

**TOWN OF LEDYARD**  
**CONNECTICUT**  
741 Colonel Ledyard Highway  
Ledyard, CT 06339

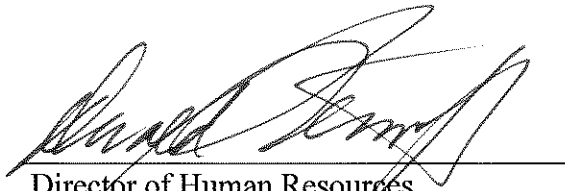
**NOTICE OF JOB OPENING**

- I. TITLE: **CERTIFIED Fire Fighter**
- II. NATURE OF EMPLOYMENT:  
Hours/Per Week: **45** Starting Rate: **\$ 49,417 per annum**
- A. Permanent   X   D. Temporary  
B. Full-time   X   E. Part-time  
C. Seasonal        F. Benefits **Full**
- III. POSITION DESCRIPTION: (See Attached)
- IV. CLOSING DATE FOR RECEIVING APPLICATIONS: ~~October 15, 2017~~  
**EXTENDED TO OCTOBER 27, 2017**
- V. WHOM TO CONTACT: A. FOR APPLICATION FORM  
Town website  
B. FOR RETURNING APPLICATIONS  
Mayor's Office
- VI. ISSUING PARTY: Donals Steinhoff, Director Human Resources
- VII. POSTING DATE: **September 20, 2017**

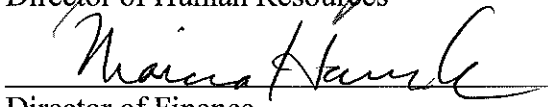
Qualified disabled persons who with reasonable accommodations can perform the essential functions of the job in question are invited to apply.

Not valid unless signed by the individuals below:

Approved by:

  
Director of Human Resources

Approved by:

  
Director of Finance

## **TOWN OF LEDYARD FIREFIGHTER**

**NATURE OF WORK:** This is highly responsible and skilled work moving designated equipment to the scene of fires, accidents, hazardous materials incident, medical emergencies or other incidents requiring the fire department and, upon arrival, initiating appropriate action. Work also involves fighting fires and performing emergency medical care, as required. Position requires independent judgement, initiative, maturity, observation, emergency calls report writing and communication skills. Position also requires participation in civic functions such making appearances at schools and before other interested groups within the Town of Ledyard, as directed by the Fire Chief.

**SUPERVISION RECEIVED:** The Firefighter works under the direct supervision of the department Fire Chief and under the general supervision of the Mayor or acting Mayor. Additionally, at the scene of an emergency, the Firefighter shall take direction from the Incident Command Officer (ICO) present.

**SUPERVISION EXERCISED:** In accordance with established procedures of the Town, seniority in rank is respected and observed in the absence of direction to the contrary from the Fire Chief. The Firefighter may be required to assume fire ground control in the absence of the Fire Chief or Incident Command Officer.

### **GENERAL DESCRIPTION OF DUTIES**

The Firefighter works under supervision, often as a member of a team, responding to Fire and non-Fire emergencies for the protection of life and property. This work includes performance of hazardous tasks while working:

- in hostile environments
- under limited visibility (smoke)
- in elevated temperatures
- in cramped surroundings
- in darkness
- in adverse weather conditions
- from heights
- under physical and mental stress

The work also involves the operation and routine maintenance of fire department equipment, apparatus, and quarters, as well as an understanding of accepted firefighting methods which include the safe handling and use of all equipment for firefighting, rescue and hazardous materials.

The Firefighter must have the ability to understand and follow instructions.

## **ESSENTIAL FUNCTIONS**

Takes action and precautions to protect persons and property including, but not limited to: (1) placing ladders and climbing ladders into structures; (2) cutting and breaking openings in structures, as required; (3) ventilating buildings; (4) entering burning structures in order to evacuate and rescue any persons in danger; (5) performing emergency rescues, including drowning; (6) performing extrication work from vehicles and machinery; and (7) administering emergency medical care and/or artificial respiration to those requiring assistance.

Transports designated equipment to the scene of fires, accidents or medical emergencies and, upon arrival, initiates the appropriate action to effect proper suppression or control including, but not limited to (1) the establishment of a water source; (2) the laying of hose lines; and (3) the use of hand lines, ladders, rescue equipment or a variety of hand tools.

Responds to all alarms of fires, accidents, emergencies and community disasters involving structures, equipment, facilities, fuel, chemical and brush fires, within the Town of Ledyard as directed. Fights fires and assists in emergency lifesaving procedures, as required.

Carries out daily work routine as defined on the company records and logs. Cleans and maintains all apparatus in a state of readiness. Completes routine housekeeping duties and prepares reports and logs as requested by the Chief. Assists in the orientation and training of volunteers in the use of apparatus, as directed by the Chief.

Works on fire safety and prevention programs, makes appearances before schools, interested civic groups, public information programs and public awareness programs, within the Town of Ledyard, while on duty, as directed by the Fire Chief.

