

# *Cromwell Fire Department*

## **Chief's Office**

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## **Cromwell Fire Department Career and Part-Time Firefighter/EMT Job Description**

### **DEFINITION**

The position of Firefighter/EMT in the Cromwell Fire Department is a technical position. The position involves performing fire, rescue, salvage, and emergency medical activities. General duties of all firefighting staff are governed through department directives and standard operating procedures. These functions are carried out under the direct supervision of a career lieutenant for routine matters and additionally through the Incident Command System (ICS) following the department chain of command during response and operations at emergency scenes.

The position includes responsibility for positive communications with peer department members including career staff, part time staff, and volunteer members as well as members of the public. The communications will include, but not be limited to the policies, procedures, and rules of the Cromwell Fire Department, and the Cromwell Fire District. The position includes operational responsibilities for both routine and emergency situations during an assigned shift.

The Firefighter/EMT position reports to a career Fire Lieutenant known as the Duty Officer who reports to the Fire Chief or designee according to the department chain of command or as ultimately directed by the Fire Chief.

### **ABILITIES**

- \* Work under stress and use good judgement in emergency situations.
- \* Communicate clearly and concisely, both orally and in writing
- \* Must be able to communicate effectively and professionally with other staff, other town agencies, and with the public when responding to requests and inquiries.
- \* Establish and maintain cooperative-working relationships with those contacted in the course of work including district, town, and other government officials, community groups and the general public.
- \* Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of department goals and objectives.

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- \* Interpret and apply federal, state, and local policies, procedures, laws and regulations
- \* Must be able to wear proper safety equipment as determined by the department head in accordance with established OSHA regulations
- \* Work irregular hours including weekends, holidays and extended hours in emergency, disaster or other situations influenced by workload or staffing difficulties

## **DUTIES**

General Firefighter/EMT duties are as follows:

- \* Safe and orderly, emergency and non-emergency, response to fire, rescue, EMS, and public service alarms and other requests for assistance.
- \* Operate specialized emergency communications equipment.
- \* Participate in providing a full range of emergency medical services and use a variety of specialized medical equipment. Perform treatment and transportation of patients to medical care facilities; evaluate the condition of patients and assess pertinent information about medical profile and injuries; determine treatment in accordance with EMT training; maintain contact with medical facility to prepare for patient arrival.
- \* Perform firefighter related tasks during and while on a fire scene which include, but are not limited to, fire suppression and extinguishment, search and rescue of endangered persons, salvage, and overhaul, disentanglement of trapped victims. ,
- \* Operate various rescue equipment, emergency and fire suppression equipment, and apparatus as necessary; operate, inspect, repair and perform other technical tasks related to maintaining the apparatus, equipment, and facilities in the area of assignment.
- \* Respond to and identify a variety of hazardous materials incidents scenes, perform defensive or offensive activities which will be dependent upon levels of certification in accordance with state and federal regulations. Provide isolation of and or abatement of identified hazardous conditions, establishment of safe zones, and other actions deemed necessary to address and emergency condition to the level of training and capability provided.
- \* Provide public education and fire prevention instruction to target audiences identified and within the scope of the Cromwell Fire Department and Fire Marshal's Office.

Specific areas of responsibilities include but are not limited to the following;

- \* Prepare and submit written incident, accident, and medical reports as required, which include but are not limited to, National Fire Incident Reporting System (NFIRS), EMS Medical Charts, and other written reports deemed necessary by the Fire Chief or his/her designee.
- \* Complete daily / weekly / monthly log activities including apparatus and equipment checks or as directed by the career lieutenant.
- \* Responsible for self-supervision and the actions of other department employee's activities both in station as well as on scene.
- \* Required to fulfill scheduled duty shifts and adequately insure station / shift coverage as prescribed by department administration.
- \* Required to attend mandated training or drill activities according to negotiated collective bargaining agreement, and other required annual training to maintain compulsory certifications such as Emergency Medical Technician or higher.

- \* Perform general maintenance and cleaning of apparatus, ancillary vehicles, ambulances, small equipment, buildings, and grounds, including small repairs and arranging for service of larger repair issues. Recommend repairs and maintenance as necessary.
- \* Performs other job-related duties and tasks as deemed necessary by the Career Lieutenant, the Fire Chief, or his/her designee.

