



GOFFSTOWN FIRE DEPARTMENT
GOFFSTOWN, NEW HAMPSHIRE
JOB DESCRIPTION



Job Title:	CALL FIREFIGHTER; CALL FIREFIGHTER/EMT	Position Type:	CALL (PART-TIME)
Department:	FIRE DEPARTMENT	Exempt: Y /N	N
Rank:	FIREFIGHTER	Reports To:	LIEUTENANT

Job Summary / Nature of Work:

Performs responsible work as a Firefighter or Firefighter / EMT for the Town; engaged in fire suppression, fire prevention and emergency medical services. Responds to emergency medical calls and renders assistance. Protects and saves life and property through effective rescue and firefighting work and performs related fire prevention, equipment and facility maintenance, housekeeping functions, as assigned, and performs other duties as directed.

Works under the general supervision of the Lieutenant (Call and Full-time), who outlines broad areas of responsibility. Works under the direct supervision of a Department Officer who usually is present at all fire scenes and issues instructions concerning methods of firefighting and appropriate courses of action. The Firefighter is required to use initiative and judgment in carrying out assignments particularly in the absence of an Officer.

Essential Duties and Responsibilities:

(This position description may not include all of the duties required for this position. The following listed examples include duties that are required by this position.)

1. Performs the full range of Firefighter or Firefighter/EMT (depending upon certification) duties, including:
 - Responding to fire, medical, and hazardous related emergency situations;
 - Maintaining apparatus and vehicles in a clean and operable condition, performing basic maintenance and repair on equipment and coordinating major repairs;
 - Maintaining care, maintenance and upkeep of assigned station(s), apparatus and equipment.; and
 - Participating in drills and training sessions.
2. Responds to alarms with proper equipment promptly and safely. Includes proper positioning of apparatus and other equipment / resources. Conducts themselves in a safe, efficient and professional manner.
3. Performs all assigned duties in accordance with common practices and department regulations and guidelines.
4. Maintains and ensures equipment readiness.
5. Maintains/completes records of: apparatus and equipment, alarms and calls responded to, personnel, equipment inspections, and other records and reports relevant to department operations.
6. Maintains facilities and performs housekeeping duties as assigned.
7. Participates in pre-fire planning and other fire inspections as assigned, educates the public on fire safety and emergency preparedness.



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8. Maintains and improves EMS, rescue and firefighting skills. Attends training sessions, studies materials on fire hazards and fire fighting and rescue methods, and maintains familiarity with town streets and all department equipment and apparatus. May be requested to conduct training sessions based upon topic expertise.
9. Provides mutual / automatic aid to other fire service and emergency medical agencies as dispatched and in accordance with department procedures.
10. Develops and maintains effective working relationships with the community; presents a variety of educational and public service programs to children, youth and community groups.
11. Informs superior fire officers of EMS, rescue and fire suppression developments.
12. Performs other related duties as required / assigned.

Supervision Exercised:

None.

Required Knowledge, Skills, and Abilities:

Ability to learn and perform a variety of rescue, firefighting and EMS skills. Ability to follow written and oral instructions. Ability to work under physically and emotionally stressful situations. Ability to establish effective working relationships with supervisors, peers, the general public and other Town Agencies. Ability to communicate effectively with the general public and other members of the fire department both orally and in writing. Ability to work in a team environment as a productive team member.

Experience, Education, Training, and Certification Requirements:

Experience:

None.

Education / Training / Certifications:

- Must be a High School graduate (or GED);
- Must be 18 years old;
- Must have and maintain a valid NH motor vehicle operator's license (CDL – TANK/AIRBRAKE TO OPERATE DESIGNATED APPARATUS);
- Must have successfully completed the GFD Entrance Testing Requirements;
- Must possess and maintain NH Certified Level I Firefighter and/or NREMT-B certification (attained or actively pursuing within 1 year of employment);
- Must possess and maintain a current Healthcare Provider CPR card (also ACLS and PALS, if Paramedic certified);



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- ICS/NIMS 100, 200, 700 completed within 1st year of employment;
- Must have successfully completed the GFD Orientation and Recruit Training Program.

Preferred:

Proficiency with Microsoft Word, Excel, and PowerPoint.

