

Maynard Fire Department

Job Description

FIREFIGHTER/EMT

To respond to all emergencies that may require the services of the fire department, with the first objective being the prevention of personal injury or loss of life. These tasks are performed under adverse conditions, with decisions being made under tension and pressure when life and property may be at stake. Firefighting today requires compassion, empathy, teamwork, emotional intelligence as well as strength and agility. Firefighting involves the lifting of equipment such as generators and hydraulic rescue power units. It also includes carrying and raising ladders, carrying and advancing hose lines into burning buildings and up over ladders, rescuing people from burning buildings by carrying them down stairs or over ladders; as well as lifting and carrying emergency medical patients on a stretcher is required, among other tasks. This may also include performing lifesaving measures at fire or emergency medical scenes such as cardio-pulmonary resuscitation (CPR). Maynard Firefighters need to perform medical aid and necessary medical procedures, up to their appropriate level of training and or their currently established medical protocols through the National Registry of Emergency Medical Technicians (NREMT) and or the Massachusetts Department of Emergency Medical Services (OEMS). If the emergency is a fire, an initial attack will be made, and the fire confined and extinguished. Firefighters must work at causing the least possible damage in a building by

using water only as needed. Firefighters must work at protecting the contents of the building from excessive damage with the proper use of salvage covers which are followed up by cleaning up water and debris and patching up holes in the roof, and securing the building to prevent any unauthorized entry or injury to persons passing nearby. Carrying out the mission of the Maynard Fire Department also involves working as part of a team to reduce community risk and ultimately limit human suffering by actively participating in public education, pre-fire planning, and other company-level inspections.

SUPERVISION RECEIVED

Supervised by and receives orders from Maynard Fire Captain and or Fire Chief.

GUIDING PRINCIPLES

The Maynard Firefighter shall strive to maintain a positive image of themselves and the organization. Maynard Firefighters shall make informed and ethical decisions in all aspects of their job. Maynard Firefighters understand that they are held in high esteem and are considered trustworthy by the public and shall endeavor never to violate or lose that trust.

EXAMPLES OF DUTIES

(Any one position may not include all of the duties listed, nor do the listed examples include all duties of this job classification.)

- 1) A Firefighter/EMT shall safely respond to emergency calls and initiate whatever firefighting or rescue procedures are required, including the evacuation and stabilization of person(s) involved. Firefighters work at their attained medical certification, i.e., Emergency Medical Technician-Basic, and operate and use the equipment within the established protocols for that level according to the Massachusetts Office of Emergency Medical Services and or the National Registry of

Emergency Medical Technicians and or the Maynard Fire Department Medical Director.

- 2) Participates in training to develop new skills and cognitive reflexes as well as to maintain skills that have already been attained.
- 3) Firefighter reports directly to Shift Officer or, in the absence of one of the shift officers, to the senior firefighter.
- 4) Maynard Firefighters shall maintain their uniforms, so they present a professional appearance and ensure they are in proper uniform when on duty or when representing the Maynard Fire Department as is appropriate.
- 5) The firefighter shall read and understands all Maynard Fire Department Standard Operating Guideline, General Orders, and Rules and Regulations.
- 6) Performs routine cleaning and maintenance in the fire station and in apparatus as needed and directed by the shift captain, such as:
 - a. Sweep all floors and dust daily
 - b. Wash floors daily
 - c. Wax floors as needed
 - d. Wash windows weekly
 - e. Empty trash as needed
 - f. Empty recyclable material as needed
 - g. Exterior cleaning of station
 - h. Interior painting of the station
 - i. Maintain lawn and shrubs
 - j. Shovel snow in winter or utilize a snow-blower as needed

- k. Wash painted surfaces as needed
 - l. Minor carpentry repairs
- 7) Performs routine maintenance on apparatus and vehicles in general as needed under the direction of the shift captain, such as:
- a. Daily apparatus and equipment check
 - b. Weekly in-depth apparatus check every Tuesday
 - c. Drain sludge from boiler weekly (Tuesday)
 - d. Greasing
 - e. Cooling system maintenance.
 - f. Battery maintenance.
 - g. Minor Electrical Repairs.
 - h. Install new equipment and appliances.
 - i. Cleaning and polishing.
 - j. Minor pump and pump valve repairs.
 - k. Maintain records of all repairs or maintenance
- 8) As part of a team, conducts hose testing under the direction of the shift captain such as:
- a. Annual pressure test of all hoses.
 - b. Maintain a record for each length of hose
 - c. Make minor repairs hose as needed
- 9) Performs routine administrative tasks under the direction of the shift captain such as:
- a. Log telephone calls and other fire department activities

- b. Maintain Fire Log.
- c. Receive all visitors.
- d. Issue Burning Permits.
- e. Other as assigned by the shift captain

10) Firefighters operate a wide variety of highly specialized tools and equipment designed to carry out the department's stated mission.

11) Firefighters operate a wide variety of vehicles and apparatus, including engines, ladders, rescues, ambulances, boats, forestry, and support vehicles.

