



# LONGMEADOW FIRE DEPARTMENT

44 Williams Street Longmeadow, MA 01106

## Employment Application

Please read and answer each question in this application, yourself, as completely and accurately as possible. Do not omit any answers. "See Resume" is not an acceptable response to any of the questions; however a resume may be attached. An unsigned or incomplete application will not be processed.

If you require an accommodation in order to participate in any phase of the application process, because of a physical or mental disability, please make that fact known and a reasonable accommodation shall be made.

**The Town of Longmeadow is an Equal Opportunity Employer. It is the policy of the Town of Longmeadow to afford equal opportunity to all qualified persons regardless of race, color, religious creed, national origin, ancestry, sex, age, criminal record, handicap (disability), mental illness, retaliation, sexual harassment, sexual orientation, genetics, or any other legally protected status. The Town of Longmeadow is committed to providing a reasonable accommodation if necessary to perform the essential functions of the job (except where age or sex is a bona fide occupational qualification as allowed by the Civil Rights Act of 1964).**

APPLICANT INFORMATION- POSITION YOU ARE APPLYING FOR				FULL TIME <input type="checkbox"/>	PART TIME <input type="checkbox"/>
Last Name		First	M.I.	Date	
Street Address			Apartment/Unit #		
City		State	ZIP		
Home Phone		Cell Phone			
Date Available	Email address			Desired Salary	
Are you legally authorized to work in the United States?	YES <input type="checkbox"/> NO <input type="checkbox"/>				
Have you ever been employed with us before?	YES <input type="checkbox"/> NO <input type="checkbox"/>		If so, when?		
Do any of your relatives work for the Town of Longmeadow?	YES <input type="checkbox"/> NO <input type="checkbox"/>		If yes, name and		
This position requires you to work on Holidays and weekends. Are you available on Holidays and weekends?	YES <input type="checkbox"/>	This position requires you to work daytime hours and night hours on a rotating basis and/or 24 hour shifts, are you able to work this type of schedule?		YES <input type="checkbox"/>	
	NO <input type="checkbox"/>			NO <input type="checkbox"/>	
Are you available for on-call or standby?	YES <input type="checkbox"/>	To respond off duty to emergencies?		YES <input type="checkbox"/>	
	NO <input type="checkbox"/>			NO <input type="checkbox"/>	
EDUCATION					
<b>High School</b>			Address		
# of years completed?	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
<b>College</b>			Address		
# of years attended?	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
<b>Graduate</b>			Address		
# of years attended?	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
<b>Other</b>			Address		
# of years attended?	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
Are you currently furthering your education? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Please list any schools or programs in which you are enrolled and the anticipated graduation or completion date.					

**TRAINING**

Please list any Training Courses/ Seminars related to position for which you are applying.

**CERTIFICATIONS/LICENSES**

Please list any current certification(s)/ license(s) which you possess.

**SPECIALIZED SKILLS**

Please list any special skills you feel may be helpful to us in considering your application.

**REFERENCES**

*Please list three professional references.*

1. Full Name	Relationship
Company	Phone (      )

Address

How long have you known this person?

2. Full Name	Relationship
Company	Phone (      )

Address

How long have you known this person?

3. Full Name	Relationship
Company	Phone (      )

Address

How long have you known this person?

**PREVIOUS EMPLOYMENT- YOU MAY INCLUDE ANY VERIFIED WORK PERFORMED ON A VOLUNTEER BASIS.**

You may exclude organizations which indicate race, color, religion, creed, gender, national origin, age, disability, marital or military status, genetic information, sexual orientation, or any other legally protected status.

Employer 1	Phone (      )
Address	Supervisor

Job Title	Starting Salary \$	Ending Salary \$
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Responsibilities

From	To	Reason for Leaving
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May we contact your previous supervisor for a reference?      YES       NO

Employer 2		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Employer 3		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Employer 4		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Employer 5		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Employer 6		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

**MILITARY SERVICE (OPTIONAL)**

Branch	Number of Years of Service
Rank at Discharge	Type of Discharge

If other than honorable, explain

**LETTER OF INTEREST**

Please tell us why you are interested in employment as a firefighter/paramedic with the Town of Longmeadow.

