

**Town of Truro**  
**Job Description**  
**Firefighter & Emergency Medical Technician (EMT)**

Summary of Position Responsibilities:

This is a skilled position in which the individual will be required to fight fires and respond to emergency scenes for the purposes of protecting life and property. While acting as an Emergency Medical Technician, has access to confidential, personal, and medical information and in providing appropriate patient care to their level of certification. Errors could result in improper disclosure of confidential information, personal injury, loss of life and property damage, could have legal and financial repercussions, and/or cause adverse public relations.

Description of Supervision/Supervisory Responsibilities:

Firefighters are appointed by the Town Manager, and work under the general supervision and direction of the: firefighter in charge, Lieutenant, Captain, Deputy Chief and Fire Chief in accordance with the Department's chain of command, adhering to Department rules and regulations.

Essential Functions of Job:

- Responds to emergency scenes to protect life and property; performs administrative tasks, and maintains fire station and equipment up to established standards of the Department
- Dons protective turnout gear and equipment before and at emergency scenes and proceeds to assigned apparatus upon receipt of call for service
- Stands watch to receive incoming alarms and information, answers phones, and monitors access to the station house
- Provides alarm communiqué to equipment operators/officers
- Drives apparatus to and from, and positions apparatus at, emergency scene
- Connects or hooks up apparatus to fire hydrant and operates pumps to supply water in appropriate pressure and volume -- using hydrant wrenches, couplings, hoses, spanner wrenches, and other tools
- Operates nozzle at front of hose line and sprays water, foam or other agent onto fire or other hazard, or into involved structure, to extinguish, contain and/or control incident
- Advances or assists in advancing hose to seat of fire or other hazard
- Stabilizes ladder trucks and elevates and operates aerial ladders and platforms in order to rescue victims, provides access for ventilation, operates master stream devices, etc.
- Climbs mechanical ladders to perform search, rescue and other operations
- Operates ladder from ground controls or from platform controls, while watching for power lines, trees and other overhead obstructions

- Pries open, cuts, or breaks down doors, or otherwise gains entry into structures, vehicles, aircraft and other entrapments in order to search for and rescue victims and provide access to the emergency scene
- Opens or breaks windows, chops or cuts holes in roofs, breaches walls or doors, and hangs fans in windows or doors to remove heat, smoke and/or gas from structures or entrapments
- Searches assigned area in order to locate victims and to obtain further information about incident, following standard search procedures
- Assists, hoists, carries or drags victims from emergency area by means of interior access (stairs, hallways, etc.) or, if necessary, by ladders, fire escapes, platforms, or other means of escape – using rescue harnesses, ropes, etc.
- Provides direct medical assistance to persons requiring emergency attention or assists others in providing medical assistance
- Administers CPR if necessary
- Assists EMS personnel in administering medical treatment
- Inspects buildings for fire prevention/hazardous materials code violations or hazards on a periodic basis or during the course of their activities; inspects alarms, hydrants, sprinkler systems, etc.
- Checks, cleans, and maintains personal gear and equipment to ensure proper and safe operation
- Checks, cleans, and maintains apparatus to ensure proper and safe operation
- Checks, cleans, and maintains house facilities, including the performance, or assignment, of routine housekeeping chores

#### Minimum Competencies:

- Ability to follow both oral and written directions/instructions
- Ability to work effectively in life threatening or high pressure situations, as necessary
- Good organizational skills; detail oriented, takes initiative and able to work independently
- Ability to handle multiple tasks, prioritize effectively, and meet deadlines
- Honesty, reliability, discretion, and good judgment essential

#### Education and Experience/Other Requirements:

- High School diploma or G.E.D.
- Valid Massachusetts Driver's License, and satisfactory driving record, required
- Must successfully complete probationary period as a Firefighter including successful completion of the, Massachusetts Career Recruit Firefighter Training Program at the Massachusetts Fire Academy in Stow, Ma. and obtain, National Pro Board Firefighter I and II certification within the one year probationary period
- Must have and continue to maintain licensure (at highest level achieved) as a Massachusetts/ Nationally Registered EMT-B certification

- Ability to meet Departmental Physical Standards and initial medical standards contained in MGL Chapter 31 Section 61A standard for Firefighter health and physical standards

Physical Requirements/Work Location:

*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 functions.*

**Fire Department**

This position splits its duties between indoor work performed within the fire station, and off-site work to conduct inspections, fight fires, respond to emergency/rescue situations, and the like. Off-site work is performed under varying weather and other conditions, with exposure to occupational risks, which may involve significant personal danger, and exposure to fumes or toxic substances. Administrative work is performed under typical office/fire department conditions.

A Firefighter is required to exercise significant to extreme physical effort, which includes, but is not limited to: wearing protective equipment weighing 50 pounds or more; operating all departmental vehicles, equipment, tools and apparatus, including making necessary connections; lifting/carrying equipment or persons weighing more than 100 pounds; accessing and performing duties in areas of extreme heights, confined spaces, intense heat, cold, toxic fumes or dense smoke; and detecting odors and registering temperature variations.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This 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/or requirements of the job change.*