

Town of Sherborn Job Description

Form approved by Personnel Board 6/97. Amended and approved by Personnel Board 3/06

JOB TITLE:	
Firefighter	
DEPARTMENT NAME:	
Sherborn Fire & Rescue Department	
FLSA STATUS: Exempt: Non-Exempt: X Hours worked per week: 1-19	EMPLOYEE TYPE: <i>(see General By-Laws Personnel Administration Plan for definitions)</i> Salaried Regular Part-Time Casual Part-Time Regular Full-Time Supplemental Part-Time X Temporary
REPORTS DIRECTLY TO (INDICATE JOB TITLE):	
This position reports directly to a Fire Lieutenant, but is also supervised by the Chief, Deputy Chiefs, and Captains as needed.	
I. JOB SUMMARY - Briefly describe the primary function of this job.	
<p>This position is appointed by the Fire Chief. This position reports directly to a Fire Lieutenant, but is also supervised by the Chief, Deputy Chiefs, and Captains as needed. This position has no supervisory authority unless acting as a senior Firefighter in the station or at an incident.</p> <p>This is an appointed position responsible for response to fire and rescue calls. Performs with limited supervision through Department Standard Operating Procedures and established protocols and directives. Maintains a state of readiness. Directs and assumes control of the on-scene activities in the absence of an Officer. Performs related work as required. Work involves training for and participating in duties of protecting life through the performance of fire and rescue activities.</p> <p>Note: If Employee is also an EMT, please see the Emergency Medical Technician job description as it relates to Emergency Medical Services.</p>	
II. JOB DUTIES - List six to eight of the most important duties using concise and comprehensive statements. Begin with the most important duty. Include any essential or important physical demands that are required to complete each of these duties. Use separate sheet if necessary.	
<ol style="list-style-type: none">1. Responds to alarms; assists in the suppression of fires including rescue, advancing lines, entry, ventilation and salvage work and extrication.2. Responds to hazardous material incidents; calls such as gas leaks, carbon monoxide, etc.3. Required to learn and participate in firefighting operations, and the performance of hazardous tasks under emergency conditions, which may require strenuous exertion under such handicaps as severe weather and cramped surroundings.4. Required to drive and operate fire apparatus as assigned or cleared to do so.5. Responsible for routine duties in the custodial care of the fire stations, apparatus and equipment as assigned.6. Required to attend in participate in a multitude of training sessions and scenarios throughout employment.	

VI. WORK ENVIRONMENT: Describe the workplace environment e.g. office, outdoors, night work, and any equipment usage requirements.
<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee regularly works near moving mechanical parts; in high, precarious places; in outside weather conditions; in occupancies with explosives and hazardous material, is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock.</p>

The noise level in the work environment is moderate to heavy.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to use hands to handle or feel objects, tools or controls and reach with hands and arms. The employee frequently is required to sit and talk or hear. The employee is regularly required to stand; walk; climb or balance; stoop, kneel, crouch or crawl; and smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

SPECIAL CONSIDERATION: Certain trade areas within this job may require the use of a respirator. Such trade areas may require sufficient pulmonary and respiratory health to use a respirator and may preclude full beards or other obstructions preventing a positive facial fit for half-face or full-face respirators.

VII. REPORTING RELATIONS - Attach and organizational chart if possible indicating where this job fits in the department's operations.

Sherborn Fire & Rescue Department Organizational Chart Attached

IV. COMMUNICATIONS & CONTACTS - List the jobs, external departments or organization with which the job has the most frequent contact. Describe the purpose and frequency of the contacts (Do not include supervisors and subordinates).

<u>Contact</u>	<u>Purpose</u>	<u>Frequency</u>
Town Citizens	Provide fire suppression and response.	Frequently

V. MANAGERIAL & SUPERVISORY RESPONSIBILITIES - Describe the function(s) over which this job has direct accountability and authority.

None, unless acting as a Senior Firefighter on an emergency call.

REPORTS DIRECTLY TO (INDICATE JOB TITLE):

Fire Lieutenant, Chief, Deputy Chiefs, and Captains as needed.

The above statement is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUPERVISOR'S/MANAGER'S SIGNATURE:

DATE: 10/31/2023

TOWN ADMINISTRATORS SIGNATURE:

DATE:

11/1/23

PERSONNEL BOARD SIGNATURE:

DATE: 10/31/2023

COMMENTS: