



## **Job Description**

**Title:** Firefighter

**Department:** Fire Department

### **Nature of work:**

This position is responsible for performing fire suppression, emergency medical, hazardous materials, technical rescue, training, and fire prevention activities and in the maintenance and operation of department apparatus and equipment.

- Residency requirements: as per contract within in 6 months of employment: All Brattleboro Fire Department employees shall, for the duration of their employment with the Town, be required to have their place of abode in Brattleboro, or in a location that is no greater than fifteen (15) mile radius from Central Fire Station, 103 Elliot St, as calculated and displayed by Google Maps.

**Work Schedule:** Firefighters can be scheduled to work by a three (3) platoon system with each platoon on duty an average of 56 hours per week over a 21-day cycle. On-duty for twenty-four (24) continuous hours (1 day) / off-duty for forty-eight (48) continuous hours (2 days)

Compensation: Fiscal 2021 – Fiscal 2022 starting at \$46,208.76, after completion of 1 year within the FY 2023 budget wages increase to \$53,106.56.

Other compensation: Potential eligibility for two incentives of 2 % & 2.5 % on base pay for certification(s) after successful performance review after 6 months of employment.

**Supervision Received:** Receives general supervision from superior officers but must be able to act without direct supervision at emergencies.

**Supervision Exercised:** Exercises supervision only when the employee is designated to act in the capacity of an officer in the absence of an officer.

### **Essential Responsibilities:**

- Includes but not limited to: Drive and operate fire and rescue equipment and vehicles; perform duties associated with fire suppression, emergency medical, hazardous materials, technical rescue, training and fire prevention activities.
- Work in an IDLH atmosphere, performs rescue work, and various other emergency scene operations including confined spaces and heights.
- Responds to medical calls and provides patient care.
- Performs routine maintenance and cleaning work in the fire station; cleans and performs minor repairs on fire apparatus and equipment.

- Participates in training exercises and attends training schools as required.
- Available for callback and responds to emergencies when off duty as needed.
- Performs fire prevention and public education and public relations duties as assigned.
- Complete all written forms and documentation as required.
- Maintain positive public relations; and promote fire safety.
- Attend classes, seminars, and workshops to maintain and improve job knowledge and skills.

**Non-Essential Duties and Tasks:** *The responsibilities and duties listed above are examples of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

**Competencies Needed:**

*We will consider any combination of relevant work experience, volunteering, education, and transferable skills a qualifying, unless specifically stated as required.*

- Must hold a valid CPAT qualification within 1 year of employment.
- Graduation from high school or equivalent.
- Must have a valid motor vehicle operator's license.
- Must hold a Vermont recognized Fire Fighter level I certification.
- Must hold a current Vermont recognized Emergency Medical Responder certification.
- Passing score of the written exam through The National Firefighter Test By Standard & Associates, Inc.
- Knowledge of firefighting techniques, equipment, and safety procedures.
- Knowledge of emergency medical services.
- Knowledge of Town layout or streets and hydrant system; knowledge of buildings in district, including the presence of detection system and hazardous material.
- Basic computer knowledge to include but not limited to Word and Outlook.
- Ability to learn different reporting software.
- Ability to obtain a working knowledge of department policies and procedures.
- Ability to develop and maintain effective employee and public relations.
- Ability to communicate effectively, orally and in writing.
- Ability to actively support Town diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.

**Work Environment:** Must pass a Town of Brattleboro physical examination prior to employment. Firefighters should be strong team members, able to think quickly under pressure, react to always changing situations, and able to communicate effectively. Must be physically fit to perform the duties of the position, have good overall physical health, personal mobility, and the ability to work over long periods of time in less-than-ideal situations and in all weather conditions. Must be able to work from heights and in confined spaces. Bending, reaching, pulling, lifting, and occasionally moving up to 100 pounds are all necessary. Basic use of computer and keyboard. Must tolerate high noise levels and interruptions in the daily routine. Occasional evenings or weekends on day(s) off for trainings, special program events or meetings. Must have the ability to drive a motor vehicle and have access to reliable transportation. Must pass an annual physical.

**Union Status:** Represented by Firefighters Association, Local 4439 after completing successful probation.

*The Town of Brattleboro is committed to diversity, equity, and inclusion. We strongly encourage people of color, people with disabilities, LGBTQ applicants, and people from other underrepresented groups to apply recognizing and respecting those diverse perspectives and experiences are valuable to our team and essential to our public service.*

### **Job Description Acknowledgement**

I have read and understand the functions and requirements of this position and am able to perform them. I understand that this is not to be considered as an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties for this position. I also understand that this is not a contract and employment remain at-will for both myself and my employer.

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Signature of employee

Date