

These are the positions the Fire Department is looking to fill. Job descriptions are attached. Please post this for 7 days.

Lieutenant	4	\$17.00
Firefighter		\$11.00
Firefighter 1		\$12.00
Firefighter 2		\$13.00
EMR		\$12.00
EMT		\$13.00
AEMT		\$14.00
PEMT		\$15.00
EMR + Firefighter 1		\$13.00
EMR + Firefighter 2		\$14.00
EMT + Firefighter 1		\$14.00
EMT + Firefighter 2		\$15.00
A-EMT + Firefighter 1		\$15.00
A-EMT + Firefighter 2		\$16.00
P-EMT + Firefighter 1		\$16.00
P-EMT + Firefighter 2		\$17.00
Training Officer		\$16.00
Photographer		\$11.00

Town of Sunapee, NH

POSITION: EMR

DEPARTMENT: Fire Department

FLSA STATUS:

REPORTS TO: EMS Lieutenant

LABOR GRADE:

DATE: April 2019

GENERAL SUMMARY

Emergency Medical Responders respond to emergency calls to provide efficient and immediate care to patient.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provide assistance to the public in emergency and non-emergency situations.

Provide emergency medical aid services at level of current certification and/or license.

Maintain a good working relationship with Department members

Ensure that all work is performed in a safe manner in accordance with Department policies.

Maintain State Certification as an EMR or higher.

Ability to communicate effectively, both orally and in writing and maintain cooperative relationships with Department management, subordinate staff, general public and all other agencies.

Provide patient care.

Attend trainings and monthly meetings.

Respond to 10% of EMS calls

Adheres to all department rules and regulations

Perform other duties, as assigned.

PERSONNEL CONTACTS

All contacts are to be made with the EMS Lieutenant. In the event the EMS Lieutenant is unavailable contact is to be made with the EMS Captain.

MANAGEMENT RESPONSIBILITY

Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements

DESIRED MINIMUM QUALIFICATIONS

- Graduation from high school or GED equivalent with specialized training EMS administration.
- Nationally Registered Emergency Medical Technician Certification as EMR or higher by date of hire.

Necessary Knowledge, Skills and Abilities:

- Knowledge of emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Skill in the operation of required tools and equipment.
- Successfully pass a background check

LICENSING AND CERTIFICATION

Valid NH Operators Driving License without record of suspension or revocation.

Current certification by National Registry

TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS

Emergency response vehicles, medical equipment, rescue equipment and tools.

Computers, office equipment, and communication equipment.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must regularly lift, move and carry in excess of 100 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

WORK ENVIRONMENT

Work is performed primarily in vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night calls. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually loud at an emergency scene.

WORK SCHEDULE

This is an on-call position so work schedule will vary as needed.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

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Lieutenant	4	\$17.00
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A-EMT + Firefighter 2		\$16.00
P-EMT + Firefighter 1		\$16.00
P-EMT + Firefighter 2		\$17.00
Training Officer		\$16.00
Photographer		\$11.00

Town of Sunapee, NH

POSITION: EMR

DEPARTMENT: Fire Department

FLSA STATUS:

REPORTS TO: EMS Lieutenant

LABOR GRADE:

DATE: April 2019

GENERAL SUMMARY

Emergency Medical Responders respond to emergency calls to provide efficient and immediate care to patient.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provide assistance to the public in emergency and non-emergency situations.

Provide emergency medical aid services at level of current certification and/or license.

Maintain a good working relationship with Department members

Ensure that all work is performed in a safe manner in accordance with Department policies.

Maintain State Certification as an EMR or higher.

Ability to communicate effectively, both orally and in writing and maintain cooperative relationships with Department management, subordinate staff, general public and all other agencies.

Provide patient care.

Attend trainings and monthly meetings.

Respond to 10% of EMS calls

Adheres to all department rules and regulations

Perform other duties, as assigned.

PERSONNEL CONTACTS

All contacts are to be made with the EMS Lieutenant. In the event the EMS Lieutenant is unavailable contact is to be made with the EMS Captain.

MANAGEMENT RESPONSIBILITY

Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements

DESIRED MINIMUM QUALIFICATIONS

- Graduation from high school or GED equivalent with specialized training EMS administration.
- Nationally Registered Emergency Medical Technician Certification as EMR or higher by date of hire.