12) Maintains EMT-Basic certification at all times while a member of the Maynard Fire Department.

13) Actively participates in training programs delivered on-duty or as assigned by the fire chief.

14) Firefighters respond to fire alarms as a member of a company; operate pumps, aerial ladders, and auxiliary equipment. Firefighters layout and connect hose, maneuver nozzles, and direct fire streams; raises and climbs ladders; use chemical extinguishers, bars, hooks, lines; instructions of the incident commander, and shall perform salvage operations.

15) Shall have the ability to endure extended periods of intensive physical activity in all types of weather or conditions.

16) Maynard firefighters shall have and maintain the physical ability to participate actively in the strenuous activities required in firefighting and EMS work. Today's firefighting activities include, but are not limited to, carrying patients down multiple flights of stairs, advancing charged hose lines up multiple flights of stairs, operating

heavy power equipment such as saws, and carrying ladders and hose rolls, participating in training activities, participate in fire prevention activities and public education.

17) Maynard Firefighters are expected to obey all orders, rules, and regulations of the Department and Town of Maynard.

18) The firefighter drives assigned emergency apparatus with due care to and from emergency calls. Operates pumps, ladders, and any other mechanical equipment as required; keep an inventory of tools and equipment on the apparatus.

19) Drive and attend emergency ambulance with due care to and from emergency medical aid calls. Render medical aid as required; remove persons from danger, and perform a rescue as needed.

20) Clean and service the assigned apparatus or ambulance and maintain it in good condition for readiness; report mechanical failures or difficulties to the shift captain and or the fire chief and instructs relief driver in equipment operation.

21) Firefighters prepare patient care report forms and incident reports.

22) Makes preventative checks of public or private buildings as directed to reduce the possibility of fire or injury incidents.

23) Whenever necessary, shall take whatever lifesaving measures necessary to prolong the life of any victim of an accident, injury, illness, or assault, and shall continue such efforts until proper medical assistance is available.

24) Shall have available a valid Driver's License.

- 25) Shall not leave their assignment or area during the tour of duty, except with the permission of the shift captain or fire chief upon urgent emergency business requiring their immediate attention.
- 26) Shall consistently direct their best efforts to accomplish tasks assigned to them that end intelligently and efficiently and shall hold themselves in readiness at all times to answer calls assigned and obey the orders of their superior officer(s).
- 27) Identify incidents that are potentially serious public safety or governmental problems and report to the Officer in Charge.
- 28) Coordinate efforts with other personnel in the department so that teamwork may ensure continuity of purpose and maximum achievement of fire/EMS objectives.
- 29) Maintain protective clothing and equipment in a functional, presentable condition.
- 30) Assist citizens requesting assistance or information; courteously explain any instance where jurisdiction does not lie with the Maynard Fire Department and suggest other procedures to be followed.
- 31) Shall take corrective measures in hazardous or unsafe conditions and report incidents to the appropriate authority.
- 32) Firefighters are required to minimize the liability of the Town of Maynard to this end: shall report any hazards or deficiencies in Town buildings, equipment, or rights-of-way.
- 33) Shall have the ability to understand and carry out written and oral instructions.
- 34) Conducts Fire Prevention activities as assigned by the shift captain, such as:
 - a. Issue permits.
 - b. Inspect property

- c. Fire safety surveys and inspections
- d. Pre-fire plans
- e. Direct inspectional service questions to the appropriate person
- f. Record all fire prevention activities in the department's record management system

35) Conducts Public Education activities as assigned by the shift captain, such as:

- a. Explain firefighting and emergency lifesaving to Boy Scouts, Girl Scouts, School Children, or other groups as requested.
- b. Conduct Fire Education Programs In Maynard Schools
- c. Conducts fire safety education training for civic groups or senior citizens as requested

36) Shall perform any other duty assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Working knowledge of all phases of the fire department and emergency management and medical operations, tactics and strategy incident command, technical rescue, leadership, and communications skills. Knowledge of personal computers and Windows-based operating systems and software programs, including Word. Must know all applicable laws, codes, standards, and advanced life support medical protocols. Maynard Firefighters must have the ability to establish and maintain effective and positive relations with all personnel in the department, public officials, and the public as a whole. Maynard Firefighters work to prevent or control the spread of rumors or gossip which may cause or have a detrimental effect on the Maynard Fire Department and or its personnel. Maynard Firefighters must have the ability to function as team players under adverse conditions.

Minimum Requirements

High School Diploma or equivalent

Successful background and driving history check

EMT-Basic (either Massachusetts OEMS approved and or NREMT)

Successful completion of MFA Recruit Program up to Firefighter I and II or recognized equivalent

Must maintain a valid driver's license, either Massachusetts Driver's License or commercial drivers license

ICS 100, 200, 700

Hazardous Materials Operations

Preferred Qualifications

Commercial Driver's License

Fire Prevention Officer-Basic Program

Referenced Documents (not all-inclusive)

NFPA 1001

NFPA 1002

NFPA 1021

NFPA 1500

NFPA 1582

NFPA 1583