



## **Town of Suffield Job Posting**

**Position:** Part Time Firefighter

**Posted:** July 15, 2026

**End Date:** July 29, 2026

**APPLICATIONS CAN BE MADE ONLINE AT [WWW.FIREFIGHTERAPP.COM](http://WWW.FIREFIGHTERAPP.COM)**

The written examination time and date to be announced when the exam will take place.

There will be NO makeup exams.

### **General Statement of Duties:**

The Town of Suffield seeks qualified applicants for the position of Part Time Firefighter. This is a sixteen (16) hour per week position in the Fire Department. Some of the duties include but are not limited to: Controls and extinguishes fires; protects life and property; maintains Fire Department buildings, quarters and equipment as a member of a fire company and performs related work as required. Additional information about the Town of Suffield and the Suffield Fire Department can be found at [www.suffieldct.gov](http://www.suffieldct.gov).

### **Hours:**

This position is at will. This is a part-time sixteen (16) hours per week position. Must be flexible to include weekends. Hours are based on the coverage needs of the department and are subject to change. This position may occasionally require long hours beyond those scheduled hours.

### **Compensation and Benefits:**

The starting salary for this position is \$25.00 per hour, paid bi-weekly. This is a non-benefits eligible position.

### **Supervision Received:**

Reports directly to the Fire Chief or his designee.

### **Essential Duties and Responsibilities:**

1. Responds to emergency incidents, performs complex tasks during life threatening emergencies both as a member of a team and independently to control or extinguish fire, rescue people and deal with other emergency conditions that may arise.
2. Performs rescue work in various emergencies and assists in emergency aid to the injured when primary emergency medical response agencies are not available or require assistance.
3. Drives department vehicles, operate apparatus pumps and other equipment and hand tools.
4. Participates in department drills and training to maintain and enhance skills and safety in firefighting and rescue techniques, medical care, and related subjects.

### **Additional Job Functions:**

Included, but are not limited to the following:

1. Use manual and power tools in the performance of duties.
2. Performs assigned duties in maintaining apparatus, equipment, buildings, hydrants, and grounds.
3. Participates in fire surveys and inspections of all types of occupancies.
4. Cleans, polishes, oils, and greases equipment; makes minor repairs.

5. Completes forms and reports to document emergency incidents and other information pertinent to duties and assignments.
6. Contact person for members of department and general public coming into the station.
7. Responds to alarms and calls with apparatus in accordance with department protocols.
8. Assumes command of Fire Department operations until relieved by a superior ranking officer.
9. Inspect and perform light maintenance of station and furnishings.
10. Perform other duties as assigned.
11. Work rotating shifts and other assignments, as approved by the Chief.
12. Respond to incidents as a driver or passenger in a fire department fire truck or other vehicle to extinguish fires and/or control other emergency situations.
13. Oversee individuals while in or around the fire station assuring appropriate behavior and conduct.
14. Monitors and answers telephones and radios.
15. Complete reports accurately and in a timely manner.
16. Understand, interpret, properly apply and follow policy and instructions.
17. Perform fire-fighting duties while wearing full protective equipment including the use of self-contained Breathing Apparatus.
18. Work and communicate effectively with people.
19. Ability to accept responsibility.
20. Handle emergencies in a calm and professional manner.

#### **Minimum Qualifications:**

1. Must be 18 years of age.
2. Graduation from a standard high school or technical school or equivalent as certified by the State Board of Education.
3. Must possess and maintain a valid driver's license with appropriate endorsement to drive fire apparatus.
4. Certifications Required: Certification to Pro Board/IFSAC accredited Firefighter I. Preference may be given to those who hold Pro Board/IFSAC Firefighter II certification. Certification to Pro Board/IFSAC Firefighter II will be required within one year from the date of hire.
5. Must be Hazardous Materials First Responder - Operational level as established in CFR 1910.120.
6. Must be EMR (Emergency Medical Responder) certified.
7. Must be CPAT certified.
8. Physical Examination: A rigid physical examination in compliance with the NFPA 1582 Standard on Comprehensive Occupational Medical Programs for Fire Departments 2013 edition conducted by the Department and Town's medical authority will also be required.
9. Drug Testing: Applicants shall be required to submit to a drug test as part of the pre-employment medical examination.
10. Character Requirements and other factors: Applicants must meet the highest legal and ethical standards. Honesty and integrity are paramount to the profession. Candidates will undergo a rigorous background investigation. An applicant may be disqualified for poor employment history, recent use of illegal drugs, or previously undetected criminal activity.
11. Must be physically able to efficiently perform all the duties and responsibilities of the full-time firefighter position with or without reasonable accommodation.
12. Must possess a reasonable mechanical aptitude that allows the ability to operate and maintain certain equipment and determine that the equipment is ready for use.
13. Must be able to interact with the public, supervision, and fellow employees. Must understand and be able to operate within the chain of command.

