



Buxton Fire-Rescue

Administrative Policy

Subject: Personnel Regulations (3)

Section/Number: FT Firefighter/EMT Job Description (7)

Date Approved: February 10, 2014

Not & Sle



Page 1 of 5

Purpose:

To establish the job description, qualifications, and basic guidelines for potential duties of full time Firefighter/EMT's (Including A/P).

Term:

This is a hired position, funded by the SAFER Act Grant (Staffing for Adequate Fire and Emergency Response), for a term of 2-Years following the grant acceptance. This position may be terminated at the end of the 2-Year period, extended by future grant opportunities, or funded by local taxes.

Qualifications (required prior to hire):

- Must hold and maintain a valid State of Maine Class C Driver's license
- Successful completion of Maine certified AVOC/EVOC class (equivalent)
- High School Diploma or equivalent required; Associate degree preferred
- NFPA Firefighter I & II certification or equivalent. Maine Firefighter 1 or equivalence accepted
- Must hold and maintain a Maine Advanced EMT license, Paramedic preferred
- National Incident Management System IS 100 & 700
- Post job offer, the candidate must complete a pre-employment physical, including drug test, and associated NFPA 1500 components
- Must successfully complete a comprehensive background check and license check
- Must have the ability to work fixed and rotating shifts.

Time Requirements:

Regular Workweek

The work week shall be an average of 42 hours per week over an eight week period. The schedule shall consist of a twenty four hour continuous time period beginning at 8:00 a.m. and ending at 8:00 a.m. the following day. The standard workweek will be as follows: twenty four hours on duty, followed by forty eight hours off duty, followed by twenty four hours on duty, followed by ninety six hours off duty.

The Fire-Rescue Chief may change the schedule with 1 months' written notice to employees.

Full time (FT) personnel will be allowed to work an open PD/FT shift (12 hours) every other week, as long as the following requirements are met: a) overtime is not created, b) the shift will not create a situation where the employee is working for more than 36 consecutive hours, c) cannot work a part time shift that is covering his/her open FT shift when the employee is using paid time off. The FT employee can obtain a PD shift through EMS Manager. All FT/PD shifts worked by a FT employee must be approved prior to the shift by the Fire-Rescue Chief.

Natt & SCS

Shift Swaps

Shift swaps shall be permitted when approved, in writing, by the Fire-Rescue Chief. Shift swaps shall be in accordance with the shift swap policy.

Over Time

Hours worked in excess of 61 hours per week, shall be paid at time and one half the employees hourly rate. Hours worked shall not include sick leave, vacation, holiday, compensation, and bereavement leave.

FT Employees are required to work forced overtime shifts. An employee cannot be forced for more than 48 consecutive hours, before they must have 24 hours of non-work time. Forced OT will be used to ensure a minimum staffing of three employees, at the Advanced EMT Level.

Open FT shifts will be filled in the following way: 1) filled by a FT employee without creating OT, 2) filled by a PD employee without creating OT, 3) filled by a FT employee as OT, 4) filled by a PD employee as OT, 5) filled by a FT employee as forced OT.

Holiday overtime shall be paid in accordance with the Town's Personnel Policy.

Response Requirements:

This position will be assigned to a base station by the Fire-Rescue Chief, and this positions primary responsibility is to answer emergency calls. The intent is to handle the first emergency first (either fire or rescue); however, the bulk of calls for service will be for the Rescue. This position will respond on all calls for service, as assigned by dispatch.

Reports To:

Day-to-Day Operations: Fire-Rescue Chief

Emergency/Training Ground: Lieutenant, Captain, Deputy Chief, Fire-Rescue Chief

Nature of Work:

This is a skilled emergency medical and firefighting position that requires the employee to respond to a wide range of medical, traumatic, and fire suppression-related emergencies in a community encompassing 40 square miles, with a population of 8,100. The department handles approximately 700 emergency medical calls and 400 fire related calls per year.

The person filling this position must be mature, honest, compassionate, able to work well with others, and be willing and able to interact positively with the public. The candidate must be prepared to respond to emergency medical and fire calls in all types of weather, day or night.

Natt & SCS

The person filling this position will become involved in station duties, public education, in-house education, equipment and apparatus maintenance, disinfecting and cleaning of equipment and apparatus, computer related reports and assignments, and a variety of other tasks assigned by the Fire-Rescue Chief.

