



TOWN OF EAST LYME

Fire Service

Part-Time Firefighters

The Town of East Lyme is seeking Part-Time Firefighters for its Fire Service.

SUMMARY:

This is highly responsible, skilled work, performing firefighting duties including, but not limited to, extinguishing and preventing fires; protecting life and property in emergency situations; and operating equipment. Work also involves performing rescue operations and rendering emergency medical assistance in response to fire calls, accidents, emergencies and/or community disasters.

Additionally, work involves performing skilled repair and preventative maintenance work on fire apparatus, equipment, alarm systems, and buildings, and the completion of administrative tasks.

SUPERVISION RECEIVED: The Firefighter / EMT shall receive direct supervision from the First Selectman or his / her designee and operational supervision from the Fire Chief, or in his absence, the Deputy Fire Chief or senior fire officer.

SUPERVISION EXERCISED: In accordance with the established procedures of the Department, seniority in rank is respected and observed in the absence of direction to the contrary from the Fire Chief, or in his absence, the Deputy Fire Chief or senior fire officer.

ESSENTIAL JOB FUNCTIONS:

- Responds to alarms of fires, accidents, emergencies and community disasters involving structures, equipment, facilities, fuel, chemical and brush fires.
- Drives or operates fire equipment and apparatus including power and hand operated tools, pumpers, tankers, hose wagons, rescue trucks, forest fire trucks and similar firefighting apparatus. Exercises a thorough knowledge of equipment capabilities and physical characteristics.
- Performs functions involving hoses, ladders, hydrants, nozzles or hand lines as may be required.

- Ability to operate component equipment such as two-way radios, pumps, valves, etc. Lays couplings, to connect and advance fire hoses into burning buildings in order to direct fog or water streams.
- Receives oral and written instructions from the Fire Chief and plans and organizes work within general policies and procedures of the assigned department. In the absence of the Fire Chief or senior officer, assumes command of fire and emergency scenes.
- Takes action and precautions to protect persons and property including, but not limited to (1) placing ladders and climbing ladders into structures, (2) cutting and breaking openings in structures as required, (3) ventilating buildings, (4) entering burning structures and confined spaces in order to evacuate and rescue any persons in danger, (5) performs emergency rescues including drowning, (6) performs extrications work from vehicles and machinery, and (7) to administer emergency medical care and / or artificial respiration to those requiring assistance.
- Performs daily apparatus inspection checks, preventative maintenance work and skilled repair work on fire vehicles and equipment.
- Assists with general duties around the station that includes but is not limited to cleaning and checking of the stations and grounds.
- Provides statistical and narrative reports to the Fire Chief. Maintains activity logs.

ADDITIONAL JOB FUNCTIONS

- Coordinates activities with the Fire Marshal/Fire Chief for fire investigation and inspection programs as needed.
- Evaluates need for major mechanical work and recommends referral to qualified repair facilities as needed.
- Administrative duties when requested by the Fire Chief may include (1) making recommendations for new equipment including specifications and cost estimates; (2) maintaining an inventory of supplies and materials and (3) preparing purchase orders for approval as needed.
- Instructs firefighters in firefighting, fire technology, and equipment maintenance. This includes training of new full-time and part-time Firefighter/EMT and volunteers.
- Participates in public fire education programs for children, adults, and interested groups.
- Performs related duties and responsibilities as required.

******* The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*******

QUALIFICATIONS PROFILE:

Knowledge, Skills, and Abilities:

- Physical ability and capacity to fight fires, perform rescue operations and handle and maintain fire apparatus and equipment.
- Mental capacity to handle stressful situations, physical danger and risk of serious injury to person and others. Ability to interact with people who are under physical and / or emotional stress.
- Ability to apply common sense and to understand instructions in written, oral or diagrammatic form.
- Maintains an ability to organize and express thoughts and ideas, both orally and through written communication, to present oral and written reports with clarity, and to plan, prepare and make presentations. Demonstrates an ability to analyze and interpret data. Ability to prepare narrative and statistical reports of some complexity.
- Knowledge of the techniques and skills in the use of highly specialized firefighting apparatus, including a working knowledge of the mechanics of pumping equipment in order to keep the equipment in working condition and to correct mechanical problems in actual firefighting emergencies.
- General knowledge, as required, of radiation hazards, chemical products and the techniques necessary to handle these materials when involved in or exposed to, fire or intense heat.
- Knowledge about self-contained breathing apparatus, radiation monitoring devices, heat and radiation protective clothing.
- Knowledge of standard fire protection and prevention theory, techniques and practices related to various types of structural fires and knowledge of basic fire protection inspection techniques.
- General knowledge, as necessary, about specialized firefighting techniques for fire hazards peculiar to the property, such as special weapons, chemicals, liquid fuels, etc.
- Practical knowledge of the principles of hydraulics as they pertain to water flow and friction, etc.
- Ability to work long hours, any portion of a twenty-four hour day, including weekends and holidays.
- Ability to work independently, harmoniously, cooperatively and as part of a team with minimal supervision at all times. Demonstrates an ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional.