#### **Knowledge, Skills and Abilities:**

1. Fully versed with protocols governing emergency medical services.

2. Conversant with laws, regulations, and policies of Connecticut.
3. Must be able to keep up to date with and adapt to the changes in professional protocols, as well as governmental policies and regulations.
4. Display strong interpersonal skills including but not limited to patience and the ability to handle stress.
5. Familiar with HIPAA regulations.
6. Project professionalism and good grooming.
7. Maintain an open, positive, flexible image.
8. History of working cooperatively with diverse government and citizen groups.
9. Strong planning, organizational, leadership, and managerial skills.
10. Must have a confident yet personable disposition and a passion to lead a volunteer organization to serve the community.

### **Special Requirements:**

The selection process will include, at a minimum, a detailed review of your application packet, and the successful completion of the Department's selection process, which includes but may not be limited to the following:

1. Written examination (Passing 70%)
2. Detailed background investigation
3. Medical examination including a drug test
4. Chief's interview
5. Fire Commission interview and approval

### **Tools and Equipment Used:**

Computer, calculator, copy machine, fax machine, telephone and two-way radio, Fire Apparatus and ancillary vehicles, various power tools and equipment and firefighting Personal Protective Equipment as required by the assigned task.

### **Physical Demands:**

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. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate office equipment and to reach with hands and arms. Regularly required to drive a motor vehicle. The employee frequently is required to stand and talk or hear.

The employee is frequently required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee occasionally lifts and/or moves objects weighing 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee must be able to read and interpret documents and write reports and correspondence.

The employee regularly interacts with people about matters that generate conflict and disagreements. Must be able to be firm, but flexible and endure stress while maintaining a courteous and positive attitude. Employee must be able to work long hours as needed and attend evening meetings. Employee must be able to make site visits and physically inspect property. This may include climbing stairs and walking outdoors.

1. Tolerate extreme fluctuations in temperature while performing duties in hot, humid, atmospheres while wearing equipment that significantly impairs body-cooling mechanisms.
2. Rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic, and potentially life threatening environment throughout the duration of the operation

3. Work for long periods of time, requiring sustained physical activity and intense concentration.
4. Make rapid transitions from rest to near maximal exertion without warm-up periods.
5. Ability to lift forty (40) pounds frequently and heavier weights occasionally
6. Ability to carry or drag one hundred (100) pounds a minimum of seventy five (75) feet while wearing structural firefighting protective clothing and using a self-contained breathing apparatus.
7. Ability to climb a fully extended twenty four (24) foot extension ladder placed on a seventy (70) degree angle while wearing structural firefighting protective clothing and using a self-contained breathing apparatus.
8. Must have good health; must have and retain sufficient strength, stamina, agility and visual and auditory acuity necessary to perform all the duties of the position.
9. Will be required to meet medical and physical requirements as established by the Board of Fire Commissioners.

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works in outside weather conditions and is exposed to cold, heat rain, snow, and wind. The employee frequently works near moving mechanical parts and is frequently exposed to noise and vibration. The employee occasionally works in high, precarious places. The employee is exposed to fumes, airborne particles, toxic or caustic chemicals, and risk of electric shock.

#### **General Guidelines:**

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

#### **Residency:**

Applicants must be U.S. citizens and reside within a thirty (30) mile radius of the Suffield Fire Departments Main Station.

#### **Travel:**

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences, seminars and unforeseen emergencies.

#### **How to Apply:**

Applications can be made online at [www.firefighterapp.com](http://www.firefighterapp.com).

#### **EEOC Statement:**

It is the policy of the Town of Suffield to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Suffield will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

**The above posting is intended as a guide and is not a complete description of the position or process.**

*The Town of Suffield is an equal opportunity employer m/f/d/v.*

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