Necessary Knowledge, Skills and Abilities:

- Knowledge of emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Skill in the operation of required tools and equipment.
- Successfully pass a background check

LICENSING AND CERTIFICATION

Valid NH Operators Driving License without record of suspension or revocation.

Current certification by National Registry

TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS

Emergency response vehicles, medical equipment, rescue equipment and tools.

Computers, office equipment, and communication equipment.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must regularly lift, move and carry in excess of 100 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

WORK ENVIRONMENT

Work is performed primarily in vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night calls. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually loud at an emergency scene.

WORK SCHEDULE

This is an on-call position so work schedule will vary as needed.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Town of Sunapee, NH

POSITION: EMT-A

DEPARTMENT: Fire Department

FLSA STATUS:

REPORTS TO: EMS Lieutenant

LABOR GRADE:

DATE: April 2019

GENERAL SUMMARY

Advanced Emergency Medical Technicians respond to emergency calls to provide efficient and immediate care to patient.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provide assistance to the public in emergency and non-emergency situations.

Provide emergency medical aid services at level of current certification and/or license.

Maintain a good working relationship with Department members

Ensure that all work is performed in a safe manner in accordance with Department policies.

Maintain State Certification as an EMT-A or higher.

Ability to communicate effectively, both orally and in writing and maintain cooperative relationships with Department management, subordinate staff, general public and all other agencies.

Provide patient care.

Attend trainings and monthly meetings.

Respond to 10% of EMS calls

Adheres to all department rules and regulations

Perform other duties, as assigned.

PERSONNEL CONTACTS

All contacts are to be made with the EMS Lieutenant. In the event the EMS Lieutenant is unavailable contact is to be made with the EMS Captain.

MANAGEMENT RESPONSIBILITY

Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements

DESIRED MINIMUM QUALIFICATIONS

- Graduation from high school or GED equivalent with specialized training EMS administration.
- Nationally Registered Emergency Medical Technician Certification as EMT-A or higher by date of hire.

Necessary Knowledge, Skills and Abilities:

- Knowledge of emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Skill in the operation of required tools and equipment.
- Successfully pass a background check

LICENSING AND CERTIFICATION

Valid NH Operators Driving License without record of suspension or revocation.

Current certification by National Registry

TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS

Emergency response vehicles, medical equipment, rescue equipment and tools.

Computers, office equipment, and communication equipment.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must regularly lift, move and carry in excess of 100 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

WORK ENVIRONMENT

Work is performed primarily in vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night calls. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually loud at an emergency scene.

WORK SCHEDULE

This is an on-call position so work schedule will vary as needed.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Town of Sunapee, NH

POSITION: EMT

DEPARTMENT: Fire Department

FLSA STATUS:

REPORTS TO: EMS Lieutenant

LABOR GRADE:

DATE: April 2019

GENERAL SUMMARY

Emergency Medical Technicians respond to emergency calls to provide efficient and immediate care to patient.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provide assistance to the public in emergency and non-emergency situations.

Provide emergency medical aid services at level of current certification and/or license.

Maintain a good working relationship with Department members

Ensure that all work is performed in a safe manner in accordance with Department policies.

Maintain State Certification as an EMT or higher.

Ability to communicate effectively, both orally and in writing and maintain cooperative relationships with Department management, subordinate staff, general public and all other agencies.

Provide patient care.

Attend trainings and monthly meetings.

Respond to 10% of EMS calls

Adheres to all department rules and regulations

Perform other duties, as assigned.

PERSONNEL CONTACTS

All contacts are to be made with the EMS Lieutenant. In the event the EMS Lieutenant is unavailable contact is to be made with the EMS Captain.

MANAGEMENT RESPONSIBILITY

Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements

DESIRED MINIMUM QUALIFICATIONS

- Graduation from high school or GED equivalent with specialized training EMS administration.
- Nationally Registered Emergency Medical Technician Certification as EMT or higher by date of hire.

Necessary Knowledge, Skills and Abilities:

- Knowledge of emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Skill in the operation of required tools and equipment.
- Successfully pass a background check

LICENSING AND CERTIFICATION

Valid NH Operators Driving License without record of suspension or revocation.

Current certification by National Registry

TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS

Emergency response vehicles, medical equipment, rescue equipment and tools.

