

March 7, 2018

“Substitute Firefighter”

The City of Rutland anticipates filling multiple vacancies in the position of Substitute Firefighter within our Department. Our Substitute Firefighter program is essential in the development of future full-time firefighters that will maintain the firefighting excellence for which our Department is known. Substitute firefighters are members of the IAFF Local 2323 union and are generally the only applicants that the City will consider when a full-time firefighter vacancy is posted.

Substitute firefighters generally fill vacancies created when a full-time firefighter is on vacation, sick, injured or otherwise on leave. Therefore, these opportunities vary from week to week and may not always follow a predictable pattern. However, the City has recently been able to offer two to three 24 hour shifts per week to substitute firefighters, including some overtime pay.

By law, full-time firefighters must live within five (5) miles of the station. Substitute firefighters should live within a reasonable distance of the station, but are not bound by the same law.

Applications for the above position will be accepted by the Chief Engineer, William Lovett, until the close of business on March 17, 2018. A completed application, resume, and any other pertinent information should be submitted in its entirety, on or before the above stated date. Applications can be picked up at the Central Fire Station, 104 Center Street or City of Rutland, Office of the City Clerk, 52 Washington Street.

The City of Rutland is an equal opportunity employer. It is the policy of this Municipality to provide equal employment opportunity to all applicants and employees without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information or other status protected by state or federal law.

If any applicant has any questions regarding this process, please feel free to contact me.

Respectfully Submitted,

William Lovett, Chief
City of Rutland Fire Department

Posted: March 7, 2018
Remove: March 17, 2018@ 1700hrs

**Substitute Firefighter
City of Rutland
Job Description**

Department: Fire Department
FLSA Status: Non-exempt
Reports to: Duty Officer
Starting Pay \$11.12/Hour

Objective/Purpose:

Under the direct or indirect supervision of the Chief Engineer or a subordinate officer, this job addresses the needs of this community to have a professional Fire Department. Substitute Firefighters, perform fire prevention and firefighting activities. They demonstrate their ability to work well with others in a team environment, and perform related tasks as ordered and required. They are able to communicate respectfully and follow the Chain of Command.

Essential Job Functions – Duties and Responsibilities

- Responds to fire alarms and emergency calls with the fire company;
- Lays and connects hose lines and nozzles, holds fire hoses and directs the streams;
- Raises and climbs ladders and enters burning buildings when necessary;
- Perform salvage operations at scenes of fires, such as covering furniture with tarpaulins and cleaning debris;
- Removes persons from burning buildings, and assists in giving Emergency First Aid treatment to injured persons;
- Drives and operates motor driven apparatus, machinery and equipment. Operate a pressure pump;
- Cleans and maintains firefighting equipment. Repairs fire apparatus on special assignment;
- Studies and practices new methods of fire prevention and firefighting. Completes all require trainings mandated by the Department, OSHA, VOSHA, NFPA, ISO and the Vermont Fire Service Training Council, and obtains certifications when required;
- Receives and transmit fire alarms;
- Performs miscellaneous clerical work when assigned;
- Performs maintenance and repair of buildings and grounds;
- Repairs traffic signals when assigned;
- Performs duty assignment as directed by the Chief Engineer or other designated officers.

Knowledge, Skills and Ability

- Working knowledge of Emergency First Aid
- Performs hazardous materials mitigation as allowed by his/her training level;
- Valid Vermont Driver license.

Education and Experience

- High School diploma or GED,
- Vermont Firefighter I certification required, Vermont Firefighter II preferred
- Certified to Haz-Mat Operations Level

Physical and Mental Demands

In an atmosphere of background noise, including warning devices of fire, police and EMS, as well as other audible noises caused by the din of fire ground activities, must be able to understand and give verbal responses and directions, via portable radios, vehicle radios, etc., as well as

make judgements based on heat to determine if the fire is extending or traveling through hidden voids in walls.

Work Environment and Conditions

Listed below are examples of physical activities that Substitute Firefighters performs and the environmental conditions in which their activities are conducted. This is not a comprehensive listing, only an indication of some of the job factors:

- Read small print such as found in the North American Emergency Response Guidebook, commonly known as an ERG;
- Bend down to put on boots or pick up equipment from the floor of a vehicle;
- Carry and utilize heavy equipment, such as self-contained breathing apparatus, commonly known as SCBA;
- Climb a ladder during fire operation. work on ladders that may be coated with ice and/or water and perform duties at heights that may exceed 100 feet;
- Walk or run on slippery, uneven and uncertain surfaces, such as roofs;
- Work in areas where there is danger of ceiling, floors or walls collapsing;
- Work in areas where there may be exposure to ionizing and non-ionizing substances, magnetic and electronic fields, PCBs and other hazardous chemicals and smokes;
- Work outdoors in inclement and or extreme weather conditions, and work in areas with extreme heat conditions, darkness or limited visibility.

Hours of Work:

- The hours of work for the position of Substitute Firefighter, are random and may not follow a predictable pattern. Typical shifts are 24 hours, but may be less.
- The Substitute Firefighter fills in vacancies on a shift, created when a Full Time Firefighter is absent. Availability on short notice is extremely desirable.
- The City has recently been able to offer substitutes an average of 2-3 twenty-four hour shifts per week. However, these opportunities vary from week to week depending on the number of full-time firefighters that are on vacation, sick, injury or other leave.

Disclaimer:

- The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities and requirements. Additional duties, activities, responsibilities and requirements may be assigned, with or without notice, at any time.
- This job description is neither an employment contract nor a promise of work for any specific length of time.

The City of Rutland is an Equal Opportunity Employer.

SIGNATURES

I have received and understand the requirements, essential functions, and duties of this position.

Employees Signature

Date

Approvals

Chief Engineer Signature

Date

Mayor Signature

Date