



Buxton Fire-Rescue

Administrative Policy

Subject: Personnel Regulations (3)

Section/Number: Fire Police Job Description (12)

Date Approved: July 6, 2017

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Purpose

To establish the job description, qualifications, and basic guidelines for Paid-On-Call Fire Police Personnel.

Term

Paid-On-Call Employees are “at-will”, hired employees. Employee classifications are covered under the [Town of Buxton’s Personnel Policy](#), and therefore, all employees shall abide by the most current edition of the Policy.

If an employee is not meeting the basic requirements of their job description, he or she may be asked/forced to resign based on mandated training requirements and response expectations.

Time Commitment

Fire Police positions require a definite set of job skills, continued training, education, and hands on experience, to become and remain safe and proficient. It is the expectation that employees meet the minimum training, response, and meeting requirements as outlined below, in order to remain an active member of the department.

Fire Police Training Requirements:

Fire Police:	6 hours of job task training including Annual Mandatory Trainings (e.g. SCBA, Fire Extinguishers, Haz Mat Refresher, BBP, Respiratory protection)
	2 hours of practical roadway training
	4 hours of this time must be done while attending in house training
	8 Hours Required Annually

Response Requirements:

It is important that Paid-On-Call Fire Police respond to emergency calls, in or outside of their district, when available, day or night.

Meeting Requirements:

Fire Police are strongly encouraged to attend Fire Police Training/Meetings as this is where updates are given and practice sessions are conducted to exercise safety skills for scenes and traffic control. It is understood that members have work and family commitments, however, meetings keep members up to date with department business, and it is an expectation that if a member can, he or she will attend.

Reports To

Unit Captain or Lieutenant

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Nature of Work

This is a skilled emergency position that requires the employee to respond to incidents and details, when requested, to provide traffic safety support to other first responders. Fire Police respond to all fire calls and limited medical calls (only as requested), with scene and responder safety as the highest priority.

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 incidents in all types of weather, day or night and perform duties of Fire Police while at special details throughout the year. The person filling this position may 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 their officers, or other department officers.

Work is reviewed through discussion, reports, and during goal setting/mentoring meetings with the company officer.

Fire Police may need to perform their duties independently of the fire/medical scene and may only have a radio as a means of communication.

Illustrative Examples of Work

- Provide the safest environment for Fire Police, Fire/Rescue, Police personnel and the public at emergency scenes and community events.
- Be knowledgeable in the application of methods of traffic control such as single lane development, lane tapers, traffic cone lights, emergency scene signs, road closures, advanced warnings and slowing traffic.

Requirements of Work/Essential Functions

Physical Demands

- Requires lifting over 40 lbs. and occasionally over 70 lbs while wearing personal protective equipment.
- Traffic control activities often require long periods of standing and relative inactivity, with exposure to all types of Maine weather.
- Effective communication is required when dealing with the public at or around emergency scenes.

Physical Requirements

All fire police employees must meet the requirements as outlined below, as well as the “Qualifications for Flaggers” as found in Section 6E.01 of the 2009 Edition (current) of the Manual on Uniform Traffic Control Devices (MUTCD). The page and section of the MUTCD can be found on the last page of this job description.

- Vision – Normal vision needed with or without corrective lenses.
- Hearing – Normal hearing is needed with or without hearing aids.
- Mobility – Ability to walk and stand for 30-45 minutes.

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Qualifications

Experience

- Demonstrates a willingness to participate in Department, Unit and Community Activities.
- General knowledge of the community’s hazards, and surrounding communities that the department has mutual/automatic aid agreements with.
- Conducts oneself in a safe manner in all situations.
- Willingness to work as a team member.

Knowledge

- Training and Certifications:

Support Firefighter	Training based on Job Tasks Assignment
	IS 100, 700

- Knowledge of Buxton Apparatus, their operation, and associated equipment.
- Resource knowledge: i.e. Police, EMS, Public Works, Haz-Mat units, hydrant locations, streets, etc.