Computers, office equipment, and communication equipment.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must regularly lift, move and carry in excess of 100 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

WORK ENVIRONMENT

Work is performed primarily in vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night calls. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually loud at an emergency scene.

WORK SCHEDULE

This is an on-call position so work schedule will vary as needed.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Town of Sunapee, NH

POSITION: Fire Lieutenant
FLSA STATUS:
LABOR GRADE:

DEPARTMENT: Fire Department
REPORTS TO: Fire Captain
DATE: April 2019

GENERAL SUMMARY

Supervises and performs fire suppression, emergency aid, hazardous materials, and fire prevention duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises subordinates in their assigned duties as directed.

Supervises maintenance of departmental equipment, supplies and facilities.

Instructs and drills fire fighters in watch duties, use of tools, raising of ladders, and rescue and salvage work, etc.

Monitors and observes departmental activities to ensure that conduct and performance conform to department standards.

Carries out duties in conformance with Federal, State, County and Town laws and ordinances.

Responds to multiple alarm fire as a priority; assumes command in the absence of superior officers.

Attend 2/3 of meetings and trainings that includes Mandatory Officers Meetings.

Respond to 15% of calls.

Adheres to all department rules and regulations.

Perform other duties, as assigned.

PERSONNEL CONTACTS

All contacts are to be made with the Fire Captain. In the event the Fire Captain is unavailable contact is to be made with the Assistant Fire Chief.

PURPOSE OF CONTACTS

The purpose is to plan, schedule, organize, coordinate, manage, implement, direct and to provide advice.

MANAGEMENT RESPONSIBILITY

Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from high school or GED equivalent with specialized training in fire department administration.

- Five (5) years prior work experience as a volunteer firefighter.

Necessary Knowledge, Skills and Abilities:

- Knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment. Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Skill in the operation of required tools and equipment.

LICENSING AND CERTIFICATION

Valid NH Operators Driving License without record of suspension or revocation.

Successfully pass a background check

Firefighter Level 1

TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must frequently lift, move and carry 25 pounds, and occasionally in excess of 100 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

WORK ENVIRONMENT

Work is performed primarily in vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night calls. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually loud at an emergency scene.

WORK SCHEDULE

This is an on call position so work schedule will vary as needed.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Town of Sunapee, NH

POSITION: Fire Training Officer

DEPARTMENT: Fire Department

FLSA STATUS:

REPORTS TO: Assistant Fire Chief

LABOR GRADE:

DATE: April 2019

GENERAL SUMMARY

Performs a variety of technical, administrative and supervisory work in directing the planning, organizing and implementing firefighter and officer training to satisfy the areas of prevention and suppression.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Review, evaluate, develop and implement training programs, policies and procedures for various departmental operations regarding training.

Directs and participates in major departmental training programs.

Prepare and submit periodic training reports to the Assistant Fire Chief regarding the Department's training activities.

Attend necessary training as may be required to stay current with the latest modern fire-fighting trends and emergency operation techniques.

Responds to 15% of calls.

Adheres to all department rules and regulations

Perform other duties, as assigned.

SUPERVISORY CONTROLS

Works under the guidance and direction of the Assistant Fire Chief.

Supervises on call firefighters involved in training, either directly or through subordinate officers.

PERSONNEL CONTACTS

All contacts are to be made with the Assistant Fire Chief. In the event the Assistant Fire Chief is unavailable contact is to be made with the Fire Chief.

PURPOSE OF CONTACTS

The purpose is to plan, schedule, organize, coordinate, manage, implement, direct and to provide information pertaining to training activities.

MANAGEMENT RESPONSIBILITY

Ability to train subordinate personnel; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other firefighters and officers; and ability to meet the special requirements.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from high school or GED equivalent with specialized training in fire department administration.

- Two (2) years of supervisory duties which must have been equivalent to Fire Lieutenant or higher and five (5) years prior work experience as a volunteer firefighter.
- Valid NH CDL B required with tank/air brake endorsement.