**SPECIAL NOTICES**

**LIE DETECTOR NOTICE-**  
It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law is subject to criminal penalties and civil liability.

**PRIVACY ACT OF 1974-**  
Title 5, United States Code Section 552a of the Privacy Acts generally prohibits federal governmental agencies from disclosing information in its possession concerning an individual's education, financial transactions, or criminal and employment history. You will be asked to initial and sign a statement appended to this application which will ask you to waive specific rights and authorize the Town of Longmeadow as well as other individuals or organizations to release information to allow for evaluation of your suitability for the employment you seek.

**APPLICANT STATEMENT**

**Please read this statement carefully and initial each paragraph after printing application. If you have any questions, please ask a representative before signing.**

\_\_\_ I hereby authorize the Town of Longmeadow, its agents and representatives to investigate my references, work records, education and other matters related to my suitability for employment and, further, authorize my current and former employers to disclose to the Town of Longmeadow any and all letters, reports and other information pertaining to my employment with them, without giving me prior notice of such disclosure.

\_\_\_ I hereby release the Town of Longmeadow, its agents and representatives, my current and former employers, educators, the references I give and all other persons or organizations disclosed by myself from any and all claims, demands or liabilities arising out of or in any way related to investigation or disclosure related to this employment.

\_\_\_ I understand and agree that nothing contained in the application or conveyed to me during any interview which may be granted is intended to create an employment contract, implied or explicit, between me and the Town of Longmeadow.

\_\_\_ I understand and agree that the Town of Longmeadow does not discriminate on the basis of race, color, religious creed, national origin, ancestry, sex, age, criminal record, handicap (disability), mental illness, retaliation, sexual harassment, sexual orientation, genetics, or any other legally protected status.

\_\_\_ I understand and agree that *if offered employment*, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the United States.

\_\_\_ I understand and agree that *if offered employment*, the offer may be contingent on several factors, depending on the position that I am offered. These may include my passing a pre-employment physical and alcohol and drug testing, the successful completion of medical and physical abilities tests, and CORI (Criminal Offender Record Information) inquiry. I further may be required to provide proof of certifications, records and licensures and required to perform the duties of the position I am offered, or to attend and successfully complete academy training.

\_\_\_ I understand and agree that *if I accept employment*, with the Town of Longmeadow the employment relationship is strictly voluntary and at our mutual will. I understand that if employed, my employment is for no definite period and may be terminated at any time by myself or the town provided my employment is subject to just cause provisions in a contract governing my employment. No promises or representations are binding on the Town of Longmeadow unless made through motion by the Select Board or in writing and signed by the Town Manager.

\_\_\_\_ I understand and agree that *if I accept employment* as Firefighter/EMT or Police Officer, I am prohibited by law from smoking tobacco products regardless of rank, at any time, and that I must be terminated if I smoke.

\_\_\_\_ I understand and agree that *if I accept employment*, I will follow The Town of Longmeadow Harassment/Sexual Harassment policy, the Town of Longmeadow Drug Free Workplace policy and all other policies and regulations established as a condition of employment for all town employees as they exist or as they may be modified or amended from time to time.

I hereby certify that the information and answers given by me are true and complete to the best of my knowledge. I further affirm that any omission mistake, or misleading statement made on this application or on any documents used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. My signature below certifies that I have read and understand this statement and that I agree to the terms and conditions outlined in this document.

Signature

Date

### REIMBURSEMENT AGREEMENT

The undersigned here by acknowledges and agrees as follows:

1. Upon entering into employment by the Police/Fire Department of the Town of Longmeadow, the Town will be responsible for paying the costs of my attendance at a Massachusetts Police/Fire Academy program as well as all other employment costs relating to salary and benefits while attending such training.
2. The value of such training is well in excess of nine thousand dollars (\$9,000.00).
3. I agree to repay the Town up to nine thousand dollars (\$9,000.00), and hereby expressly authorize the Town of Longmeadow to withhold any pay or compensation due me to defray this obligation, if I separate from the service of the Town of Longmeadow within three years after the completion of the Academy training in order to accept another firefighter-EMT or police related position in Massachusetts or within fifty (50) miles of the Town border.
4. This obligation shall be subject to the terms of any labor agreement applicable to me at the time, but the obligation is for a total amount of no more than nine thousand dollars, such amount decreasing at the rate of two hundred and fifty dollars (\$250.00) per each month of service to the Town of Longmeadow after completion of the Academy.