Abilities

- Effective listening, oral, and writing skills, 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 follow directives
- Operates well under pressure, during emergencies

Salary and Job Classification

Paid-On-Call Job Classifications as defined by the [Town of Buxton Personnel Policy](#).

Paid On Call - Paid on Call working for the Fire/Rescue are not eligible for benefits. Paid on Call are required to comply with any portions of the Personnel Policy that are not overridden by state or federal law.

The salary for this position is set annually through the budget process by the Board of Selectmen.

Policy History:

Original Approval Date: July 7, 2017
 Revised Date: N/A

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CHAPTER 6E. FLAGGER CONTROL

Section 6E.01 Qualifications for Flaggers

Guidance:

- 01 *Because flaggers are responsible for public safety and make the greatest number of contacts with the public of all highway workers, they should be trained in safe traffic control practices and public contact techniques. Flaggers should be able to satisfactorily demonstrate the following abilities:*

- A. *Ability to receive and communicate specific instructions clearly, firmly, and courteously;*
- B. *Ability to move and maneuver quickly in order to avoid danger from errant vehicles;*
- C. *Ability to control signaling devices (such as paddles and flags) in order to provide clear and positive guidance to drivers approaching a TTC zone in frequently changing situations;*
- D. *Ability to understand and apply safe traffic control practices, sometimes in stressful or emergency situations; and*
- E. *Ability to recognize dangerous traffic situations and warn workers in sufficient time to avoid injury.*

Section 6E.02 High-Visibility Safety Apparel

Standard:

- 01 **For daytime and nighttime activity, flaggers shall wear high-visibility safety apparel that meets the Performance Class 2 or 3 requirements of the ANSI/ISEA 107-2004 publication entitled "American National Standard for High-Visibility Apparel and Headwear" (see Section 1A.11) and labeled as meeting the ANSI 107-2004 standard performance for Class 2 or 3 risk exposure. The apparel background (outer) material color shall be fluorescent orange-red, fluorescent yellow-green, or a combination of the two as defined in the ANSI standard. The retroreflective material shall be orange, yellow, white, silver, yellow-green, or a fluorescent version of these colors, and shall be visible at a minimum distance of 1,000 feet. The retroreflective safety apparel shall be designed to clearly identify the wearer as a person.**

Guidance:

- 02 *For nighttime activity, high-visibility safety apparel that meets the Performance Class 3 requirements of the ANSI/ISEA 107-2004 publication entitled "American National Standard for High-Visibility Apparel and Headwear" (see Section 1A.11) and labeled as meeting the ANSI 107-2004 standard performance for Class 3 risk exposure should be considered for flagger wear.*

Standard:

- 03 **When uniformed law enforcement officers are used to direct traffic within a TTC zone, they shall wear high-visibility safety apparel as described in this Section.**

Option:

- 04 **In lieu of ANSI/ISEA 107-2004 apparel, law enforcement personnel within the TTC zone may wear high-visibility safety apparel that meets the performance requirements of the ANSI/ISEA 207-2006 publication entitled "American National Standard for High-Visibility Public Safety Vests" (see Section 1A.11) and labeled as ANSI 207-2006.**

Section 6E.03 Hand-Signaling Devices

Guidance:

- 01 *The STOP/SLOW paddle should be the primary and preferred hand-signaling device because the STOP/SLOW paddle gives road users more positive guidance than red flags. Use of flags should be limited to emergency situations.*

Standard:

- 02 **The STOP/SLOW paddle shall have an octagonal shape on a rigid handle. STOP/SLOW paddles shall be at least 18 inches wide with letters at least 6 inches high. The STOP (R1-1) face shall have white letters and a white border on a red background. The SLOW (W20-8) face shall have black letters and a black border on an orange background. When used at night, the STOP/SLOW paddle shall be retroreflectORIZED.**

Guidance:

- 03 *The STOP/SLOW paddle should be fabricated from light semi-rigid material.*

Support:

- 04 **The optimum method of displaying a STOP or SLOW message is to place the STOP/SLOW paddle on a rigid staff that is tall enough that when the end of the staff is resting on the ground, the message is high enough to be seen by approaching or stopped traffic.**