- Establishes an ability to exercise mature judgment and responsible decision making in accordance with recognized standards, policies and procedures and to solve problems and establish goals.

Education, Experience, and Training:

- Requires a high school diploma or equivalent, experience in firefighting and equipment maintenance.
- Requires a post-offer / pre-employment physical examination (within the past six months) which shall include a statement from the physician that the employee is capable of fulfilling requirements of the job.
- Mandates physical and psychological examinations, including the possible requirement of drug screening.
- Requires criminal background and driving record checks prior to employment.

License or certification:

- Employee must have CDL or Q driver's license, or other state's equivalent.
- Employee must have a Candidate Physical Agility Test (CPAT) within two (2) years prior to employment ~OR~ employment as an active Firefighter with a municipal, industrial, or similar department for a minimum of two (2) years of continuous employment.
- Employee must have EMT-B
- Employee must have Fire Fighter II or Fire Fighter I and ability to possess a Fire Fighter II within the first 12 months of employment.

PHYSICAL AND MENTAL REQUIREMENTS/WORK ENVIRONMENT:

- Considerable physical strength and stamina.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.
- While performing the duties of this job, the employee primarily works out of doors in all weather conditions. Employees must have a keen sense of smell, sight, hearing and touch. Employee is frequently required to use hands or finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. While performing the duties of this job, the employee is required to walk, run, jump, sit, climb or balance, stoop, kneel, crouch, or crawl, and talk and hear at varying intervals of time. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

- The employee must have the ability to (1) breathe with a self-contained breathing apparatus, (2) carry ladders on shoulders, (3) lift ladders off of fire trucks, (4) raise ladders from the ground, (5) lift, move and otherwise manipulate up to 175 pounds, (6) crawl on hands and knees while pulling 75 pounds of hose, (7) hold 35 pounds with arms extended and held straight while turning wrists, (8) carry 40 pounds of weight on one's back using shoulder straps, (9) walk steep terrain dragging or carrying hose with 40 pounds strapped to one's back, and (10) carry heavy section hose on shoulders.
- Additionally, the employee must be able to (1) climb ladders carrying tools and other apparatus as necessary, (2) thread hose, (3) pull rope vertically from overhead down towards one's knees (125 pounds), (4) chop holes in roofs and other structures using an axe, and (5) pull down overhead ceilings with hand tools.
- The employee frequently works near moving mechanical parts; in precarious places; and is exposed to wet and/or humid conditions, fire, fumes or airborne particles, toxic or caustic materials, extreme cold, extreme heat, risk of electrical shock and vibration. The noise level is quiet to extremely loud depending on the task or equipment being used.
- Employee must be free from mental or physical disorders which would interfere with performance of duties as described and have the ability to maintain his / her composure with the public and co-workers in everyday, stressful and emergency situations. Employee must be able to withstand exposure to physical danger under extreme conditions and to function in situations where subjected to aggressive physical and / or verbal behavior.
- Employees may be exposed to bloodborne pathogens including, but not limited to, the hepatitis virus and the human immunodeficiency virus (HIV).

Interviews:

Interviews may be conducted by Fire Chiefs, Fire Marshal, and/or Human Resources.

Ranking Of List And Hiring

Candidates will be ranked by their certifications, experience, and interview evaluations. The Town of East Lyme will hire (1) one of the top (3) three candidates on the list based upon the recommendation of the respective fire chief. The list should be good for 18 months from the date of the 1st appointment, unless it has been exhausted prior to the expiration date.

Special Requirements

Completed applications must be accompanied by your resume and copies of pertinent certifications.

All applications will be reviewed for completeness, neatness, and experience. Application forms and a full job description are available online at:

<https://eltownhall.com/government/departments/human-resources/> or can be picked up at Town Hall or any of the Town of East Lyme fire stations. Completed application packages will be accepted at either Town Hall (Human Resources- Lower Level) or the Fire Chief's Office located at 277 West Main Street (2nd floor), Niantic, CT 06357.

*****This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as requirements of the job change. The order in which Essential Functions and Qualifications Profile are meant only for reference and do not necessarily represent any order of magnitude.*****

To apply, visit [Human Resources - Town of East Lyme \(eltownhall.com\)](http://HumanResources-TownofEastLyme.eltownhall.com),
or submit an [Application](#) along with resume and cover letter to
hrmanager@eltownhall.com.

As an equal opportunity employer, the Town of East Lyme does not discriminate on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, genetic information, gender identity or expression, disability (including pregnancy), status as a Veteran, or any classification protected by state or federal law.