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
- Skill in the operation of required tools and equipment.
- Fire & Emergency Services Instructor I
- Successfully pass a background check

LICENSING AND CERTIFICATION

Valid NH Operators Driving License without record of suspension or revocation.
Firefighter Level 1

TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must frequently lift 10 pounds, carry, and move up to 100 pounds,, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

WORK ENVIRONMENT

Work is performed primarily in vehicles, and outdoor settings, in all weather conditions, including temperature extremes during day and night calls. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

WORK SCHEDULE

As needed to provide training to the Department, and to be coordinated with the Assistant Fire Chief.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Town of Sunapee, NH

POSITION: Firefighter
FLSA STATUS:
LABOR GRADE:

DEPARTMENT: Fire Department
REPORTS TO: Fire Lieutenant
DATE: April 2019

GENERAL SUMMARY

Performs fire suppression, emergency aid, hazardous materials, and fire prevention duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Except as specifically noted, the following functions are considered essential to this position:

OTHER DUTIES AND RESPONSIBILITIES

Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks.

Participates in classes of firefighting, hazardous materials, and related subjects.

Participates in the inspection of buildings, hydrants, and other structures.

Participates in the maintenance of fire equipment, apparatus and facilities. Performs minor repairs to departmental equipment.

Washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.

Assists in special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, and hazardous materials.

Participates in the maintenance and the upkeep of the station to maintain the state of orderliness and cleanliness.

Attend 2/3 of meetings and trainings for fire

Responds to 10% calls.

Adheres to all department rules and regulations.

Performs other duties as assigned.

PERSONNEL CONTACTS

All contacts are to be made with the Fire Lieutenant. In the event the Fire Lieutenant is unavailable contact is to be made with the Fire Captain.

PURPOSE OF CONTACTS

The purpose is to assist in planning, scheduling, organizing, coordinating, managing and to provide communication with their specialized skills.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from high school or GED equivalent with specialized training in fire department administration.

LICENSING AND CERTIFICATION

- Valid NH Operators Driving License without record of suspension or revocation.
- Successfully pass a background check

TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must frequently lift, move and carry 25 pounds, and occasionally in excess of 100 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

WORK ENVIRONMENT

Work is performed primarily in vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night calls. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually loud at an emergency scene.

WORK SCHEDULE

This is an on-call position so work schedule will vary as needed.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Town of Sunapee, NH

POSITION: EMS Lieutenant

DEPARTMENT: Fire Department

FLSA STATUS:

REPORTS TO: EMS Captain

LABOR GRADE:

DATE: April 2019

GENERAL SUMMARY

Performs highly responsible work providing patients with medical attention and overseeing the Emergency Medical Services and personnel. The EMS Lieutenant will serve as the EMS Training Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates the planning and implementation of the EMS Training Programs.

Ensure that assigned apparatus is inspected and properly stocked.

Promotes departmental policies, procedures, objectives, safety, and quality assurance programs.

Assist EMS Captain with post-incident debriefings.

Assist EMS Captain with developing and implementing improvements.

Assist with scheduled inspections and minor maintenance of equipment and facilities.

Assist the Captain with special incidents and other required reports, including documentation entered into department's computerized records management system.

Ability to communicate effectively, both orally and in writing and maintain cooperative relationships with Department management, subordinate staff, general public and all other agencies.

Provide patient care.

Attend 2/3 trainings and monthly meetings includes Mandatory Officers meeting.

Respond to 15% of EMS calls

Adheres to all department rules and regulations.

Perform other duties, as assigned.

PERSONNEL CONTACTS

All contacts are to be made with the EMS Captain. In the event the EMS Captain is unavailable contact is to be made with the Assistant Fire Chief.

MANAGEMENT RESPONSIBILITY

Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements

DESIRED MINIMUM QUALIFICATIONS

- Graduation from high school or GED equivalent with specialized training EMS administration.
- Five (5) years prior work experience as a volunteer EMT.

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Skill in the operation of required tools and equipment.
- Successfully pass a background check

LICENSING AND CERTIFICATION

Valid NH Operators Driving License without record of suspension or revocation.
EMT or higher

TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS

Emergency response vehicles, medical equipment, rescue equipment and tools.
Computers, office equipment, and communication equipment.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must regularly lift, move and carry in excess of 100 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

WORK ENVIRONMENT

Work is performed primarily in vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night calls. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually loud at an emergency scene.

