

TOWNSHIP OF CUMRU

BERKS COUNTY, PENNSYLVANIA
1775 WELSH ROAD
MOHNTON, PA. 19540

WWW.CUMRUTOWNSHIP.COM

JOB DESCRIPTION

This Job Description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties may be required. Reasonable accommodations that do not cause an undue hardship on the Township will be considered as required by local, state, or federal law.

TITLE: Firefighter/Driver
DEPARTMENT: Fire Department
PROBATIONARY PERIOD: 12 months
SUPERVISED BY:

This position is supervised by the Fire Chief. The Fire Chief has the authority to comment and evaluate the Firefighter position. Comments are made through verbal and written instructions and by physical demonstration, as necessary. Evaluations are written and done at least every 12 months.

JOB IS: Full-time (40 hours per week)

WORK SCHEDULE:

- During the probationary period, work hours are expected to be an 8 hour work shift between 6:00 a.m. and 6:00 p.m., Monday – Friday.
- After the probationary period, work hours may change to an alternating 12/8 schedule or other shift work involving 8, 10, 12, or 24 hour shifts.

WORK BREAKS: Lunch, 30 minute period;
During such period, the employee shall remain on call;
Overtime to be paid as necessary

SPECIAL SCHEDULE: Available, as necessary, unless prior arrangements have been made with the Fire Chief

DATE COMPLETED: July 31, 2007
EFFECTIVE DATE: May 21, 2019
REVISION DATE: May 26, 2021

PURPOSE OF THE POSITION:

The purpose of the Firefighter position is to participate and assist in emergency and non-emergency operations related to fire, emergency medical, hazardous materials and other related services.



MINIMUM REQUIREMENTS TO HOLD THIS POSITION:**1) Required Education/Experience/Training:**

- High school diploma or GED equivalent
- Emergency vehicle operators course (EVOC)
- Hazardous materials, operations level (current)
- Vehicle rescue, operations level
- Previous firefighting experience and/or certifications preferred.

2) Required Ability to Use / or / Learn to Use and Operate the Following:

- Standard office equipment, including personal computers
- Standard equipment/tools/machines/vehicles, typically used in a municipal fire department

3) Required Licenses/Certificates/Registrations:

- Valid Class "B" commercial driver's license, with air brakes and tanker endorsement, by the end of 6 months of employment; must be maintained, without suspension or revocation, during the term of employment
- Firefighter 1 certification (current)
- Pump 1 certification
- EMT B (current) or higher
- Health care provider CPR and AED (current)
- Vehicle rescue, operations level
- Satisfactory background checks by the end of the application and testing process, including PA State Police Criminal History Clearance, PA Child Abuse History Clearance, and FBI Criminal Background Check; must maintain satisfactory clearances during the term of employment

ESSENTIAL FUNCTIONS REQUIRED TO PERFORM THE POSITION:**Essential Abilities To:**

- Accurately complete administrative forms and reports in a timely fashion
- Adhere to all rules, regulations, and procedures necessary to maintain required licenses, certificates, and/or registrations
- Apply common sense understanding to carry out instructions
- Attend meetings requested by supervisor
- Carry out job functions with or without supervision
- Carry out job functions without posing a direct threat to the health or safety to self or others
- Communicate effectively
- Drive, as required
- Effectively and efficiently carry out written and verbal job related instructions
- Exercise courtesy and tact when dealing with others
- Exercise sound judgment when evaluating situations, when offering positive suggestions, and when making decisions
- Maintain acceptable attendance/punctuality standards
- Maintain quality and quantity production standards
- Maintain dress code, including uniforms

- Read labels and written instructions which are typically in English
- Communicate orally in English, including speaking in public
- Request assistance when appropriate, including but not limited to, the safe and efficient use and operation of equipment, tools, and machines
- Respond to inquiries and/or complaints in a timely and professional manner
- Understand and comply with safety, personnel, and other policies and procedures
- Work effectively and harmoniously in a culturally and ethnically diverse work force
- Work in coordination with others
- Work under pressure typically associated with this type of position
- Working knowledge of driver safety
- Basic knowledge of emergency medical procedures
- Ability to learn the operations of fire suppression and other emergency equipment
- Ability to learn and apply standard firefighting, emergency aid, hazardous materials handling and fire prevention techniques
- Ability to perform strenuous physical activities for prolonged periods of time under extreme conditions, including heat, smoke, cold, and height
- Ability to act competently in stressful situations
- Ability to learn the proper use of radio communications equipment

Essential Tasks/Responsibilities:

- Perform fire-fighting duties, including, but not limited to, hose line operations, roof and wall ventilation, forcible entry, and use of power or hand tools
- Ability to lift and carry objects, including dragging or carrying victims ranging from newborns up to adults weighing over 200 lbs. despite hazardous conditions and low visibility.
- Safely drive fire apparatus; drive, operate, and care for assigned apparatus and equipment thereon, as well as equipment made available to the Fire Department
- Operate fire apparatus or other vehicles in emergency mode with emergency lights and sirens
- Operate in proximity to electrical power lines and/or other hazards.
- Tolerate stressful conditions while wearing personal protective ensembles and self contained breathing apparatus (SCBA), as well as exposure to extremely hot or cold environments for prolonged periods of time
- Tolerate unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.
- Operate pumps, aerial ladders/platforms and cascade air systems
- Treat sick or injured persons within the scope of certified skills
- Perform critical, time-sensitive, complex problem solving during physical

- exertion in stressful, hazardous environments, including hot, dark tightly enclosed spaces, further aggravated by fatigue, flashing lights, sirens, and other distractions.
- Communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and or fixed protection systems (sprinklers).
 - Identification of and containment/management of hazardous materials
 - Perform medical assist duties
 - Assist/coordinate with police for fire service related operations
 - Assist/coordinate with public works for emergency operations
 - Perform vehicle rescue and extrication
 - Perform light and heavy rescues (confined space and high angle)
 - Function as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.
 - Maintain, clean and care for fire stations and apparatus as directed
 - Participate in training for fire, emergency medical, hazardous materials and related emergency services as directed and authorized
 - Assist with the training of career and volunteer firefighters in fire service techniques and apparatus, as directed
 - Perform and participate in fire hydrant surveys and inspections in conjunction with water suppliers
 - Perform and participate in fire safety inspections and pre-planning
 - Perform and participate in property related reviews in coordination with the codes department and township administration
 - Complete timely and clear documentation as required, including competent use of current NFIRS reporting software
 - Prepare and participate in the presentation of fire prevention and/or fire safety education programs and related duties
 - Maintain a working knowledge of Township and Fire Department orders, policies, directives, Standard Operating Guidelines, and any other documents as necessary
 - Perform other related duties as required

PHYSICAL DEMANDS OF JOB

Climb ladders, operate from heights

Walk and/or crawl in the dark along narrow and uneven surfaces

Wear an SCBA, including a demand valve-type positive-pressure face piece or HEPA filter masks, which require the ability to tolerate increased respiratory workloads.

Wear fire protective ensemble that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F (39°C).

Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA.

NOTE: In terms of an 8 hour workday: "Never" equals less than 1%; "Occasionally" equals 1% to 33%; "Frequently" equals 34% to 66%; "Continuously" equals 67% to 100% of the time. Reasonable accommodations that do not cause an undue hardship on the Township will be considered as required by local, state, or federal law.

- I. The individual is frequently required to stand, walk, manually operate tools, and reach with hands/arms for long periods of time.
- II. The individuals is occasionally required to sit, climb, balance, stoop, kneel, crouch, and crawl for extended periods.
- III. The individual is frequently required to lift, carry and move up to 50 pounds.
- IV. The individual is occasionally required to lift, carry, and move up to 100 pounds, or assist others in moving victims over 100 pounds.
- III. Job requires the physical ability to use hands for repetitive actions such as: Simple grasping, fine manipulation, and pushing and pulling of arm controls
- IV. Job requires the physical ability to use legs and feet for repetitive movements as: Pushing and pulling of leg controls
- V. Job requires the physical ability to function in activities involving: Specific vision abilities required include close vision, distance vision, color discrimination, peripheral vision, depth perception, and the ability to adjust focus.

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The matters detailed above are intended only to constitute illustrations of the various types of duties and conditions that may be encountered in the performance of this job classification. The omission of specific duties and conditions does not exclude those omitted items from the classification if they are similar in nature, reasonably related, or a logical extension of the classification.

The job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, from time to time, as the needs of the employer and the requirements of the job classification change.

I have read and understand this Job Description. I am able to abide by and adhere to its contents.

Job Description Title: _____

Today's Date: _____

Printed Name: _____

Signature: _____

Please Note:

Complete the following **ONLY** if the employee is unwilling to sign the Job Description.

I gave a copy of the attached Job Description document to the following employee on this date. The employee was unwilling to sign the Job Description form.

Employee Name: (Printed): _____

My Name (Printed): _____

My Name (Signed): _____

Date: _____