Signature

Date

**IF COMPLETING THIS APPLICATION ELECTRONICALLY, PLEASE FIRST PRINT AND THEN SIGN AND DATE THIS APPLICATION. PLEASE KEEP A COPY FOR YOUR RECORDS.**

APPLICATIONS SHOULD BE SUBMITTED TO:

THE DEPARTMENT OF HUMAN RESOURCES  
735 LONGMEADOW STREET, SUITE 102  
LONGMEADOW, MA 01106

OR VIA FAX  
(413) 565-4372

**THIS APPLICATION WILL BE KEPT ON FILE IN HUMAN RESOURCES FOR 1 (ONE) YEAR.**

**IN ORDER TO BE CONSIDERED AS AN APPLICANT FOR EMPLOYMENT, YOU MUST APPLY FOR A SPECIFIED OPEN POSITION. AS A RESULT, IF YOU WOULD LIKE TO BE CONSIDERED FOR ANOTHER OPEN POSITION IN THE FUTURE, YOU MUST CALL THE HUMAN RESOURCES OFFICE (413) 565-4128 AND IDENTIFY THE POSITION FOR WHICH YOU ORIGINALLY APPLIED AND THE POSITION FOR WHICH YOU WOULD NOW LIKE TO BE CONSIDERED.**

Approved 08/11/2011

# TOWN OF LONGMEADOW

## Position Description

Position Title: Firefighter/Paramedic  
Reports To: Fire Chief

Department: Fire  
Date: August 2011

### *Essential Functions*

This position requires hands-on Emergency Scene Response as well as the ability to be an advocate for patient care; to perform technical and specialized work functions associated with providing quality medical care to all members of the community in the event of medical emergencies, natural disasters, hazardous situations, environmental emergencies, motor vehicle accidents, and other life and death situations. The following describe the principal functions of this position and scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

### General Functions and Duties

#### *1. Customer Service/Public Relations*

- Direct Customer Service is provided to anyone in need of emergency medical care, the general public, and other employees in person and by telephone. Assists in community events as requested.
- Engages in activities which have an impact on the department's image in the community. Such activities include providing information to the media, providing assistance and support to civilians seeking help or information, etc.
- Deals with distressed individuals at emergency scene.
- Meets civilians in the fire station, conducts tours and provides information
- Makes public presentations and conducts demonstrations of apparatus and equipment on behalf of the Town of Longmeadow Fire Department.
- Educate the community on emergency medical procedures. Oversees, develops, conducts and/or evaluates fire prevention and other educational programs for members of the public.
- Assists with community events such as offering free blood pressure readings, educating children and the public on the 911 emergency system, medical emergency procedures, and Cardiopulmonary Resuscitation (CPR).

## 2. *Professional Development*

- Participates in training drills and classes to enhance job-related skills and abilities. Reads internal memos and bulletins to keep apprised of new developments in departmental operations and procedures.
- Maintains knowledge of chemicals and other hazardous materials.
- Maintains knowledge of building structures related to fire control.
- Attends specialized training sessions (e.g., CPR certification, special schools (e.g., Foam, ICS), etc.).
- Attends routine training drills and sessions.
- Maintains knowledge of latest firefighting and paramedic equipment and techniques.
- Attends "live-incident" training drills.
- Attends external seminars/workshops and college courses to be aware of current developments in the fire and medical service.
- Observes training videotapes.
- Participates in external agencies and societies (e.g., NFPA)
- Acts as a superior officer.
- Receives training in superior's work activities.
- Reviews internal Massachusetts Fire Department bulletins, memos, etc., to remain aware of departmental updates.
- Reads professional journals and publications (e.g., Fire Command) to be aware of current developments in the fire and medical service.
- Maintains working knowledge of Departmental Rules & Regulations, Standard Operating Guidelines, and Policies & Procedures.

## 3. *Other Duties*

- May perform specific tasks associated with specialized training such as crewing for air transport, and/or other duties as assigned.
- Attends shift meetings and in-service training as required to remain knowledgeable of departmental operations, to promote improved job performance, and to stay current with changing emergency medicine techniques, state/local policies, procedures, codes, and laws.
- Prepares and/or receives a variety of forms, logs, requests, reports, correspondence, and other documents associated with daily responsibilities of this position; reviews, completes, processes, approves, forwards, maintains, and/or takes other action as appropriate; prepares and maintains files and records.
- Cooperates with federal, state, and local law enforcement agencies and its officers or representatives when activities are related to investigations within the Town.
- Operates a personal computer, printer, calculator, copy and facsimile machines, telephone, radio, or other equipment as necessary to complete essential functions, to include word processing, spreadsheet, database, or other system software.
- Required and expected to report, without the threat of retaliation, any concerns regarding the Town's policies and procedures on patient privacy and any observed practices in violation of that policy to the designated Officer.

- Communicates effectively and coherently over two-way radio channels while initiating and responding to radio communications.
- Operates audio-visual equipment and develops and produces audio-visual materials for internal use or for public broadcasting.
- Performs other tasks as assigned.
- In the event of a declared state of emergency, employees may be called to work during days or hours other than those for which they are regularly scheduled.
- Required to carry a pager & must be available to report back to work when off duty and there is a fire or another emergency.
- Required to respond to Mutual Aid calls from other Towns and/or States in need of assistance.
- Serves on special project committees to which he/she is assigned (e.g., Awards Committee, Hydrant Inspection, etc.).

### **Paramedic Functions and Duties**

- Responds to emergency calls relayed by dispatchers; reads maps; drives ambulance to emergency site; uses most expeditious route and observes traffic ordinances and regulations.
- Evaluates scene on arrival; determines nature and extent of illness or injury; takes pulse, blood pressure, and visually observes changes in skin color; makes determination regarding patient status by interpreting diagnostic signs.
- Establishes priority for emergency care; initiates basic life support procedures at the scene as necessary.
- Provides re-hydration/rehabilitation and medical treatment to victims, firefighters and/or other personnel at the scene as necessary.
- Renders appropriate emergency care, based on competency level, to stabilize the patient such as Cardiopulmonary Resuscitation (CPR), spinal immobilization, providing oxygen, triage, and administration of intravenous drugs or fluid replacement as directed by a physician; assesses the effects of treatment.
- Uses medical equipment, based on competency level, such as but not limited to cardiac monitor, defibrillator, performs endotracheal intubation to open airways and ventilate patients; uses other adjunct airways as needed under the direction of a physician.
- Follows infection disease protocol; practices proper disposal of biohazard waste.
- Reassures patients and bystanders; avoids mishandling patient and undue haste; searches for medical identification emblem to aid in care
- Complies with regulations in handling deceased; notifies authorities; arranges for protection of property and evidence at scene.
- Determines appropriate facility to which patient will be transported; reports nature or illness to that facility; requests instructions/directions from hospital physician or emergency department.
- Observes patient en route and administers care as directed by physician or emergency department or according to published protocol; identifies diagnostic

signs that require communication with facility.

- Reports verbally and in writing observation about and care of patient at the scene and en route to facility; provides assistance to emergency staff as required; documents all activity in assigned position.
- Assists in lifting, carrying, and transporting patient to ambulance and on to a medical facility.
- Prepares for, attends, and testifies in courtroom hearings and judicial proceedings as required.
- Responds to questions, complaints, and requests for information/assistance from the general public, patients, fire, law enforcement, other medical personnel, various agencies, employees, officials, supervisors, or other individuals.
- Required to protect the privacy of all patient information in accordance with the Town of Longmeadow's privacy policies, procedures, and practices, as required by federal and state law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Town of Longmeadow's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment.
- May access protected health information and other patient information only to the extent that is necessary to complete your job duties. The Paramedic may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other Town operations.

## **Firefighter Functions and Duties**

### *1. INITIAL RESPONSE TO INCIDENTS:*

- Tasks occurring between the receipt of an alarm and initial fire fighting or emergency scene activities.
- Dons protective turnout gear and equipment before and at emergency scenes.
- Proceeds to assigned apparatus upon receipt of call for service.
- Makes preliminary evaluation of incident based on alarm information received (e.g., alarm type, structure type, etc.)

### *2. WATCH DUTIES:*

- Stands watch to receive incoming alarms and information, answers phones, and monitors access to the station house.
- Provides alarm communiqué to equipment operators/officers.
- Notifies station personnel (over public address or through use of signals) of incoming alarms and required response (e.g., everybody goes, truck only, engine only, etc.)
- Records administrative and general information messages that come in through dispatch.
- Answers department and outside phone.
- Opens and closes fire house doors to allow apparatus or Chief's vehicle to

depart/return to the house.

3. *DRIVING:*

- Drives apparatus to and from and positions apparatus at, emergency scene.
- Drives apparatus safely to designated place.
- Selects most direct and expeditious route to alarm site.
- Maneuvers and positions apparatus at incident scene.
- Obtains knowledge of most direct and expeditious routes and studies them prior to incident response.
- Obtains knowledge of traffic laws and street conditions in order to operate the apparatus safely and expeditiously.
- Plans route and position based on anticipated actions (e.g., arrival routes) of other companies when driving to multiple alarm calls.

4. *PUMP OPERATIONS:*

- Connects or hooks up apparatus to fire hydrant and operates pumps to supply water in appropriate pressure and volume—using hydrant wrenches, couplings, hoses, spanner wrenches, and other tools.
- Engages pumps.
- Fills hose with water by hydrant pressure.
- Connects and lays feeder line to supply water to fire.
- Pumps sprinkler system and wet or dry standpipe systems.
- Connects suction hose between hydrant and engine.
- Monitors control panel (e.g., water temperature, oil pressure gauge, fuel gauge, hydrant pressure).
- Pumps pre-connect hose-line.
- Pumps master stream (e.g., aerial ladders).
- Hook up to ladder pipe to supply water during aerial ladder operations.
- Notifies officer of any problems which occur while pumping.
- Adjusts water pressure (by rule-of-thumb, according to pressure chart, and/or Rules and Regulations) in response to calls for more or less pressure.
- Pumps specialty nozzles (e.g., drive-in, cellar distributor).
- Implements cold weather procedures (e.g., tank circulation) when necessary.
- Maintains pressure by adjusting pressure relief valve or automatic pressure governor.
- Pumps booster lines.
- Opens and flushes hydrant to ensure it is functional.
- Shuts down pump when ordered to by officer.
- Checks hydrant for proper drainage.

5. *HOSE (AND EXTINGUISHER) OPERATIONS*

- Stretches line or uses extinguisher to deliver water, foam and other extinguishing agents to emergency scene.

- Operates nozzle at front of hose line and sprays water, foam or other agent onto fire or other hazard, or into involved structure, to extinguish, contain and/or control incident.
- Locates seat of fire or other hazard (e.g., gas leak) by observing, smelling or listening for smoke, sound, flames, gas, vapors, etc.
- Advances or assists in advancing hose to seat of fire or other hazard.
- Disconnects hose from bed and attaches to discharge gate.
- Connects hose lines to nozzles.
- Uses extinguisher to extinguish, contain and/or control incident.
- Selects type of extinguisher (e.g., foam, dry-chemical, etc.) needed for incident.
- Feeds hose line to other fire personnel.
- Determines proper nozzle and nozzle setting.
- Operates stang on tower ladder to apply water to structures on fire.
- Pulls hose off hose bed.
- Flakes out or dekinks hose line prior to charging or during extinguishment to ensure proper operations.

#### 6. *MECHANICAL LADDER OPERATIONS*

- Stabilizes ladder trucks and elevates and operates aerial ladders and platforms in order to rescue victims, provides access for ventilation, operates master stream devices, etc.
- Climbs mechanical ladders to perform search, rescue and other operations.
- Operates ladder from ground controls or from platform controls, while watching for power lines, trees and other overhead obstructions.
- Elevates, rotates and extends aerial or tower ladder for supported and unsupported operation, while watching for power lines, trees and other overhead obstructions.
- Stabilizes elevating apparatus using wheel chocks, stabilizing pads, stabilizing jacks and outriggers.
- Operates and directs ladder pipe to supply water during aerial ladder operations.

#### 7. *MANUAL LADDER OPERATIONS:*

- Carries, raises, extends and climbs manual ladders to perform search, rescue and other operations.
- Extends manual (extension) ladders to reach victims.
- Climbs manual ladder to perform search, rescue, and other operations.
- Determines proper placement of manual ladder at scene.
- Determines manual ladder type and size needed at incident scene.
- Anchors and secures manual ladder (i.e., tying off) at scene.
- Raises and positions manual ladder at incident scene.
- Carries manual ladder from apparatus to incident scene.
- Returns manual ladder to apparatus.

#### 8. *FORCIBLE ENTRY:*

- Pries open, cuts, or breaks down doors, or otherwise enters structures, vehicles, aircraft and other entrapments in order to search for and rescue victims and

provide access to the emergency scene—using axes, halligan tools, etc.

- Gains entry into structures using axes, sledge hammers, battering rams, halligan tools and other forcible entry tools.
- Cuts through surfaces using power saws and other power tools.
- Determines best location for forcible entry.
- Pries open doors in structures using pry bars, halligan tools, bolt cutters, and other tools.
- Removes locks or hinges from doors using sledgehammers, battering rams, axes or other forcible entry tools.
- Breaks holes in wooden, brick and masonry walls using sledge hammers, battering rams, axes and other tools.

#### 9. *VENTILATION:*

- Opens or breaks windows, shops or cuts holes in roofs, breaches walls or doors, and hangs fans in windows or doors to remove heat, smoke and/or gas from structures or entrapments.
- Determines best location for venting structure based on location of hazard and fire personnel, roof type, and building construction.
- Breaks windows and other points of entry using axes, ladders and other tools, to ventilate structure.
- Cuts open walls, roof and other structures to ventilate structure.
- Opens windows and other points of entry manually or by using pry bars, halligan tools, and other tools, to ventilate structure.
- Hangs fans from ladders and in doors, windows, and holes in roofs or walls.
- Uses fans for positive pressure.

#### 10. *SEARCH:*

- Searches assigned area in order to locate victims and to obtain further information about incident, following standard search procedures.
- Searches floor or area of fire, or other hazard, for conscious and unconscious victims, sweeping assigned search area with arms, legs or tools.
- Searches floors above and below fire, or other hazard, including stairwells and bulkheads, for inhabitants who need to be moved or rescued.
- Views perimeter of the building to determine if there are victims needing assistance at windows, on ledges or who have jumped.
- Identifies hazardous conditions in course of search and informs others of the problem.
- Determines search procedure or strategy needed to accomplish objectives.
- Searches structures for seat of fire, or other hazard, and extensions.

#### 11. *RESCUE:*

- Assists, hoists, carries or drags victims from emergency area by means of interior access (stairs, hallways, etc.) or, if necessary, by ladders, fire escapes, platforms, or other means of escape – using rescue harnesses, ropes, etc.
- Rescues drowning victims using life-saving techniques.

- Conducts water rescues (i.e., river rescue, using boats) in accordance with established guidelines.
- Evacuates persons from incident scene due to risk of fire, explosion, exposure to hazardous chemicals, etc.
- Moves heavy objects and obstructions in order to free or gain access to trapped victims or bodies, using air bags, chains and hoists, jacks, shoring materials, Hurst tools and other hydraulic tools.
- Drags or carries victims from emergency scenes.
- Hoists or lowers victims or fire personnel using ropes, knots and rescue harnesses.
- Pries, breaks or cuts structures, vehicles, and/or aircraft to free victims involved in accidents, cave-ins, collapsed buildings or other entrapments—using door openers, jaws, axes and other manual and mechanical equipment.
- Instructs persons on upper floors as to appropriate actions (e.g., staying put, ascending to upper floors, descending to lower floors via fire escapes, etc.)
- Digs to free victims trapped in tunnels, pipes, excavations, cave-ins or other entrapments using shovels, picks, spades and other equipment.
- Places victims onto stretchers, backboards, stokes, etc.

#### *12. SALVAGE:*

- Moves and covers furniture, appliances, merchandise and other property; covers holes in structures; stabilizes damaged structural components; and redirects or cleans up water in order to minimize damage—using plastic and canvas covers, etc.
- Tears down or shores up weak and dangerous structural components (e.g., floors, walls, roofs, overhangs and stairs) using hooks, axes, saws and other tools.
- Spreads salvage covers over property.
- Protects the integrity of the incident scene, while performing salvage operations, in case of suspected arson.
- Moves furniture and other objects to protect from water or other damage.
- Removes water from floors using brooms, squeegees, mops and water chutes, catchalls and pumps.

#### *13. OVERHAUL:*

- Opens up walls and ceilings, cuts or pulls up floors and moves or turns over debris, in order to check for hidden fires which could rekindle or spread—using hooks, axes, saws and pitchforks.
- Opens ceilings, walls, etc., to expose hot spots and other hazardous conditions with axes, pike poles, etc.
- Searches for and extinguishes hidden fires by looking, feeling or smelling for fire and smoke.
- Checks and searches open areas, walls, and open structures for fire extension.
- Removes and neutralizes or disposes of flammable or hazardous materials from buildings.
- Removes and extinguishes burned or smoldering debris from buildings.
- Determines whether a smoke detector was present and functional.

*14. CLEAN-UP/PICK UP:*

- Picks up, cleans and returns equipment to vehicle and rolls or folds hose, so that the company can go back in service.
- Controls and cleans up the Fire Department's medical waste products.
- Cleans and returns all tools, equipment, supplies and property in usable conditions to appropriate vehicles.
- Shuts down and drains lines at pumps.
- Determines that all hoses used during response to incident are present and accounted for.
- Cleans hoses using hose washers or brooms and brushes.
- Backs lines out of structures.
- Rolls and folds hoses after use and returns them to appropriate vehicle.
- Cleans the apparatus.

*15. PRE-FIRE PLANNING:*

- Reviews or prepares plans in order to provide information regarding hydrant locations, exposures, hazardous materials and other areas or situations of high risk.
- Conducts site surveys in district.
- Tours buildings in order to identify or verify the presence of an unusual fire hazard or situation.
- Recognizes a target hazard (e.g., a new high-rise or a building with hazardous materials) that may warrant the development of a pre-fire plan.
- Conducts familiarity inspections in district.
- Familiarizes self with layout of first and second alarm districts.

*16. OTHER DUTIES:*

- Carries hose, tools and other equipment to and from emergency scenes.
- Operates generator to supply electricity to the emergency scene.
- Sets up electrical cords and lights.

**Station Functions and Maintenance Duties**

*1. EQUIPMENT MAINTENANCE:*

- Inventories and restocks ambulance and station supplies and equipment.
- Prepares, decontaminates, inspects, inventories, repairs, and/or maintains medical equipment and supplies, first aid materials, and vehicles for safe operation; tests all equipment on a regular basis and checks for future readiness.
- Checks, cleans, and maintains personal gear and equipment to ensure proper and safe operation.
- Checks S.C.B.A. for proper operation and adequate air pressure.

- Checks medical equipment.
- Checks turnout gear for safety and structural integrity.
- Checks the condition of generators, blowers, lights, cords and fans.
- Checks and maintains power equipment.
- Places turnout gear on or near apparatus.
- Checks extension ladders.
- Checks hose on apparatus (proper bedding and amount).
- Checks and performs ordinary maintenance on other portable equipment (e.g., checks oil levels, greases, etc.)
- Cleans, reloads, and tests hoses.
- Recommends that officer call for repairs on equipment.
- Performs annual hose tests.
- Inventories and performs regular maintenance on hand tools (e.g., paints, oils or stencils hand tools).
- Changes over equipment and supplies from one apparatus to another.
- Paints other equipment as needed.
- Operates an assigned motor vehicle; maintains cleanliness of and fuels vehicle; checks tire inflation and fluid levels; requests or schedules services and/or repairs as needed.

