

Town of East Haddam

Job Description

Work Hours: 7am-4pm
Monday — Friday

Position: Firefighter 1/ Emergency Medical Technician (FF1/EMT) and Buildings Custodian/Maintainer

Department: Town of East Haddam, Fire Department and East Haddam Ambulance Association

Reports to: Board of Fire Commissioners or the First Selectman

Basic Duties:

Under the direction of the Board of Fire Commissioners or their designee: 1) responds to emergency calls for fire suppression, rescue, hazardous materials release, and any other Fire Department related calls in the Town of East Haddam; 2) responds to emergency R-1/R-2 ambulance calls as needed including completing necessary paperwork and replenishing supplies; 3) provides routine custodial services, maintenance, and minor repairs to the designated buildings and grounds of the Fire Companies in the Town of East Haddam; 4) will be responsible for all data entry as required to keep the Fire Department and Ambulance Association in compliance with all applicable State of Connecticut requirements or any other necessary filings; and 5) take inventory of supplies and participate in volunteer recruitment and retention activities.

Supervision Received:

For all job functions the incumbent shall work under the control of the Board of Fire Commissioners or their designee or the First Selectman.

Supervision Exercised:

None, unless specifically assigned.

Description of Functional Responsibilities:

The EMT functions are general but primary. These include responding to R-1/R-2 ambulance calls on the first tone and completing the crew including transporting the patient as necessary, and inventorying and restocking as necessary after each call using and completing the post run checklist. Duties will include providing necessary emergency care at the Basic Life Support level in accordance with Middlesex Hospital and East Haddam Ambulance protocols. In addition, the FF1/EMT will be responsible for accurately processing all necessary paperwork including but not limited to the patient run form, insurance form, refusal form, W-10, Notice of Patient Privacy to patient, and obtaining patient demographic sheet from hospital. Duties will also include performing and documenting basic maintenance of vehicles including but not limited to fluid checks as necessary.

Other maintenance duties include changing O2 tanks, basic interior and exterior cleaning and safety checks of equipment. It is also expected that the FF1/EMT will participate in planning and conducting recruitment and retention activities to maintain a sufficient level of volunteer members.

The fire-fighter functions are also general. These include immediate responses to safely combat and extinguish fires, provide rescue services and to assist with natural and manmade disaster within the Town of East Haddam (and outside the Town when mutual aid to nearby municipalities is requested). Duties involve protecting life and, secondarily, property through safe practices in fire fighting and rescue activities. This includes the appropriate operation of fire and rescue apparatus and/or power tools under all reasonable conditions.

The building custodian/maintainer functions are also general. They entail performing routine custodial activities at all the Firehouses (e.g. routine cleaning, scrubbing, setting up tables and chairs for meetings, changing light bulbs, washing windows, minor landscaping, collecting and disposing of rubbish, and any other duties as assigned at the Firehouses). Maintenance activities may include but are not limited to minor plumbing, simple carpentry, painting, and any other related work. The incumbent of this position will conduct periodic inspections of all Firehouses.

The data entry functions are also general. They will include entering information from any East Haddam Volunteer Fire Department or Ambulance Association incident or call and any other computer functions as required or as directed.

Knowledge, Skills, and Qualifications:

For the Ambulance Association the FF1/EMT must hold a current certification in the following: EMT, CPR, and AED and have a minimum of 3 years of active EMT experience. In addition, the incumbent must maintain membership in the East Haddam Ambulance Association and meet its mandatory training requirements. The FF1/EMT must be able to work with people and function as a key team member in a small community environment. Also, the FF1/EMT must be able to perform the tasks of the position including but not limited to heavy lifting and climbing.

For the Fire-fighter duties, the incumbent shall be certified as a firefighter-one (FF1) and hazmat operations. The FF1/EMT is expected to remain generally knowledgeable of the latest standards in fire fighting and rescue methods and techniques as cited by the National Fire Protection Association (NFPA) and the Occupational Safety and Health Administration (OSHA). The FF1/EMT shall maintain at least the minimum training skills and knowledge necessary to safely employ the vehicles and equipment assigned to or owned by the East Haddam Volunteer Fire Department or Ambulance Association. When utilizing such vehicles or equipment, the FF1/EMT shall abide by the rules and standard operating procedures of the East Haddam Volunteer Fire Department and Ambulance Association. The FF1/EMT shall become qualified on all available apparatus and equipment, as required, and hold a minimum of a Connecticut CDL Class II license with a tank vehicle endorsement or Q restriction.

For building custodian/maintainer duties the incumbent is expected to obtain a working knowledge of routine custodial methods/services, simple plumbing, simple carpentry, and painting practices, and to understand manufacturer's instructions and service manuals for designated equipment, products, and systems utilized.

For data entry functions the incumbent is expected to have and maintain a general knowledge of computer operations including word, excel, and any other operations that may be needed for all Fire Department or Ambulance Association data entry as directed.

Note: This job description is not, nor is it intended to be, a complete statement of all the duties, functions, and responsibilities, which comprise this position.

Salary Range: \$15.00 - \$18.00 per hour

Rev. 3/14/2005