



TOWN OF UXBRIDGE
21 South Main Street
Uxbridge, MA 01569-1851
Phone 508-278-8606/8607 Fax 508-278-3751

JUN 18 2012 PM 01:26

NOTICE

POSTED: June 18, 2012

NOTICE: 1 Full-time position
Hours: Average 42 hour workweek

CLASSIFICATION: Fire Fighter / EMT

GRADE:

DIVISION: Fire Department

REQUIREMENTS: Per Attached Job Description

WAGE: Determined per Bargaining Unit Agreement

AVAILABLE: Immediate Opening

APPOINTING AUTHORITY: Fire Chief

All interested, qualified candidates should submit a letter of interest, along with a resume, and the names of three professional references to Uxbridge Fire Department, Chief of Department, c/o Human Resources, Town of Uxbridge, 21 South Main Street, Uxbridge, MA 01569 or email same to HR@uxbridge-ma.gov. Review of resumes will commence immediately, and will continue until a suitable candidate is determined.

Posted: Town Hall, Library, Fire Department, Department of Public Works, Council on Aging, Police Station

The Town of Uxbridge is an Equal Opportunity Employer

Firefighter/EMT*Town of Uxbridge*

The Firefighter/EMT works under the direction of the Fire Chief, and is responsible for emergency response and activities at fires, rescue scenes and emergency medical incidents. The Firefighter/EMT performs general duties in support of primary responsibilities including general maintenance, upkeep, documentation/record keeping and office tasks. Requirements include a high school diploma or equivalent (Associates degree in Fire Science preferred), Massachusetts Basic Emergency Medical Technician certification (Massachusetts Paramedic certification preferred), Fire Fighter I/II certification issued by the National Board on Fire Service Professional Qualifications, and 1 year experience in fire fighting and emergency medical services field delivery. Residency of 7 miles from the Central Fire Station, as defined in the collective bargaining agreement, is required within 9 months of appointment date. Salary is defined based on qualifications under collective bargaining agreement. The anticipated start date for this position is July, 2012. Submit letter of interest, resume, and references to Uxbridge Fire Department, Chief of Department, c/o Human Resources Office , 21 South Main Street, Uxbridge, MA 01569. Application package must be received by Thursday, June 28, 2012 at 12:00 p.m.

Posted June 18, 2012

TOWN OF UXBRIDGE
JOB DESCRIPTION

JOB TITLE: Firefighter/EMT	DATE: June 2009
DEPARTMENT: Fire Department	
REPORTS TO: Fire Chief	

SUMMARY

Responsible for emergency scene response and activities at all fire, rescue and emergency medical incidents. Performs general duties in support of primary responsibilities including general maintenance, upkeep, documentation/record keeping and office tasks.

ESSENTIAL FUNCTIONS

- Emergency response: initial response to incidents, watch duties, driving, pump operations, hose and extinguisher operations, mechanical ladder operations, manual ladder operations, forcible entry, ventilation, search, rescue, salvage, overhaul, clean-up/pick up, patient evaluation, first aid, treatment and transport to medical facility.
- Station duties and maintenance; equipment maintenance, apparatus maintenance, facility maintenance.
- Fire Prevention and inspection; inspection of buildings and fire protection devices, pre-fire planning, investigations.
- Public and community relations; public relations, public training and education, audio visual production.
- Professional development
- Performs tasks listed on the Commonwealth of Massachusetts Fire Fighter Task List (hereby adopted by reference)
- Other duties as assigned

MANAGEMENT RESPONSIBILITIES

There are no management responsibilities in this position.

QUALIFICATIONS

Minimum Training and Experience

Requires a minimum of high school diploma or equivalent.

Requires a valid Massachusetts Class D Motor Vehicle License.

Requires current Massachusetts certification as basic emergency medical technician and current rescuer/health care level certification in cardio-pulmonary resuscitation issued by either the American Red Cross or American Heart Association.

Requires certification as Firefighter I/II issued by the National Board on Fire Service Professional Qualifications.

Requires completion of FEMA national incident management system (NIMS) and incident command system (ICS) training courses IS-700 and IS-100.

Requires minimum of 1 year experience as firefighter and emergency medical technician.

TOWN OF UXBRIDGE

JOB DESCRIPTION

Minimum Knowledge, Skills and Abilities

Requires a thorough knowledge of firefighting operations and emergency medical care including field operations, local, regional, state and federal protocols where applicable.

Requires basic computer skills in word processing, spreadsheets, and databases. Requires a basic knowledge of department's specific technology, software applications and equipment.

Requires the ability to operate in a positive team environment.

Requires a basic knowledge of town geography, streets and infrastructure (i.e.: water distribution system, municipal fire alarm system, etc.).

Knowledge Proficiency

In order to be considered proficient in the position, the employee must also demonstrate:

- Ability to exercise independent action and judgment as this position's activities are varied in nature requiring the solving of both commonly encountered and unusual problems. The supervisor is consulted for clarification on policies where needed. Occasionally the position requires significant independent action and judgment subject to standard operating procedures and guidelines due to complex activities.
- Ability to examine facts, information and circumstances around particular issues or problems in order to determine the appropriate course of action. May require further research and/or investigation into the issue
- Ability to set priorities for assigned tasks (for work planned by others)
- Ability to occasionally give advice/input/information to the supervisors, managers, peers and/or the public as they relate to specific position functions and/or department procedures.
- A basic understanding of the operations of all Town departments.
- Ability to have cooperative work interactions with employees both within and outside the department. Gives and receives factual information. Has contact with the public. Ordinary courtesy and tact are required.
- Ability to properly handle confidential information in compliance with policies, protocols and standards regarding such information.
- Ability to respond to customer requests using basic knowledge of department and town operations to meet customer needs.

Tools and Equipment Used

The employee is required to use a variety of tools and equipment on a regular basis in this position. Non-motorized tools and equipment such as axes, pry bars, wrenches and breathing apparatus as well as power equipment such as saws, drills, extrication tools, water pumps, air compressors, generator systems and fans are operated in this position. Electronic equipment such as computers, meters, alarm panels, radios and other general office equipment are operated on a regular basis. The employee in this classification is required to operate fire apparatus including engines, ladder truck and water supply apparatus as well as a Massachusetts Class D motorized vehicles including pick-up trucks and ambulances.

Physical Demands

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk, hear, smell, sit, stand, walk, bend and stoop, crawl and kneel, reach, climb/balance, push/pull, and operate a motor vehicle. The employee must regularly lift and/or carry more than 100 lbs.

TOWN OF UXBRIDGE
JOB DESCRIPTION

The employee must have advanced manual dexterity that requires extreme accuracy in combination with eye-hand coordination to fulfill job requirements.

The employee must have good vision required to regularly read documents for general understanding (i.e.: correspondence, memos, e-mails), read documents for analytical purposes (i.e.: system programs, detailed reports and print outs), review non-written materials (i.e.: maps, blueprints, instrumentation for analytical purposes), and color vision (i.e.: requiring the ability to determine color differences).

Work Environment

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. When responding to emergency calls it is likely that work is performed with exposure to outside weather extremes (cold or excessive heat), temperature extremes within a building, loud noise, and potentially hazardous and dangerous conditions including fire and fumes/gases/toxic chemicals. The employee works around mechanical parts and may be required to work in confined, cramped quarters.