2. *APPARATUS MAINTENANCE:*

- Checks, Cleans, and maintains apparatus to ensure proper and safe operation.
- Checks ability of engine to pump water.
- Checks engine pumper pressure.
- Checks the aerial ladder sections, outriggers.
- Recommends to officer that apparatus be kept out of service due to mechanical problems.
- Performs normal daily apparatus check (e.g. oil, fuel & water level; proper pressures and lubrications; batteries; lights; sirens; brakes; tiers; etc.).
- Recommends that officer call for repairs on apparatus.
- Performs normal weekly apparatus check (e.g., hydraulic fluid levels).
- Equips apparatus with traction devices (e.g., chains) as necessary.
- Notifies officer of electrical or mechanical problems on apparatus.
- Checks with Equipment Operator coming off duty regarding condition of apparatus.
- Performs annual pump test.
- Cleans motor and pump on apparatus.

3. *FACILITY MAINTENANCE:*

- Performs miscellaneous duties and administrative tasks such as station cleaning and general housekeeping, scheduling maintenance, answering the telephone, taking and relaying messages, and basic grounds maintenance. Checks, cleans and maintains house facilities.

## *Education, Experience, Licenses, Certifications*

### Education & Experience

High school graduate or equivalent; at least 18 years of age. State certified Paramedic as provided by Massachusetts laws.

### Licenses

Must possess a valid driver's license.

### Certifications

Massachusetts State Certified Paramedic, American Heart Association or Red Cross CPR certification. Advanced Cardiac Life Support certification.

### Physical and Mental Effort and Environmental Conditions


- Ability to meet the established goals of the Town of Longmeadow Fire Department
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to establish standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to assist persons by action or interaction in carrying out specialized medical, therapeutic, counseling, or related procedures.
- Ability to operate and control the actions of equipment, machinery, tools, and/or materials requiring complex and/or rapid adjustments, or to assemble, combine, or process complex and/or sensitive materials.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include the ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to demonstrate full respect for patient by preserving patient's dignity and instilling confidence in patient to obtain and interpret information in order to correctly assess the patient's condition. Ability and skill in using appropriate medical techniques and equipment to move patients of various sizes, weight, and condition from location to final destination.
- Ability to perform advanced life support skills such as cardiac monitoring,

defibrillation, transcutaneous pacing, placement of an advanced airway, including endotracheal intubation, initiation of intravenous access, administration of medications and fluid replacement under the direction of a physician.

- Ability to perform basic life support such as CPR, bandaging, splinting, ventilation using an adjunct airway, cervical spine immobilization under the direction of the Medical Director
- Ability to understand and follow oral and written instructions.
- Ability to perform a wide variety of methods and procedures of emergency and rescue operations.
- Ability to react quickly and calmly during emergencies. Able to communicate patient information in clear and concise manner to emergency service personnel.
- Ability to establish and maintain effective working relationships with fellow employees and supervisors. Demonstrates role model behavior.
- Ability to operate complex equipment, mechanical aptitude, strength and ability to do manual and mechanical work under adverse conditions. Maintains a state of mental and physical readiness to perform any and all job requirements with little or no notice.
- Ability to bend and stoop, push and pull, reach overhead, and lift 100 pounds to the waist.
- Ability to use hand tools, power tools and climb ladders.
- Ability to operate an assigned motor vehicle.
- Ability to remain calm in stressful situations.

### WORK ENVIRONMENT

Majority of duties are performed outside in varying terrain with exposure to extreme weather conditions. Operations typically expose employees to a wide variety of adverse or hazardous environments. Exposure to extreme temperature variations, loud noises, fumes, and noxious or airborne particles, vibrations, and potentially hazardous diseases and substances is possible. Services are provided anywhere inside the Town. Services may also be rendered in other towns and even states when responding to calls for mutual aid. These locations could be a station, Town streets, forest areas, institutions, or private homes. An employee may be required to act without direct supervision and must be able to exercise judgment in meeting emergencies. Supervision is received from the station lieutenant, captain, or Chief. Work is performed on a shift basis with available shift schedules of varying duration upon assignment that may require the highest level of physical exertion and agility on a sustained basis. Emergency work after hours and on holidays is required.

  
Approved By

08-31-2011  
Date

*Acknowledgement of Receipt and Understanding*

I, \_\_\_\_\_, have received a copy of the Town of Longmeadow Firefighter/Paramedic job description dated August 2011. I have been given an opportunity to review the description and ask any questions I may have at this time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

