



Scarborough Fire Department

Scarborough, Maine



Standard Operating Guidelines

Book:	Organization
Chapter:	Fire Department Organization
Subject:	1134 – Job Description Per Diem Firefighter/EMT
Revision Date:	9/25/2007
Approved by:	<i>B. Michael Thurlow</i>

QUALIFICATIONS

- Must hold and maintain a valid Maine Driver’s license.
- High School Diploma or equivalent required.
- NFPA Firefighter I & II certification or equivalent.
- Must hold and maintain a valid Maine EMT-B EMS license.
- Successful completion of a state certified AVOC/EVOC class.
- Minimum of 18 months firefighting or EMS experience.
- Must successfully complete a physical abilities test.
- Must successfully complete a post offer comprehensive physical examination.
- Must currently meet or be willing to meet the fire and EMS training requirements listed below in a reasonable period of time as agreed to with the Fire Chief.

REPORTS TO: Paramedic Lieutenants, Deputy Chiefs, and the Fire Chief

NATURE OF WORK

This is skilled Per Diem firefighting work consisting of combating, extinguishing, and preventing fires. It involves responding to a wide range of fire suppression and medical emergencies in a community encompassing 54 square miles with a year round population of nearly 20,000 that is significantly higher in the summer months. The department's annual call volume exceeds 3,200 calls for service per year.

The person filling this position must be mature, honest, compassionate, able to work well with others, and be willing and able to interact positively with the public. The candidate must be prepared to respond to Fire and EMS calls in all types of weather, day or night. Due to the geography of the community the candidate must be prepared for emergencies on/in the ocean, highways, residential neighborhoods, industrial areas, as well as agricultural settings.

The work involves training for and participation in duties of protecting life and property through performing firefighting and rescue activities. Work generally is performed as a member of a team. Employees of this class participate in the performance of hazardous tasks under emergency conditions, which may require strenuous exertion under such handicaps as smoke and cramped and hazardous surroundings. Although firefighting and rescue work are the most

difficult areas of work, a significant portion of time is spent inspecting premises for fire hazards, in drilling and studying methods and techniques, in routine station and equipment maintenance, and in other departmental duties. Specific orders and assignments are given by a superior officer, both in fighting fires and at the fire station. Performance of the work requires initiative and a thorough understanding of firefighting methods as learned on the job and in training.

ILLUSTRATIVE EXAMPLES OF WORK REQUIREMENTS

- Responding to fire alarms and a wide variety of emergency calls for service.
- May drive and operate apparatus
- Operate pumps, ladders, and auxiliary equipment
- Lay and connect hose, nozzles and direct streams
- Carry, raise, climb, and work from ladders
- Use chemical extinguishers, bars, hooks, lines and other equipment.
- Ventilate burning buildings, remove persons from danger, and administer first aid to injured persons.
- Perform salvage operations by placing salvage covers, and removing water and debris
- Be knowledgeable in and adhere to the department's Standard Operating Procedures
- Perform station duties, equipment and apparatus maintenance checks, hydrant shoveling, hose testing, and a variety of other assignments as part of the team as assigned.
- Maintain a willingness to learn and employ additional skills and techniques as needed.
- Learn and maintain up-to-date knowledge of the location of streets, principal buildings and geographic features of the Town of Scarborough.
- Effectively receive, process, relay, and follow both oral and written instructions.
- Comply with all Department training requirements.
- Establish and maintain effective working relationships with other employees (call, part-time, full-time and students), supervisors, other departments, agencies, and the public we serve.
- Understand and work within the principals of the National Incident Management and Incident Command systems.

SALARY

This position is a part time per diem position based on a salary scale that rewards experience, and training certifications.

FIREFIGHTING & EMS TRAINING REQUIREMENTS

An employee in this class must have already attained, or attend and pass the following within a reasonable time frame as agreed to with the Fire Chief:

- The Driver/Operator Level 3 classes as outlined in SOP # 1210 – Training Division
- Hazardous Materials Operations Level certification.
- Basic Pumps and/or Aerial Operations certification.
- Other classes as deemed appropriate by the Fire Chief