WORK SCHEDULE

This is an on-call position so work schedule will vary as needed.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Town of Sunapee, NH

POSITION: EMT-Paramedic

DEPARTMENT: Fire Department

FLSA STATUS:

REPORTS TO: EMS Lieutenant

LABOR GRADE:

DATE: April 2019

GENERAL SUMMARY

Paramedics respond to emergency calls to provide efficient and immediate care to patient.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provide assistance to the public in emergency and non-emergency situations.

Provide emergency medical aid services at level of current certification and/or license.

Maintain a good working relationship with Department members

Ensure that all work is performed in a safe manner in accordance with Department policies.

Maintain State Certification as a Paramedic or higher.

Ability to communicate effectively, both orally and in writing and maintain cooperative relationships with Department management, subordinate staff, general public and all other agencies.

Provide patient care.

Attend trainings and monthly meetings.

Respond to 10% of EMS calls

Adheres to all department rules and regulations

Perform other duties, as assigned.

PERSONNEL CONTACTS

All contacts are to be made with the EMS Lieutenant. In the event the EMS Lieutenant is unavailable contact is to be made with the EMS Captain.

MANAGEMENT RESPONSIBILITY

Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements

DESIRED MINIMUM QUALIFICATIONS

- Graduation from high school or GED equivalent with specialized training EMS administration.
- Nationally Registered Emergency Medical Technician Certification as Paramedic or higher by date of hire.

Necessary Knowledge, Skills and Abilities:

- Knowledge of emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Skill in the operation of required tools and equipment.
- Successfully pass a background check

LICENSING AND CERTIFICATION

Valid NH Operators Driving License without record of suspension or revocation.

Current certification by National Registry

TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS

Emergency response vehicles, medical equipment, rescue equipment and tools.

Computers, office equipment, and communication equipment.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must regularly lift, move and carry in excess of 100 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

WORK ENVIRONMENT

Work is performed primarily in vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night calls. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually loud at an emergency scene.

WORK SCHEDULE

This is an on-call position so work schedule will vary as needed.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Town of Sunapee, NH

POSITION: Photographer
FLSA STATUS:
LABOR GRADE:

DEPARTMENT: Fire Department
REPORTS TO: Assistant Fire Chief
DATE: April 2019

GENERAL SUMMARY

To assist the Fire Department in a variety of photographic situations including department events and emergencies.

Adheres to all department rules and regulations.

Perform other duties, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To assist department staff in photographing incidents, events or training. The Photographer will use their own equipment during the course of duty within the department. The Photographer shall attempt to remain out of hazardous atmosphere areas and make every effort to avoid interfering at the scene of an incident.

SUPERVISORY CONTROLS

The Photographer shall work under the supervision of the Assistant Chief.

SCOPE AND EFFECT

Extensive knowledge and skills in digital and/or 35mm photography

Must have the ability to work under the stress of emergency situations

Must have the ability to read, learn, and remember changes in policy or procedures.

Must have the ability to apply information in a logical manner; maintain composure, confront stressful situations, and withstand the effects of repeated exposure to traumatic situations.

Must have the ability to take and follow orders from Officers.

Must have the ability to establish and maintain effective working relationships with fire personnel, other fire agencies, outside agencies, and the general public.

Must have the ability to establish and maintain effective working relationships with community personnel, other fire agencies, outside agencies, and the general public.

PERSONNEL CONTACTS

All contacts are to be made with the Assistant Fire Chief. In the event the Assistant Fire Chief is unavailable contact is to be made with the Fire Chief.

PURPOSE OF CONTACTS

The purpose is to plan, schedule, organize, coordinate, manage, implement, direct and to provide advice

MANAGEMENT RESPONSIBILITY

This position does not require any supervisory responsibilities.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

A high school graduate or have passed the GED Requirements at time of appointment.

Able to follow oral and written direction, exercise good judgment, work safely independently and with others, respond quickly to oral commands or signals during emergency situations.

May be required to complete any standard training requirements as approved by the department before being allowed to participate in department incidents.

Successfully pass a background check

LICENSING AND CERTIFICATION

Valid NH Operators Driving License without record of suspension or revocation.

TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS

Camera

PHYSICAL DEMANDS

Frequent stand, walk or sit for extended periods of time.

WORK ENVIRONMENT

Work is performed primarily in outdoor settings, in all weather conditions, including temperature extremes, during day and night calls. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

WORK SCHEDULE

This is an on call position so work schedule will vary as needed.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.