Establish and maintain effective and courteous working relationships with Town Officials, public officials, the general public, other departments and agencies, and office staff. Ability to relate to the public in a helpful, friendly and professional manner.

Attends required training courses as mandated by Federal, State and Local Government in order to maintain certification as a Firefighter.

Performs related duties and responsibilities as required.

## **QUALIFICATIONS PROFILE**

### **Knowledge, Skills & Ability**

Knowledge of modern fire prevention principles, procedures, techniques and equipment.

Knowledge about self-contained breathing apparatus, radiation monitoring devices, heat and radiation protective clothing.

Ability to fight fires and assist in emergency lifesaving procedures. Ability to apply standard fire prevention techniques effectively.

Ability to drive or operate fire equipment and apparatus, including power and hand operated tools, pumpers, tankers, hose wagons, rescue trucks, forest fire trucks, and similar firefighting apparatus/emergency equipment. Additionally, must be able to operate component equipment such as two-way radios, pumps and valves, etc.

General knowledge, as required, of radiation hazards, chemical products and the techniques necessary to handle these materials when involved in, or exposed to, fire or intense heat.

Knowledge of English to speak, read and to understand written orders, to prepare reports, and to be able to use the telephone and communicate necessary information. Ability to follow instructions in written, oral or diagrammatic form without consistent direct supervision.

Ability to enforce regulations with firmness and tact.

Ability to prioritize, organize and perform work independently and to assume responsibility for the completion of routine duties.

Ability to work independently, harmoniously, cooperatively, courteously and as part of a team with minimal supervision at all times.

Ability to exercise mature judgment, maintain confidentiality, and make responsible decisions in accordance with established policies and procedures.

The firefighter is also responsible for such activities as:

- understanding department rules & regulations
- understanding department standard operating guidelines & procedures
- knowledge of street & hydrant locations
- routine maintenance
- attending drills & training sessions
- fire prevention
- public fire education
- pre-fire planning

**\*\*\*\*\* 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\*\*\*\*\***

## Experience and Training

1. High school graduate (or GED)
2. Two or more years of experience as a Firefighter.

In addition, Firefighters must possess at the time of application closing, and maintain throughout employment, the following:

1. Connecticut certification as a Firefighter II
2. HAZMAT Operational certified or certificate of training
3. Connecticut certification Emergency Medical Technician (EMT)
4. Connecticut Operators License Class 2 with "Q" Endorsement or CT Commercial Drivers License (CDL)

A pre-employment physical examination which shall include a statement from an approved physician certifying that the individual is capable of fulfilling the requirements of the job, including the ability to use respiratory equipment such as the Self-Contained Breathing Apparatus, Physical and psychological examinations, pre-employment and as may be required during employment.

Pre-employment drug screening, criminal background and driving record checks. Means of transportation and telephone.

## **PHYSICAL DEMANDS**

The Firefighter shall be a non-smoker.

Physical demands hereinafter listed are representative of those that must be met by an employee to perform successfully the essential functions of this job. The employee must be able to pass a rigid physical examination, including pre-employment drug testing, and a rigid physical agility test.

While performing the duties of this job the employee is frequently required to: talk; hear; speak; stand; walk; bend; twist; stoop or crouch; sit; climb stairs to various levels; use hands, fingers, wrists for repetitive motion; handle/feel objects; reach; drive; get in and out of vehicles; tolerate exposure to weather, domestic animals and environmental allergens; must maintain continuous visual acuity including close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee must have the ability to (1) breathe with a self-contained breathing apparatus; (2) carry ladders on shoulders; (3) lift ladders off of fire trucks; (4) raise ladders from the ground; and (5) manipulate up to 175 pounds.

Additionally, the employee must be able to (1) climb ladders carrying tools and other apparatus as necessary; (2) thread hose; (3) pull rope vertically from overhead down towards one's knees; (4)

chop holes in roofs and other structures using an axe; and (5) pull down overhead ceilings with hand tools.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee may work near moving mechanical parts and in precarious places and is exposed to wet and/or humid conditions, fire, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock, and vibration. The noise level in the work environment is quiet to extremely loud depending on the task or equipment being used.

Employee must be free from mental and physical disorders which would interfere with performance of duties as described, and have the mental capacity to handle stressful situations, physical danger and risk of serious injury to person and others. Ability to maintain his/her composure with the public and coworkers in everyday, stressful, and emergency situations, and with persons who are under physical and/or emotional stress. Employee may occasionally have to function in situations where subjected to aggressive physical and/or verbal behavior.

**LICENSE OR CERTIFICATE**

State of Connecticut Firefighter II Certification.  
Emergency Medical Technician B Certification.  
State of Connecticut Motor Vehicle operator's license; Class 2 with "Q" endorsement or CDL  
Hazardous Materials - Operations certified

Adopted by Ledyard Town Council on November 17, 2015

Linda C. Davis  
Linda C. Davis, Chairman