**Watch Hill Fire District**

**222 Watch Hill Road**

**Westerly, RI 02891**

**Job Description – Administrator / Firefighter / EMT**

**SALARY: $40,000 - 55,000 Hiring Range (Depending on Qualifications)**

**SUPERVISOR: Reports directly to the Fire Chief**

**JOB FUNCTIONS:**

1. Respond to all emergency incidents and requests for service as directed by the Fire Chief.
2. Take an active role in all types of emergency incidents including but not limited to: fire suppression, motor vehicle accidents, Hazardous Material incidents, searches, technical rescues, and medical emergencies.
3. Respond to emergency and non-emergency incidents; provide appropriate services as required including emergency rescue and fire suppression; perform search and rescue for trapped or injured persons; perform emergency medical and first aid services as needed.
4. Prepare incident reports using Firehouse Software.
5. Drive and operate fire apparatus on emergency calls or at incident scenes.
6. Perform daily checks of apparatus to ensure a state of readiness.
7. Conduct residential smoke alarm inspections.
8. Interact with the public in person, by phone and by e-mail.
9. Respond to complaints regarding fire and life safety code violations.
10. Issue permits or applications in accordance with established guidelines.
11. Maintain data and records regarding inspections.
12. Assist in other Fire District activities and operations as needed and assigned.
13. Develop pre-plans on new and existing occupancies.
14. Conduct residential and business inspections and plan reviews.
15. Maintain and inspect wireless radio box systems.
16. Maintain and inspect wired box alarm systems.
17. Attend and participate in trainings and meetings as directed.
18. Participate and direct fire prevention activities.
19. Maintain and service tools and equipment.
20. Clean and maintain the station and the grounds.
21. Complete truck checks and equipment checks.
22. Complete and maintain department and district files and records.
23. Work with minimal direction and supervision to complete daily tasks
24. Perform any and all other duties, responsibilities, and tasks deemed necessary and assigned by the Fire Chief.
25. Comply with all department rules, regulations, directions, policies, procedures, and standard operating guidelines.

**EQUIPMENT:**

**Equipment essential to the job**: Turnout Gear, professional journals, pager, mobile radio, motorized fire apparatus, fire equipment and appliances, blueprints, fax machine, telephone, light vehicles, calculator, fire pre-plans, Uniform Fire Code, NFPA Life Safety Code, and Rhode Island State Fire Code.

**Other Equipment used on the job**: Computers and mainframe based programs, word processing, spreadsheets, database, and computer calendar software; computer printer, personnel policies manual, U.L. listed appliances and equipment, OSHA and NFPA regulations, fire department equipment manuals, and Firehouse Software.

**PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS:**

**Required Physical Activities**: Swimming, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, repetitive motions.

**Physical Characteristics of Work**: Physical work requiring up to 75 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. The work involves standing, sitting, and moving and often requires wearing heavy personal protective equipment and self- contained breathing apparatus

**Vision Requirements**: The minimum standard for use with those whose drive, operate, and maintain fire apparatus.

**Environmental Conditions**: The work is performed inside and outside and includes being exposed to cold, heat, noise, vibration, mechanical or electrical hazards, and atmospheric conditions that affect the respiratory system.

**EMPLOYMENT STANDARDS:**

**Education and Experience:**

* Must possess a minimum of three (3) years of experience as a firefighter.
* Must possess a high school diploma or G.E.D.
* Must be a United States Citizen, and furnish a copy of your birth certificate.
* Must have successfully completed the Rhode Island Fire Chiefs PPA within the last twelve months.
* Must pass initial and annual drug screen, physical examination, and criminal background check.

**Licenses and Certificates**: **(Copies required with application)**

* Must have and maintain valid driver's license (**must provide a recent certified copy of your driving record**).
* Must have Fire Fighter I and II certification (**additional certifications are preferred**).
* Must have and maintain C.P.R., AED, and First Aid certification. **(or obtain within one month of hire)**
* Must have and maintain RI Boating Safety Card **(or obtain within three months of hire)**
* Must have and maintain RI Emergency Medical Technician license **(or obtain within one year of hire).**
* Must have and maintain RI Assistant Deputy Fire Marshal certification **(or obtain within two years of hire).**
* ***Equivalent combinations of education and experience may be considered for hiring purposes.***

**KNOWLEDGE, SKILLS AND ABILITIES NECESSARY TO PERFORM ESSENTIAL FUNCTIONS:**

The position requires a strong understanding of fire department operations and standard operating guidelines and a working knowledge of firefighting techniques and equipment capabilities. The position requires skills in the application of modern fire prevention and suppression techniques and methods, knowledge of building and life safety codes, knowledge of fire alarm equipment, and comprehension of training procedures. The position requires the ability to use computers including Microsoft Word, Microsoft Excel, and Firehouse Software.

The position requires a working knowledge of interpersonal communication skills and the ability to communicate effectively verbally and in writing. The position requires the ability to direct and supervise volunteer firefighters and officers. The position requires the ability to develop effective working relationships with the Fire Chief, the district council members, the department officers, the department firefighters, and the general public.

**The successful applicant must possess the demonstrated ability to be self-motivated and to work unsupervised.**

**BENEFIT PACKAGE:**

* Fifteen (15) days of vacation time
* Clothing allowance of $500 per year
* Five (5) days of sick time
* Other benefits may be added by mutual agreement

**APPLICATION PROCESS:**

Please call 401-348-8932 and leave a message for the Fire Chief if you have any questions or require further information regarding the position requirements, the application process, or the selection process.

**Please submit a resume as well as copies of all applicable certificates, copies of all supporting documents, two personal letters of reference, and two professional letters of reference to the address below.**

**Attention: Fire Chief**

**Watch Hill Fire District**

**222 Watch Hill Road**

**Westerly, RI 02891**

**All applications must be received by 5:00 PM on September 5th, 2017.**