Physical Exertion / Environmental Conditions:

Due to the nature of the work environment, it is difficult to predict hazards exposure. Generally, the incumbent may be exposed to high places, toxic or caustic chemicals, is near moving or mechanical parts, exposed to the risk of electric shock, risk of radiation, infectious disease, and stress; outdoor weather conditions, fumes or airborne particles, or the extremes of heat/cold. The incumbent is exposed to occupational risks typical of a firefighter, working alongside said members as necessary; as well as tending to administrative requirements. These risks include the products of combustion, infectious disease exposure, fall hazards, entrapment, atmospheric and products hazards, life safety exposure, and heavy equipment hazards.

Working time may include irregular hours and shift times.

Incumbent's working conditions are typically quiet, but may become very loud responding to emergency calls and at the scene of a fire or other emergency incidents.

The nature of this position requires employee to be in and maintain sound physical conditioning as determined by the Town and/or department indentified standards (NFPA 1582). Successful candidates are required to take and pass a physical exam after a conditional offer of employment and periodically thereafter.

Cognitive and Sensory Requirements:

- **Talking:** Ability to understand meanings of words and ideas associated with them and use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.
- **Hearing:** Constantly required when communicating with employees, vendors and public.
- **Sight:** Peripheral vision, night vision, focus, color perception, and depth perception are essential to job function. (Able to meet NFPA 1582 Standard)
- **Tasting and Smelling:** Smelling required.

Special Vocational Preparation Requirement(s):

- | | | | |
|-------------------------------------|--|--------------------------|-----------------------|
| <input type="checkbox"/> | 1. Short Demonstration only. | <input type="checkbox"/> | 5. 181 days to 1 year |
| <input type="checkbox"/> | 2. Beyond short demo up to & including 30 days | <input type="checkbox"/> | 6. 1 – 2 years |
| <input checked="" type="checkbox"/> | 3. 30 – 90 days | <input type="checkbox"/> | 7. 2 – 4 years |
| <input type="checkbox"/> | 4. 91 – 180 days | <input type="checkbox"/> | 8. 4 – 10 years |
| | | <input type="checkbox"/> | 9. Over 10 years |

Other Considerations and Requirements:

Person is expected to dress appropriately (uniform) to represent the Department to the public.



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Physical Activity Requirements:

PRIMARY PHYSICAL REQUIREMENTS:

LIFT up to 10 lbs.:	Frequently
LIFT 11-25 lbs.:	Frequently
LIFT 26-50 lbs.:	Frequently
LIFT OVER 50 lbs.:	Frequently
CARRY up to 10 lbs.:	Frequently
CARRY 11-25 lbs.:	Frequently
CARRY 26-50 lbs.:	Frequently
CARRY OVER 50 lbs.:	Frequently
REACH above shoulder height:	Frequently
REACH at shoulder height:	Frequently
REACH below shoulder height:	Frequently

OTHER PHYSICAL CONSIDERATIONS:

Twisting:	Frequently
Bending:	Frequently
Crawling:	Frequently
Squatting:	Frequently
Kneeling:	Frequently
Crouching:	Frequently
Climbing:	Frequently
Balancing:	Frequently
Push/Pull:	Frequently

Job Location and Equipment Operated:

Duties are performed indoors and outdoors in a variety of settings and in all weather conditions. Operates a variety of equipment including fire equipment, medical equipment, and haz-mat response equipment. Operates various computers. Operates various emergency response vehicles.

HAND

MANIPULATION:

Grasping:	Frequently
Handling:	Frequently
Torquing:	Frequently
Fingering:	Frequently

DURING AN 8 HOUR PERIOD, EMPLOYEE MAY BE

REQUIRED TO:

	Consecutive Hours								Total Hours							
Sit	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Stand	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Walk	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

Controls & Equipment: Computers, printers, telephone, cell phone, fax, scanner, calculator, fire alarm systems, motor vehicles, multi-gas meters, still/digital cameras, hand tools, power tools, radios, ladders, measuring tools, fire/EMS equipment.



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This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this job will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

This 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.

Last Updated By:	Richard S. O'Brien, Fire Chief	Date:	June 8, 2011
Approved By BOS:		Date:	June 27, 2011
Effective Date:	June 28, 2011	Time:	0000hrs