



May 2, 2024

## **“Firefighter Position”**

The City of Rutland anticipates filling one or more firefighter positions within our department, within the next 6 months. Applications for the above position(s) will be accepted by the Chief Engineer, William Lovett, until the close of business on May 24, 2024. A completed application, resume, and any other pertinent information should be submitted in its entirety, on or before the above stated date, by mail, marked Attn: Lieutenant Nathan Elwert, 104 Center Street, Rutland VT, 05701, or by email at [nelwert@rutlandcity.org](mailto:nelwert@rutlandcity.org). Applications can be picked up at the City of Rutland, Office of the City Clerk, Washington Street, or on the City’s website.

The City of Rutland is an equal opportunity employer.

Eligible applicants will be contacted with information detailing the selection process, after May 26, 2024. A written test will be held Thursday, May 30, 2024 at 10:00 A.M., physical fitness evaluation will be held in the first week of June and an oral interview for individuals who have passed the written and physical evaluation and meet the minimum requirements, will be scheduled at a date to be determined.

A study guide for the written evaluation can be purchased at the following web address: <https://www.fpsi.com/product/ceb-candidate-orientation-guide/>

If any applicants have any questions regarding this process, please feel free to contact me, after that date, at the above listed email.

Respectfully Submitted,

William Lovett, Chief  
City of Rutland Fire Department

Posted: May 2, 2024  
Remove: May 24, 2024



## **City of Rutland Job Description**

**Position: Fire Fighter II**  
**Classification: Non-Exempt Full-time**  
**Hours per week: 46.6 on average**  
**Bargaining unit status: Unionize Employee**  
**Starting Pay: \$ 950.42**  
**Reports to: Chief Engineer, Rutland Fire Department**

### **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. Firefighters perform a wide variety of tasks throughout their tour of duty which can include firefighting and rescue, public education and fire prevention, equipment checks and maintenance, operation of power tools, equipment and machinery, drive and operate fire apparatus, and general housekeeping and maintenance of the station and living quarters. They must consistently demonstrate their ability to work well with others in a team environment and perform related tasks and assignments as ordered and required. They can communicate respectfully and follow the Chain of Command. Ability to respond to and participate daily as an assigned crew member of an engine or ladder company to emergency and non-emergency incidents, day, night, weekends, and holidays.

### **Essential Job Functions – Duties and Responsibilities:**

- Must have and maintain a valid State of Vermont motor vehicle driver's license.
- 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 people 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 required trainings mandated by the Department, OSHA, VOSHA, NFPA, ISO and the Vermont Fire Service Training Council, and obtains certifications when required.
- Receives and transmits fire alarms.
- Inspects buildings for fire hazards.
- 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.

Works under the general direction of the Fire Chief with duties and responsibilities as defined by Vermont statute, the City of Rutland Fire Department Rules and Regulations and standard operating procedures, verbal or written orders and directives.

Heavy physical effort is required to perform duties including situations of personal danger and exposure to all types of weather conditions and hazardous environments; work schedule can be unpredictable.

### **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,  
Firefighter II accredited certification, candidate will have to secure VT certification prior to being considered for this position,  
Certified to Haz-Mat Operations Level,  
Live within 5 miles of the Fire Station, within 365 days of being hired.

### **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 firefighting personnel perform 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 or extreme weather conditions, and work in areas with
- extreme heat conditions, darkness, or limited visibility.

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>				<b>CONSTANTLY (C)</b>				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
<b>Physical Demands:</b>					Depth Perception			X					
Standing			X		Color Distinction								X
Walking			X		Peripheral Vision								X
Sitting			X		Driving		X						
Lifting			X		<b>Physical Strength:</b>								
Carrying			X		Little Physical Effort (-10 lbs.)								X
Pushing		X			Light Work (-20 lbs.)							X	
Pulling		X			Medium Work (20-50 lbs.)							X	
Climbing			X		Heavy Work (50-100 lbs.)		X						
Balancing			X		Very Heavy Work (100+ lbs.)		X						
Stooping		X			<b>Environmental Conditions:</b>								
Kneeling			X		Cold (50 degrees F or less)							X	
Crouching			X		Heat (90 degrees F or more)							X	
Crawling			X		Temperature Changes								X
Reaching			X		Wetness							X	
Handling				X	Humidity							X	
Grasping				X	Extreme Noise or Vibration							X	
Twisting			X		Exposure to Chemicals		X						
Feeling			X		Exposure to Gases and Fumes		X						
Talking			X		Exposure to Unpleasant Odors		X						
Hearing				X	Exposure to Bodily Fluids		X						
Repetitive Motion			X		Exposure to Dampness		X						
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X						
Visual Acuity/Near				X	Mechanical Hazards		X						
Visual Acuity/Far			X		Physical Danger		X						

**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.***

**Approvals**

\_\_\_\_\_  
Chief Engineer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Human Resources Signature

\_\_\_\_\_  
Date

Posted: May 2, 2024  
Remove: May 24, 2024