPARTMENT
POSITION DESCRIPTION 1

POSITION: FF/EMT-B/P EMERGENCY MANAGEMENT COORDINATOR
FUNCTION: FF/EMT-B/P EMERGENCY MANAGEMENT COORDINATOR
RANK: FIREFIGHTER (Private or Lieutenant)

I GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

- General or special firefighting duties, including, but not limited to preventing fires, extinguishing fires, providing public safety education and protecting life and property from natural and manmade emergencies; and other related duties.

II JOB ENVIRONMENT:

- Work is performed under adverse conditions involving fire, extreme heat, poor visibility, dangerous atmospheres, obstructed areas, confined spaces and high stress.

III SUPERVISION RECEIVED:

- Works under supervision of an officer in accordance with Department rules and regulations.

IV SUPERVISION EXERCISED:

- May on occasion exercise initiative and judgment in performing tasks.
- May on occasion be required to serve as incident commander in the absence of an officer.

V ESSENTIAL FUNCTIONS: (2 parts)

EMT/Firefighter:

- (a) To respond to emergencies and non-emergencies of various types, including, but not limited to fires, explosions, hazardous materials incidents, accidents, medical emergencies, property conservation actions and rescues.

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

2 The essential functions of 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 the positions.

- (b) To respond to alarms of fire and other emergencies with assigned fire company or alone, involving structures, vehicles, equipment, facilities, fuel, chemical, brush and outside fires.
- (c) To drive and/or operate equipment and heavy fire apparatus including pumpers, tankers, hose wagons, aerial ladder and other lifting type equipment, rescue truck, forestry truck and any other similar firefighting apparatus.
- (d) To serve as driver operator of motorized fire equipment, exercising thorough knowledge of equipment capabilities and property's physical characteristics.
- (e) To drive fire apparatus to and from the scene of a fire or other emergency, training session or as otherwise assigned or directed.
- (f) To position vehicles so that maximum utilization may be made of its facilities and equipment.
- (g) To operate component equipment such as 2-way radio, pumps, valves, aerial lift equipment, etc.
- (h) To lay, connect and advance fire hoses into burning buildings in order to direct fog, foam or water streams.
- (i) To lift, carry, place, raise and climb ladders into or on to structures.
- (j) To force entry into structures or other enclosures as required.
- (k) To ventilate buildings.
- (l) To breathe with self-contained breathing apparatus (SCBA).
- (m) To cut holes in roof with ax, power saw or other mechanical means.
- (n) To pull down ceilings and other overhaul functions with hand tools.
- (o) To carry up to 175 pounds.
- (p) To crawl on hands and knees while pulling 75 pounds of hose.
- (q) To hold 35 pounds with arms extended and held straight while turning wrists.
- (r) To carry 40 pounds of weight on one's back using shoulder straps.
- (s) To pull rope vertically from overhead down towards one's knees (125 pounds)
- (t) To walk steep terrain dragging or carrying hose with 40 pounds strapped to one's back.
- (u) To withstand exposure to physical danger under extreme conditions.
- (v) To climb ladders carrying tools and other equipment.
- (w) To operate various hand held fire extinguishers.
- (x) To recognize hazardous materials incidents and respond in an appropriate manner.
- (y) To walk, run, kneel, crawl, crouch down and jump wearing full protective clothing under adverse conditions.
- (z) To have a keen sense of smell, sight, touch and hearing.
- (aa) To communicate effectively providing oral and written instructions in a precise, understandable manner and to be able to follow oral and written instructions.
- (bb) To work harmoniously cooperatively and courteously in a team setting with others at all times.
- (cc) To work long hours, any part of a twenty-four hour day, including weekends and holidays.
- (dd) To report regularly for duty in prompt and timely fashion whenever assigned or called.
- (ce) To administer first aid and CPR

- (ff) To perform skills as an EMT, including, but not limited to, assessing sick or injured persons, initiating basic life support measures, cardiac defibrillation and transporting the sick and injured.
- (gg) To perform emergency rescues including water rescues.
- (hh) To perform extrication work from vehicles and machinery.
- (ii) To inspect buildings and properties for compliance with Chapter 148 and Chapter 48 of the Massachusetts General Laws, Section 527 of the Code of Massachusetts Regulations and any and all other applicable fire codes, regulations and by-laws.
- (jj) To prepare reports of unsafe conditions and conduct follow-up inspections to assure satisfactory corrections.
- (kk) To perform radio room duties and operate radio room equipment including radios and backup dispatch equipment.
- (ll) To present fire prevention lectures to various organizations.
- (mm) To present fire prevention programs in schools and at other functions as assigned.
- (nn) To perform other rescue and medical related tasks and to perform related duties as assigned, including, but not limited to, routine cleaning and minor maintenance of fire apparatus, department equipment and buildings and grounds, maintaining fire hydrants in usable condition and other related duties as assigned.

