

**Position Title:** Per Diem Firefighters (2 Positions Available)  
**Posting Period:** Open Until Filled  
**Salary Range:** \$160 per full Per Diem Shift  
**How to apply:** Submit City of Winooski Application to Human Resources

A Per-Diem Firefighter serves the community by responding to a wide variety of situations, ranging from emergencies that immediately threaten life or property to routine citizen request for information or assistance. This work will be done within the Standard Operating Guidelines (SOG's) of the Winooski Fire Department and City policy, within the following general categories: fire suppression, rescue, hazardous material responses, fire prevention, training, equipment and station maintenance. Per Diem Staff will be on a pre-qualified list and utilized as assigned by the Fire Chief to enhance coverage during service demands.

**Funding Source:**

100% General Fund

**Major Responsibilities<sup>1</sup>:**

% of Effort <sup>2</sup>	Responsibility <sup>3</sup>
85%	Perform necessary maintenance, testing and care of department apparatus, tools, equipment and perform general maintenance, janitorial and minor repairs to station.
10%	Performs fire prevention, pre-planning activities as trained and assigned.

<sup>1</sup> Major Responsibilities are the essential functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.

<sup>2</sup> Approximate amount of total effort, listed from largest to smallest.

<sup>3</sup> State the condition that appears when the responsibility is complete.



**Minor Responsibilities (5%):**

- Minor Administrative tasks such as time sheets are completed in a timely and accurate manner.
- Participate in the continuous improvement of the City of Winooski by identifying concerns, and offering solutions.
- Provide a high level of customer service to both internal and external customers.
- Support the City's commitment to equity and cultural competency.
- Encourage and participate in professional development and training activities.
- Demonstrate commitment to the City Team by learning about other departments and working collaboratively in cross functional areas.
- Work in alignment with the City's Strategic Vision Plan, and maintain an active role in the team effort required to achieve those goals.

**Classified/Non-Classified:**

Non-Classified

**Position Type:**

Per Diem

**Compensation and Schedule:**

Compensation is defined in the [Part-time and Per Diem Firefighter Pay Plan](#). Per Diem firefighters execute a predefined schedule and attend scheduled trainings.

**Emergency Response and On Call Requirements:**

Emergency Response during assigned shift(s). This position has NO emergency call back requirements.

**Physical and Mental Requirements:**

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.



- Seeing
- Outside
- Hearing/listening
- Clear speech
- Touching
- Dexterity with hand and finger
- Reading
- Math skills – basic
- Writing – basic
- Analysis/comprehension – moderate
- Judgment/decision making
- Clerical
- Inside
- Works with others
- Exposure to heat and cold typical of work outdoors
- Exposure to dangerous situations (fire, smoke, natural, disaster etc.)
- Lifting, carry, drag (up to 50 pounds for 500 feet)
- Carrying, drag (up to 150 pounds for 100 feet)
- Pushing/pulling
- Moving objects
- Noise, moderate to loud
- bending, kneeling, squatting
- sitting
- dirt/dust
- Use of basic office equipment
- face-to-face contact
- verbal contact w/others
- standing
- Contact with others via phone
- ability to move distances within or between locations
- Exposure to smoke and other hazardous fumes
- Crawling, climbing
- Ability to climb ladder
- Ability to wear a breathing apparatus



**Reporting Structure:**

Reports to: Captains  
Direct Reports: None  
Indirect Reports: None

**Minimum Job Skills, Knowledge, Skills, and Aptitudes, and Qualifications:**

- Certified Firefighter I (Firefighter II preferred)
- Ability to meet/demonstrate knowledge and proficiencies of WFD Standard Operating Procedures (SOG's), equipment, personnel, and coverage area(s) as required by the Fire Chief.
- Valid Driver's License

**Post offer Pre-Employment Screening:**

Employment History and Criminal Background Check required. Criminal Background check may only be conducted if the individual hired is returning to the Winooski Fire Department after a break in service and not if the individual is a current and active employee.

Approved by City Council

