



**CITY OF DOVER, NEW HAMPSHIRE**  
**Supplemental Position Description**

<b>Position:</b> Firefighter/EMT-B	<b>Position Control No:</b> XX-XX-XX-XX
<b>Classification-Series:</b> Firefighter/EMT-B	<b>FLSA Status:</b> Partial Exempt, Regular FT 42 hrs/wk
<b>Occupational Grouping:</b> Public Safety Services	<b>Union - Grade:</b> IAFF - 17
<b>Organizational Unit:</b> Fire & Rescue	<b>Primary Job Location:</b> North End Fire Station – 262 Sixth Street

**JOB SUMMARY:** Performs work related to the protection of life and property by performing firefighting, emergency aid, hazardous materials mitigation, and fire prevention duties for the City; performs advanced pre-hospital emergency medical care up to paramedic level of care; maintains fire equipment, apparatus, and facilities.

**ACCOUNTABILITY:** Works under the direct supervision of a superior officer who usually is present at all incident scenes who issues general and/or specific instructions concerning methods and appropriate courses of action of firefighting, hazardous materials mitigation, rescue, and medical emergencies; incumbent is required to use initiative and judgment in carrying out assignments, particularly in the absence of a supervisor and on emergency medical calls.

**SUPERVISION EXERCISED:** May provide instruction and lead assigned personnel.

**TYPICAL EQUIPMENT USED:** Fire apparatus, fire pumps, hoses; valves; and other standard and specialized firefighting equipment; personal protective equipment including self-contained breathing apparatus; hydraulic, electric and manual rescue devices and equipment; ladders; emergency medical and life support equipment; first aid equipment; mobile radio; pager; personal computer; telephone; passenger, utility and emergency vehicles; and motorized boat.

**TYPICAL WORK ENVIRONMENT:** Inside: 65%      Outside: 35%

**DUTIES AND RESPONSIBILITIES** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. All duties and responsibilities are to be performed in accordance with the City's core values.
2. Respond to fire and other emergency alarms and perform tasks to combat, contain and extinguish fires, render emergency medical assistance, and mitigate dangers posed by hazardous materials and/or man-made or natural emergencies.
3. Perform advanced pre-hospital emergency medical care up to paramedic level to persons involved in man-made or natural emergencies, fire, or rescue incidents and/or requiring ambulatory services.
4. Perform advanced level pre-hospital medical intervention and complex tasks during life threatening emergencies per established protocol, standing orders and/or physician direction.
5. Operate both as a member of a team and independently at incidents of uncertain duration.
6. Make rapid transition from rest to near maximal exertion without warm-up periods and endure extended periods of physical activity.
7. Perform Fire Prevention inspections of homes, businesses and public places. Record findings and issue notices

- of violation.
8. Assist in general upkeep and housekeeping of fire facilities by performing routine and minor maintenance on fire equipment, apparatus, facilities and grounds.
  9. Receive and relay fire calls and alarms.
  10. Perform salvage operations at scenes of fires, accidents, spills, discharges, and other emergency situations.
  11. Maintain proficiency in firefighting techniques; the operation and maintenance of technical equipment, e.g. firefighting apparatus and equipment, personal protective equipment, measuring devices, etc.; and the containment and clean-up of hazardous materials by participating in fire drills, attending classes in firefighting, emergency medical, hazardous materials, and related subjects. Receive training and general instruction from a senior officer or other designated instructor in firefighting and rescue techniques and procedures. May assist in the training of existing personnel, new recruits and call firefighters.
  12. Present programs to the community on safety, first aid and fire prevention topics.
  13. Assist in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.
  14. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
  15. Maintains familiarity with and executes safe work procedures associated with assigned work.
  16. Performs other related duties as required.

**TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:**

<p><b>LIFT:</b>          -up to 10 lbs.: Frequently required.          -11 to 25 lbs.: Frequently required.          -26 to 50 lbs.: Frequently required.          -over 50 lbs.: Occasionally required. Assistance may be available.</p> <p><b>CARRY:</b>          -up to 10 lbs.: Frequently required.          -11 to 25 lbs.: Frequently required.          -26 to 50 lbs.: Frequently required.          -over 50 lbs.: Occasionally required. Assistance may be available.</p> <p><b>REACH:</b>          -above shoulder height: Occasionally required.          -at shoulder height: Frequently required.          -below shoulder height: Frequently required.</p>	<p><b>PUSH/PULL:</b> Frequently required.  <b>TWISTING:</b> Frequently required.  <b>BENDING:</b> Frequently required.  <b>CRAWLING:</b> Occasionally required.  <b>SQUATTING:</b> Occasionally required.  <b>KNEELING:</b> Occasionally required.  <b>CROUCHING:</b> Occasionally required.  <b>CLIMBING:</b> Occasionally required.  <b>BALANCING:</b> Occasionally required.  <b>GRASPING:</b> Frequently required.  <b>HANDLING:</b> Frequently required.  <b>TORQUING:</b> Frequently required.  <b>FINGERING:</b> Frequently required.</p>
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**DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:**

<p><b>CONSECUTIVE HOURS:</b>          Sit: 2 hours          Stand: 2 hours          Walk: 1 hour</p>	<p><b>TOTAL HOURS:</b>          Sit: 4 hours          Stand: 3 hours          Walk: 1 hour</p>
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**COGNITIVE AND SENSORY REQUIREMENTS:**

**TALKING:** Necessary for communicating with others.  
**HEARING:** Necessary for receiving instructions and information.  
**SIGHT:** Necessary for performing job effectively.  
**TASTING & SMELLING:** Necessary to detect fuel leaks, smoke, noxious odors, etc.

**TYPICAL WORK SURFACE(S):** Standard office desk and chair; motor vehicles; firefighting apparatus and equipment; ladders and aerial platform equipment; pitched and flat roofs; asphalt, concrete, dirt, and gravel surfaces; carpet, tile, wood and concrete floors; rough, wet, slippery terrain and surfaces.

**TYPICAL CONTROLS USED:** Mechanical, electrical and hydraulic controls; monitoring, metering and measuring devices; personal protective equipment; hydraulic devices; mobile radio; phone; pager; vehicles; keyboard/keypad; and computer mouse.

**SUMMARY OF OCCUPATIONAL EXPOSURES:** Exposure to extremes of heat and temperature; may be exposed to hazardous materials, noxious and toxic smoke, liquids and substances; fuels, lubricants and hydraulic fluids; blood and bodily fluids; bloodborne and airborne pathogens and communicable diseases. Work involves environments with a variety of adverse conditions, such as heat, cold, wet, slippery, noisy, heights, etc.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:** Knowledge of firefighting duties, methods, and techniques. Knowledge of First Aid and rescue operations. Knowledge of appropriate codes, laws, and ordinances. Skill in the operation of fire equipment and apparatus. Ability to work under physically and emotionally stressful situations. Work involves exposure to grotesque sights and smells associated with major trauma. Demonstrated oral and written communication skills. Ability to follow oral and written orders, directions, directions and instructions, and abides by the rules and regulations of the department. Ability to work safely in in changing work environments both inside and outside including exposure to various hazards including extreme temperatures, moisture, and chemicals. Ability to skillfully operate related machinery and fire apparatus equipment and fire apparatus equipment. Ability to lead and instruct others in techniques and methods used in various work activities. Ability to read schematic diagrams and blueprints. Ability to write reports and maintain accurate records. Ability to establish and maintain effective working relationships with employees, other agencies and the general public.

**EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS:** High School diploma or GED equivalent. Valid vehicle operator’s license. Must have and maintain NH license as Emergency Medical Technician-Basic. Must be nationally registered Emergency Medical Technician. Must be New Hampshire State Certified Firefighter Level II upon appointment.

**SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):**

<p><input checked="" type="checkbox"/> 1. None.</p> <p><input type="checkbox"/> 2. Short demonstration up to 30 days.</p> <p><input type="checkbox"/> 3. 30-90 days.</p> <p><input type="checkbox"/> 4. 91-180 days.</p> <p><input type="checkbox"/> 5. 181 days to 1 year.</p>	<p><input type="checkbox"/> 6. 1 to 2 years.</p> <p><input type="checkbox"/> 7. 2 to 5 years.</p> <p><input type="checkbox"/> 8. 5-10 years.</p> <p><input type="checkbox"/> 9. Over 10 years.</p>
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**OTHER CONSIDERATIONS AND REQUIREMENTS:**

Candidates will be subjected to criminal and financial background checks and polygraph examination. Required to take and pass a physical exam after a conditional offer of employment, and annually thereafter.