Emergency Management Coordinator:

Essential Duties and Responsibilities:

- Assists with the planning, organizing and execution of local Emergency Management and Homeland Security activities, conferring as necessary with the Fire Chief, as EMD, the County and State emergency management agencies and with neighboring emergency management directors to assure that its activities are an integral and coordinated part of the overall County, State, and National programs.
- Keeps the EMD fully informed on all Emergency Management matters and acts as their representative in dealing with other governmental and private organizations concerned with Emergency Management.
- Maintains and updates hazard mitigation, emergency response and recovery plans for community and mutual aid agreements with neighboring communities.
- Directs a public information program to keep all residents of the local jurisdiction informed about Disaster Preparedness activities.
- Organizes regular disaster exercises to test local emergency response agencies.
- Plans, establishes, maintains, and runs the Emergency Operations Center.
- Directs a training program to prepare the town organizations for emergency operations.
- Attends Emergency Management training courses and workshops
- Secures and maintains information regarding facilities and resources of the local jurisdiction and of neighboring mutual aid jurisdictions for use in emergency situations.
- Attends Local EM Director's Meetings sponsored by the State EMA, and provides the State EMA with reports and/or local information.
- Advises the chief executive(s) of needs of EM; prepares the agency budget with assistance from the EMD
- Coordinates with and works in conjunction with the CERT Team

- Is a member of the Regional Emergency Planning Committee (REPC)
- Works with local businesses in conducting Town Wide Emergency Planning
- Responsible for maintaining National Incident Management System (NIMS) status and training for the City.
- Procures,utilizes, authorizes use, safe guards from loss and maintains equipment and supplies.
- Participates in state-wide emergency services programs.
- Develops and maintains skills through active participation in training opportunities related to the duties of this position.
- Coordinates disaster training classes/drills/exercises and identifies community and volunteer needs regarding disaster response and preparedness services and education.
- Establishes and maintains liaison with governmental and private agencies for emergency planning and response.
- Works with and assists town departments in preparing and maintaining COOP plans.

DESIRABLE KNOWLEDGE AND SKILLS:

- Ability to work independently and to take initiative. Self-motivated and goal oriented.
- Excellent communication skills. Verbal and written literacy in English required.
- Enthusiastic, positive attitude, team player with the ability to work effectively with people. Ability to work with people from diverse cultural, educational, and vocational backgrounds.
- Ability to assess and respond appropriately to difficult situations. Able to analyze problems and use good problem solving and decision-making skills in arriving at solutions.
- Ability to assimilate, understand and act on complex information and concepts. In addition must interpret complex information and concepts to others in an understandable manner.
- Thoroughness and attention to detail for administration tasks
- Ability to utilize computer hardware and software to facilitate service delivery and program operations.

Thorough knowledge of:

- Departmental rules, regulations, policies, and procedures as well as the laws, ordinances and statutes affecting fire department operations.
- Research techniques, methods, and procedures.
- Organization of local government; law-making process at the local, state and federal level; functions of other bureaus, divisions, agencies and organizations; and their roles/responsibilities that relate to the fire/ EM service.
- Problem identification, organizational behavior, group dynamics, leadership styles, types of power, and interpersonal dynamics.
- Community demographics, resource availability, community needs, and customer service principles.

VI. MINIMUM QUALIFICATIONS:

A. Education and Experience:

- High School diploma or GED equivalent,

B. Special Requirements:

- Possess and maintain a valid Massachusetts driver's license.
- Possess and maintain certification as an EMT-Paramedic by the Massachusetts Department of Public Health, Office of Emergency Services.
- Ability to obtain and maintain Defibrillation Certification for Region II, OEMS.
- Ability to successfully complete the Massachusetts Firefighting Academy Recruit Training Program or equivalent.
- Ability to obtain certification as Firefighter II by the Massachusetts Fire Training Council.
- Must be non-smoker, on and off duty.

C. Knowledge, Ability and Skill:

- Knowledgeable about self-contained breathing apparatus, radiation monitoring devices, heat and radiation protective clothing
- Knowledgeable about basic fire protection inspection techniques.
- Knowledgeable about standard fire protection and prevention theory, techniques and practices relative to various types of structural fires.
- Knowledgeable, as necessary, about specialized firefighting techniques for fire hazards peculiar to the property, such as special weapons, chemicals, liquid fuels, etc.
- Physical ability and capacity to fight fires, perform rescue operations, and handle and maintain fire apparatus and equipment.
- Mental capacity to handle stressful situations, physical danger and risk of serious injury to person and others.
- Ability to make decisions and act quickly in emergencies and dangerous situations.
- Ability to interact with people who are under physical and/or emotional stress.
- Ability to establish and maintain harmonious working relationship with others.
- Ability to follow oral and written instructions.
- Ability to give oral and written instructions in a precise, understandable manner.
- Ability to communicate effectively in oral expression
- Ability to write concisely, to express thoughts clearly, and to develop ideas in logical order.
- Ability to maintain a calm manner and sound judgment in stressful and emergency situations.

D. Physical Qualifications:

- Physical stamina and endurance; Ability to lift, move and otherwise manipulate up to 175 pounds; Ability to stand, walk and run for varying intervals of time; Ability to sit, climb, balance oneself, stoop, kneel, crouch or crawl; Ability to talk, hear, taste and smell; To possess certain vision ability, including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust to focus; Ability to operate a motor truck.