Open Posting

Please Post: 9-24-15

TOWN OF HOLDEN
NOTICE OF VACANCY

DEPARTMENT: Fire Department
JOB CLASSIFICATION: Full Time Firefighter/EMT-Paramedic
SALARY RANGE: $22.08 to $29.43 per hour
HOURS: 42 Hour Average Workweek

BENEFITS: Vacation - Vacation will be computed into hours using average workweek hours. Example: 96 hours after 1 year of continuous service depending on how many weeks worked in previous calendar year; three weeks average workweek after five years; four weeks average workweek after ten years; five weeks average workweek after twenty years. Vacation is earned on the anniversary date of the first year of employment and thereafter is credited as of January 1st.
Sick Leave - After six months you will accumulate 72 hours and will be credited with 12 hours per month.
Personal Days - 36 hours per fiscal year commencing after six months of employment. Worcester Regional Retirement System; Health and Life Insurance available;
Holidays - 11 paid holidays per year.

SUBJECT TO: 1 year probationary period, employment physical, background check including CORI, drug screening.

WORK SCHEDULE: May be on fixed or rotating schedule that averages 42 hours per week; scheduled daily shifts may be up to 24 hours in length without an overtime liability. Holidays may be compensated for in holiday pay or time off at the option of the employer.

RESIDENCY: Per Union Contract

SEE ATTACHED JOB DESCRIPTION

SUBMIT RESUME WITH COVER LETTER AND/OR APPLICATION TO:

OFFICE OF THE TOWN MANAGER
STARBARD BUILDING
1204 MAIN STREET
HOLDEN, MA 01520

CLOSING DATE FOR APPLICATIONS: Until position is filled

FOR FURTHER INFORMATION CONTACT: TOWN MANAGER'S OFFICE
STARBARD BUILDING, HOLDEN, MA 01520 • 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: FIREFIGHTER/EMERGENCY MEDICAL TECHNICIAN ("EMT")-Paramedic
FUNCTION: FIREFIGHTER/EMT-P
RANK: FIREFIGHTER (Private)

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.

JOB ENVIRONMENT:

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

SUPERVISION RECEIVED:

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

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.

ESSENTIAL FUNCTIONS:[2]

- 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.
- 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.
- 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.
- To serve as driver operator of motorized fire equipment, exercising thorough knowledge of equipment capabilities and property's physical characteristics.
- To drive fire apparatus to and from the scene of a fire or other emergency, training session or as otherwise assigned or directed.
- To position vehicles so that maximum utilization may be made of its facilities and equipment.
- To operate component equipment such as 2-way radio, pumps, valves, aerial lift equipment, etc.

[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.

- To lay, connect and advance fire hoses into burning buildings in order to direct fog, foam or water streams.
- To lift, carry, place, raise and climb ladders into or on to structures.
- To force entry into structures or other enclosures as required.
- To ventilate buildings.
- To breathe with self-contained breathing apparatus (SCBA).
- To cut holes in roof with ax, power saw or other mechanical means.
- To pull down ceilings and other overhaul functions with hand tools.
- To carry up to 175 pounds.
- To crawl on hands and knees while pulling 75 pounds of hose.
- To hold 35 pounds with arms extended and held straight while turning wrists.
- To carry 40 pounds of weight on one's back using shoulder straps.
- To pull rope vertically from overhead down towards one's knees (125 pounds)
- To walk steep terrain dragging or carrying hose with 40 pounds strapped to one's back.
- To withstand exposure to physical danger under extreme conditions.
- To climb ladders carrying tools and other equipment.
- To operate various hand held fire extinguishers.
- To recognize hazardous materials incidents and respond in an appropriate manner.
- To walk, run, kneel, crawl, crouch down and jump wearing full protective clothing under adverse conditions.
- To have a keen sense of smell, sight, touch and hearing.
- To communicate effectively in order to give oral and written instructions in a precise, understandable manner and to follow oral and written instructions.
- To work harmoniously cooperatively and courteously in a team setting with others at all times.
- To work long hours, any part of a twenty-four hour day, including weekends and holidays.
- To report regularly for duty in prompt and timely fashion whenever assigned or called.
- To administer first aid and CPR
- 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.
- To perform emergency rescues including water rescues.
- To perform extrication work from vehicles and machinery.
- 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.
- To prepare reports of unsafe conditions and conduct follow-up inspections to assure satisfactory corrections.
- To perform radio room duties and operate radio room equipment including radios and backup dispatch equipment.
- To present fire prevention lectures to various organizations.
- To present fire prevention programs in schools and at other functions as assigned.
- 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.

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 OR EMT/Paramedic by the Massachusetts Department of Public Health, Office of Emergency Services.
- Ability to successfully complete the Massachusetts Firefighting Academy Recruit Training Program or equivalent.
- Ability to obtain certification as Firefighter I/II by the Massachusetts Fire Training Council.
- Must be non-smoker, on and off duty.
- Appointment to this position will require establishing residency within one year of appointment per union contract. May be extended to one year under certain conditions, with the approval of the Town Manager. Post Office Box number will NOT be considered as a residential address.

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 fire fighting 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.