

Town of Allenstown Job Description Fire Department – Full Time Firefighter/EMT

General Position Description: Perform responsible work as a Firefighter-EMT. Engage in fire suppression, and fire prevention, rescue, hazardous materials, emergency medical services and public education activities.

Supervision Received: Work under the direct supervision of a department officer who usually is present at all fire scenes and issue instructions concerning methods of firefighting and appropriate courses of action. The Firefighter-EMT is required to use initiative and judgment in carrying out assignments particularly in the absence of a supervisor.

Hiring Authority: Firefighters-EMT are hired by the Select Board, pursuant to RSA 154:1, I(b), and may be removed by the Select Board, pursuant to RSA 154:1.

Supervision Exercised: May on occasion and in the absence of a department officer exercise supervision over subordinates during both emergency and non-emergency situations.

Position Physical Activity Requirements: The Allenstown Fire Department Position Physical Activity Requirements are incorporated herein by reference. (See attached.)

Duties and Responsibilities: Except as specifically noted, the following functions are considered essential to this position. The following is indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive.

1. When approved and authorized drive all fire department apparatus. May at times drive an ambulance according to officer's discretion.
2. As directed, initiate search and rescue operations of building interiors as well as outdoor areas. Utilize techniques of ventilation, apply knowledge of hydraulics and effective application of water for suppression of fire.
3. Enter burning buildings with fire hoses and other necessary equipment taking direction from the officer-in-charge.
4. When approved and authorized perform fire prevention inspections, record findings and issue notice of violations.
5. Perform general maintenance of fire station grounds, equipment and apparatus.
6. Receive training and general instruction from department members in firefighting, rescue techniques and procedures.
7. The firefighter may be called upon to provide training to other members of the department.
8. Participate in pre-fire planning activities, instruct the public on fire safety and emergency life rescue practices.
9. Conduct water rescues.
10. Conduct response to Hazardous Materials operations.
11. As directed, suppress all wild-land fires.
12. Phase 1 responder to terrorist incidents.
13. Performs basic and/or advanced emergency medical care to persons involved in accidents, fire or rescue incidents and/or requiring ambulatory services.
14. Perform other related duties as required.

Other Training, Skills and Experience Requirements:

- Ability to learn and perform a variety of firefighting and EMS skills.
- Ability to follow written and verbal instructions.
- Ability to work under physically and emotionally stressful situations.
- Ability to establish effective working relationships with supervisors, peers, general public and other Town agencies.

- Ability to communicate effectively with the general public and other members of the department both verbally and in writing.
- Any equivalent combination of education and experience, which demonstrates the required knowledge, skills, and abilities.
- Medical screening /examination is required.
- Immunization such as Hep-B may be required.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skill and availability.

License/Certification Requirements:

- Must be certified to a minimum of NH Firefighter Level II.
- Must be certified to a minimum of EMT-B
- Must have a valid NH CDL-B with tank and air brakes endorsement.
- Must have passed and be on the most recent State of N.H. Hiring List and attain the CPAT certification within one (1) year of hire.
- Must be 18 years old by the date of testing.
- High school diploma or G.E.D.
- Flaggers' Certification.
- Must successfully complete all required items for employment with the Town of Allenstown and the Allenstown Fire Department.
- Background investigation (no conviction for any crime).
- No conviction for major motor vehicle violations.
- No history of frequent motor vehicle violations of any kind.
- Must submit to periodic, random drug-testing.
- May not belong to an organization which advocates the violent overthrow of the governments of the United States, the State of New Hampshire or the Town of Allenstown.

Summary of Occupational Exposures:

- Extended periods of exposure to sunlight, wind, snow, rain, and extreme temperature. Exposure to hazardous materials, fuels, lubricants, solvents and fluids.
- May be exposed to solid waste components, herbicides, pesticides, paints, solvents, hydraulic fluids, and fertilizers.
- May be exposed to long periods of sunlight and unfavorable climatic conditions.
- May be exposed to poison ivy, oak or sumac, and insects such as wasps, hornets, bees, etc.
- Blood borne pathogens: Category 1 (Some emergency procedures may entail Category 1 exposure risks)

Specific Requirements for the Position:

- Residency requirement is fifteen minutes response time to one of the Town's fire stations within one (1) year of employment.

Schedule:

- 45 hours per week, weekdays.
- Must be available for recall on weekends, holidays and other unscheduled time.
- Overtime, after 53 hours worked, if and when needed or required; may be expected to work shifts of up to 16 hours.
- Required to attend a minimum of 24 hours per year for firefighter training and 48 hours per year of continuing education for EMT-B.

Date of Creation: February 28, 2011**Revised Date:****Created by:** Paul Apple, Town Administrator**Revised by:**