## REQUIRED KNOWLEDGE

A thorough knowledge of the Cromwell Fire Department and Cromwell Fire District organizations including its rules, regulations, policies, and procedures will be required for this position. All candidates must demonstrate and support the mission statement and core values set forth by the department. General knowledge of fire / EMS administration principles and practices and the ability to carry out the following duties:

- Must have a clear understanding of the district geography.
- Must have the ability to maintain morals supporting the department values.
- Must demonstrate cooperation within the department and surrounding community groups.
- Must possess the knowledge and ability to analyze emergency situations and adopt a quick, effective, and reasonable course of action.
- Must have successfully achieved a diploma from an accredited high school or equivalent. A college degree from an accredited institution related to the fire service is preferred.
- Must have and maintain a Firefighter II & Hazardous Materials Operations Certification in accordance with NFPA 1001 and NFPA 472 or 1072.
- Must have and maintain a valid State of Connecticut Emergency Medical Technician (EMT) Certification.
- Must possess a Valid Connecticut Driver's License and be able to obtain a "Q" endorsement or "CDL" if required to drive department apparatus.
- Must have completed FEMA ICS 100, 200, 700, 800 (Online Courses)
- Must upon hiring provide a valid Candidate Physical Ability Test certification (Not expired within 1 year from date of hire)

# **Cromwell Fire Department Firefighter/EMT (Part-Time) Job Posting**

**Position Title:** Part Time, Firefighter/EMT

**Direct Supervisor:** Career Fire Lieutenant

**Location:** Cromwell Fire Department, 105 Coles Road, Cromwell, CT

**Starting Probation Salary:** \$20.50/hr.

**Application Closing Date:** June 16th, 2023 at 4:00pm.

The Cromwell Fire Department is looking for certified Firefighter/EMTs to work with a team of experienced professionals that are dedicated to saving lives and protecting property of all residents and visitors to the Town of Cromwell. The Cromwell Fire Department will be accepting applications to create a hiring list for the position of Firefighter/EMT to staff positions on a Part-Time basis. An hourly rate will be offered to cross trained personnel who meet the minimum requirements stated below.

Those who work a minimum of 24 hours a week may be able to enroll into:

- \* Municipal Employee Retirement System (MERS)
- \* Apply to join IAFF Local 4662 Union.
- \* Optional district insurance benefits package.
- \* Ability to apply for a career position through an internal hiring process when open.

Successful candidates will be required to complete a (1) one-year probationary period. Part-time firefighters/EMT employees will be required to commit to a minimum of 24 hours per week average over a 13 week period and when available to respond on a call back basis to meet the operational needs of the department within a prescribed amount of time. Firefighters/EMTs may be required to work nights, weekends, and holidays, and may be subject to a hold over if needed.

## **REQUIRED PRE-REQUISITES**

- Firefighter II & Hazardous Materials Operations Certification
- Valid State of Connecticut Emergency Medical Technician (EMT) Certification.
- Valid Connecticut Driver's License, with ability to obtain "Q" endorsement or CDL A/B.
- Valid Candidate Physical Ability Test certification (Not expired within 1 year from date of hire) required at time of hiring.
- FEMA ICS 100, 200, 700, 800 (Online Self Study Course)

## **PREFERRED REQUISITES**

- Valid Connecticut Drivers License with Q Endorsement or CDL A or B.
- At least 1 year experience as a firefighter in an organized fire department.
- At least 1 year experience as an EMS Technician or higher medical service is preferred.
- Completion of CT Fire Academy Recruit Program or another equivalent firefighter recruit program

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## **SELECTION PROCESS**

- Completion of a Cromwell Fire District Employee Application.
- Submission of cover letter, expressing your interest in a part time firefighter/emt position.
- Submission of current resume, with your job experience and levels of fire/ems training.
- Submission of Valid CT Drivers License
- Submission of the following Required Pre-Requisites: FF2 Certificate, Valid CT EMT Certification, Proof of Valid CPAT meeting the above criteria. ICS 100, 200, 700, 800.
- Successfully pass a written examination.
- Successfully pass a oral interview examination.
- Successfully pass a practical skills evaluation.
- Successfully pass a Criminal and Motor Vehicle Background Check
- Successfully pass a pre-employment physical & drug screening

## **APPLICATION INSTRUCTIONS**

Interested applicants must submit the following prior to application deadline, in person or via email to the Cromwell Fire Department Chief's Office at 105 Coles Road, Cromwell, CT, or via email to the Chief's Secretary at [LPandolfini@CromwellFD.com](mailto:LPandolfini@CromwellFD.com).

A completed Cromwell Fire District Employment Application

A cover letter, expressing your interest in a part time position as a firefighter/emt.

A current resume, with your job experience and levels of fire/ems training.

A copy of a Valid CT Drivers License

A copy of the following: Firefighter 2 Cert, Valid CT EMT Cert, CPAT Cert if available, ICS 100, 200, 700, 800.

Upon review of your application packet and pre-requisite certifications you will be contacted to sit for a written test. For those that qualify the written test will be held on June 28<sup>th</sup> at the Cromwell Fire Department, Chief's Office, 105 Coles Road, Cromwell, CT.

If you have any questions you may contact the Cromwell Fire Department Chief's Office for clarification at 860-635-6155.