Work is reviewed through discussion, reports, and during formal employee performance appraisals.

Illustrative Examples of Work

- Provide fire suppression and prevention services and stay current with training, code standards and general operating guidelines, to provide a professional product to the customer
- Provide primary patient assessment, treatment and transport at the ILS/ALS level on any call for emergency medical service, in conjunction with other medical providers
- Be knowledgeable in and follow State and Local EMS protocols, and department Standard Operating Guidelines, and Policies
- Exercise sound judgment with respect to all matters involving patient and responder safety including but not limited to; emergency vehicle operations, scene safety, injury prevention, infection controls, etc.
- Comply with all Department training requirements
- Establish and maintain effective working relationships with other employees (paid on call, per diem, full time and student live-in), supervisors, other departments, agencies, and the public
- Perform general maintenance of fire and rescue equipment and stations
- Operate a computer, with the ability to produce Microsoft Word and Excel documents, prepare reports, utilize IMC and perform other related paperwork as required
- Perform public education and prevention details
- Performs collateral duties as assigned by the Fire-Rescue Chief

Requirements of Work/Essential Functions

Physical Demands

- Requires lifting over 100 lbs. And occasionally over 150 lbs while wearing personal protective equipment, including the self-contained breathing apparatus, weighing approx. 85 – 100 pounds dry.
- During firefighting activities when exposed to extreme heat, blood pressure and pulse are elevated.
- Medium duration of direct exposure to fire and its by-products. About 20 minutes inside of a working fire incident with regular breaks. This can continue until relieved.
- Firefighting is done in any environment. Temperatures within a structure can reach 1000 degrees and below zero outside the fire or during a rescue.

Natt & SCS

Physical Requirements

- Vision – Normal vision needed with or without corrective lenses.
- Hearing – Normal hearing is needed with or without hearing aids.
- Mobility – Ability to walk and climb ladder or stairs.
- Body motion – A full range of body motion is required to accomplish the above-mentioned tasks.

Qualifications

Experience

- Demonstrates a willingness to participate in Department and Community Activities.
- General knowledge of the community’s hazards, and surrounding communities that the department has mutual/automatic aid agreements with.
- Two (2) or more years of fire/rescue experience
- Has responded and works with a team to mitigate the following incidents (Sample list only):
 - o Structure Fires
 - o Vehicle Fires
 - o Chimney Fires
 - o Technical Rescue
 - o Medical Emergencies
 - o Motor Vehicle Crashes

Knowledge

- Training and Certifications (Required):

Full Time Firefighter/EMT	
<u>Driver Operator:</u>	6 hours of job task training including Annual Mandatory Trainings (e.g. SCBA, Fire Extinguishers, Haz Mat Refresher, BBP, Respiratory protection)
	Driver operator certification (initial) and re-certification annually on each apparatus that employee is certified to operate
	6 hours of this time must be done while attending in house training
	12 Hours Required Annually (Driver Operator hours may be counted toward other categories)
<u>Interior Firefighter:</u>	24 hours of structural firefighter training including Annual Mandatory Trainings (SCBA, Fire Extinguishers, Haz Mat Refresher, BBP, Respiratory protection)
	12 hours of this time must be done while attending in house training
	24 Hours Required Annually
<u>Emergency Medical Technician:</u>	Emergency Medical Technician’s (Paramedic, Advanced EMT, and Basic EMT’s) will be governed by Maine EMS Rule’s regarding training. It is the responsibility of the Employee to maintain his/her license per rule.

- Knowledge of Buxton Apparatus, their operation, and associated equipment
- Certified as driver/operator for apparatus in assigned station
- Resource knowledge: i.e. Police, EMS, Public Works, Haz-Mat units, hydrant locations, streets, etc.

Natt & SCS

Abilities

- Communication Skills: effective listening, oral and writing, and able to get the message “across”
- Able to make decisions without supervision, based on knowledge, experience, skills, and training
- Displays sound judgment, and able to “do the right thing when no one is looking”
- Able to give and follow directives
- Operates well under pressure, during emergencies

Benefits/Retirement

The personnel policy defines all fringe benefits available to employees.

Salary

The salary for this position is set based upon the employee’s qualifications, certifications, and years of service. Each employee will be evaluated upon hire, and annual adjustments will be made during the budget process.