

TOWN OF SHARON

JOB DESCRIPTION

Title of Position: Full-Time Firefighter

Department/Appointing Authority: Fire Department/Fire Chief

Date: September 6, 2013

Originator: James Wright

Personnel Board Use Only

Classification:

Effective Date of Classification:

Classification Authority: ☐ **Personnel Board** ☒ **Collective Bargaining**

1. Summary Description

Firefighters perform public safety work involving the protection of life and property by fighting fires, responding to emergency incidents, emergency medical treatment and transport, and engaging in public education, proficiency, advanced fire and emergency medical training, station and equipment maintenance.

2. Essential Functions

The essential functions or 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 position.

Duties may include, but are not limited to, the following:

Responds to medical emergencies; performs primary and secondary physical assessment of ill or injured persons; treat patients in accordance with Massachusetts Emergency Medical Services Protocols and Fire Department policy; operates radio-telephone equipment and communicates medical information to base hospital medical personnel and others; compile necessary reports and records; respond to and perform skilled tasks at the scenes of emergency calls and non-emergency calls; serve as a preceptor for paramedic and emergency medical technician trainees.

Responds to alarms and assists in the suppression of structural, residential, commercial, industrial,

chemical, petroleum, vehicle, and wildland fires; perform fire control activities and utilizes strategies in the areas of victim rescue, entry, exposure tactics, ventilation, fire containment and extinguishment, and salvage work; lay and connect hose, hold nozzles and direct water streams; rise and climb ladders; ventilate burning structures; make forcible entries and evacuate occupancies.

Operates a variety of apparatus, equipment, tools, devices, and vehicles including lifting, hoisting, spreading, and pulling equipment, foam and additive proportioners, fuel and oil pumps, building heating and cooling systems, cutting, boring and sawing tools, lighting, lifting and air moving equipment, appliances, elevators, fire protection and escape systems, radio equipment and meters, all types of portable fire extinguishers, pike poles, hand fines, smoke ejectors, salvage covers, forcible entry tools, emergency medical equipment and other rescue equipment.

Conducts fire prevention inspections of dwellings, public assemblies, and commercial, industrial, and governmental buildings, and other public establishments to ensure compliance with codes and regulations pertaining to fire safety; identify common, special, structural, and panic hazards and recommend pre-fire planning activities; issue orders to comply with codes, inspect and test fire protection systems; examine the storage, handling, and use of flammable and combustible liquids and other hazardous materials; make recommendations regarding correction of hazards.

Conducts daily inspections of condition and readiness of equipment; clean, wash, and service equipment, inspect, test, and maintain equipment and pump motors including nozzles, appliances, fittings, fire extinguishers, hand and power tools, ropes, emergency lighting equipment, generators, rescue and first aid and related equipment.

Responds to miscellaneous emergencies; including rescues, hazardous materials, flooding, and natural disasters, respond to non-emergency situations including false fire alarms, elderly assists, vehicle and residential lockouts, and other non-emergency situations.

Drives and operate vehicles, apparatus, and equipment under all conditions.

Performs cleaning, salvage, and overhaul work following fires, prepares apparatus and equipment for further alarms.

Participates in periodic testing of pumps, ladders, and other apparatus and equipment.

Participates in fire training activities; attend continuing and advanced training sessions, which include fire fighting techniques, emergency medical care, and the proper use of all equipment and related tools.

Assists in the preservation of evidence; secure fire scene.

Participates in physical training activities; aerobic and/or weight lifting routines.

Assists in securing sites by directing traffic, clearing public, clearing landing zones for helicopter landing; setting up lighting and related activities.

Responds to the orders and directives of incident commanders/superiors and carries out assignments per applicable practices, protocols, and guidelines.

Assists in the maintenance of fire stations and grounds; maintain inventories of apparatus, equipment, and supplies; recommend purchase of firefighting equipment, physical fitness apparatus, and station appliances.

Performs a variety of administrative duties including maintaining property records and documentation on all job related activities, functions, apparatus, and equipment; prepare reports, forms, recommendations, and other required administrative procedures.

Responds to complaints and requests for information from the public; engage in public information and education activities; conduct station tours

3. Supervision

Does not normally supervise any personnel.

4. Reporting Structure

Works under the direction of the Shift Fire Captain.

5. Physical Environment

Works in all types of weather conditions. May be exposed to extreme heat, explosion, bodily fluids, communicable diseases, and hazardous materials.

6. Education/Basic Knowledge

Minimum education required is a High School diploma or GED. Individual must be a Massachusetts Certified EMT-Paramedic.

7. Experience

No experience is required but emergency medical ambulance treatment and transport at the Paramedic level in a busy EMS service is highly desirable. Additionally, firefighting experience and/or completion of the Massachusetts Fire Academy Recruit Program is highly desirable.

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.