

The Town of West Hartford  
Announces an Open Competitive Examination  
For the Position of

# **FIREFIGHTER/PARAMEDIC**

**APPLICATIONS WILL ONLY BE ACCEPTED ELECTRONICALLY**

**Application Deadline:**  
**Friday, June 27, 2014**

**Salary Range:**  
**\$59,176 - \$74,452**

## **JOB PURPOSE**

This is general duty fire prevention, fire protection, and firefighting work in combating, extinguishing and preventing fires, doing rescue work and providing emergency medical care in cases of emergency. Assist in the maintenance of equipment, stations, and apparatus. In addition to the general duties of Firefighter, as Paramedic, this position also provides patient care and treatment in medical emergencies under the direct or indirect supervision of a sponsor hospital physician, and in the event of life-threatening emergencies, on own initiative to the extent authorized by the Sponsor Hospital and Advanced Life Support protocols.

When not involved in providing emergency care, the Firefighter/Paramedic works under the general supervision of a company officer.

## **MINIMUM QUALIFICATIONS**

- ◆ **Who Can Apply:** All women and men who meet the following minimum qualifications. The West Hartford Fire Department is an equal opportunity employer. Women and minorities are encouraged to apply.
- ◆ **Age:** Eighteen (18) years of age. **Please state your date of birth in the appropriate space on the application.** Failure to do so will automatically disqualify your application for the position.
- ◆ **Education:** Graduation from a standard high school or a recognized equivalency.
- ◆ **License/Certifications:** Applicants must possess a valid Driver's License at the time of appointment. Firefighter II (CT Fire Academy Recruit Training Certificate preferred) and Licensed Paramedic. All candidates are required to provide evidence of physical ability as certified through the Candidate Physical Ability Test (CPAT) **prior to appointment.**

A Firefighter-Paramedic hired and assigned to work as a Firefighter-Paramedic shall remain a licensed Paramedic with Town of West Hartford Sponsor Hospital medical control and maintain the requisite credentials for a minimum period of at least ten (10) ten years following appointment unless reassigned by the Fire Chief or designee.

Must be able to meet and maintain the requirements of the Occupational Safety and Health Administration's Standards for Respiratory Protection (29 CFR 1910.134) as amended.

- ◆ **Physical Examination:** Required prior to appointment and in accordance with departmental standards.
- ◆ **Drug Testing:** Candidates shall be required to submit to a drug test as part of the pre-employment medical examination. Applicants must complete the **Drug Testing Supplement to the Employment Application**. Failure to do so will automatically disqualify your application for the position.
- ◆ **Non-Smoking Requirement:** Due to the physical demands of this position, the Town of West Hartford requires that all qualified candidates certify that they are non-smokers. Applicants must complete the **Non-Smoking Statement**. Failure to do so will automatically disqualify your application for the position. Candidates will be required to attest to this fact prior to being certified for eligibility.

The Town reserves the right to limit the number of candidates invited to participate in any part of the process.

## **WORK ENVIRONMENT**

While performing the duties of this job, the employee is frequently required to sit, stand, walk, use hands to finger, handle or operate objects, tools, or controls, and reach and stretch with hands and arms with a full range of motion. The employee is occasionally required to sit, climb or balance, jump, stoop, kneel, crouch, or crawl, talk and taste or smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 175 pounds. Wearing a self-contained breathing apparatus is required and each employee must be able to pass a fit for seal test.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high precarious places and confined spaces. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock and vibration. The employee is often exposed to excessively high temperature intensities and sudden temperature changes.

The noise level in the working environment is usually moderate, except during certain firefighting or EMT activities when noise levels may be loud. The employee may be required to work rotating shifts, and is considered essential emergency personnel. Any personnel in this position are required to work during emergency situations and are subject to be recalled to work at any time. Remains on stand-by time for all fires and emergencies except on days off and vacation.

# **ESSENTIAL JOB FUNCTIONS**

## **As Firefighter:**

- Responds to alarms and assists in the suppression of fires, including rescue, advancing lines, entry, ventilating and salvage work, extrication and emergency medical care of victims.
- Utilizes firefighting and rescue equipment as directed to combat fire or to control the emergency including, but not limited to, connecting hose to hydrants, laying hose, erecting ladders, going into buildings with hose, ladders, or additional firefighting or rescue equipment as the situation demands.
- Searches burning buildings to locate fire victims.
- Performs emergency medical care according to National Scope of Practice at the Basic Life Support level.
- Performs cleanup, salvage and overhaul work in order to save and protect property from unnecessary damage.
- Performs fire prevention and inspections of business establishments and prepares pre-fire plans.
- Performs general maintenance work at the fire station to include cleaning rooms, lavatories, and the physical plant and taking care of grounds surrounding the station and performing minor repairs of equipment, property and facilities.
- Inspects and cleans all firefighting equipment and rescue equipment assuring readiness for immediate use. Reports need for repair or replacement of firefighting and rescue equipment to superior.
- Wears appropriate personal protective equipment, such as, but not limited to, fire resistant clothing and breathing apparatus.
- Moves toward the source of a fire using knowledge of types of fires, construction design, building materials, and physical layout of properties.
- Positions and climbs ladders to gain access to upper levels of buildings or to rescue individuals from burning structures.
- Takes action to contain hazardous chemicals that might catch fire, leak, or spill.
- Assesses fires and situations and reports conditions to superiors to receive instructions using two-way radios.
- Performs fire prevention/public education duties including fire station tours, demonstrations, and preplans.
- Attends and participates in training courses and in-service drills/training sessions as directed.
- Performs all incident related duties in conjunction with the Department's adopted incident command system.
- Assists in identifying solutions to improve fire department operations as directed.
- Keeps posted on road conditions, routes to fires and hydrant locations.
- Takes desk watch daily, relays calls and alarms that come in from central dispatch.
- Inspects hydrants, removes snow and maintains grounds near hydrants, but excludes the repair and flushing of hydrants.
- Performs other related duties as assigned.

**As Paramedic (Firefighter job functions, plus):**

- Administers primary pre-hospital emergency medical care to the sick and injured according to established medical protocols and appropriate as a Licensed Paramedic, as assigned. Performs triage and a variety of emergency medical treatment at the Basic and Advanced Life Support level.
- Under medical direction and following prescribed standing orders performs a variety of invasive and non-invasive therapies including, but not limited to assessment and evaluation of the ill and injured, cardiopulmonary resuscitation and defibrillation, administration of drugs, agents and solutions, intubation and pulmonary ventilation, drawing of blood samples for analysis, application of dressing and bandages, control of shock, and immobilization of fractures.
- Responsible for the possession, accountability and tracking of controlled substances.
- Responsible to the EMS Officer for matters relating to patient care and quality assurance.
- Handles radio or other communication with the Emergency Room Physician.
- Provides continuing care and treatment while en route to an emergency medical facility. Monitors and reports changes in patient condition.
- Employs safe lifting and moving techniques.
- Cleans and maintains equipment and replaces supplies.
- Successfully completes continuing education and professional development requirements to maintain medical control in good standing and professional licensure.
- May supervise other rescue personnel at medical emergencies pertaining to patient care.
- May act as a preceptor for new Paramedics.
- Prepares and maintains accurate and complete patient care reports (PCR), records, statistics and logs on daily activities.
- Performs other related duties as assigned.

**Knowledge, Skills, and Abilities:**

- Working knowledge of basic firefighting principles and techniques, pumps and hydraulics and aerial/platform operations.
- Knowledge of safety rules and regulations, fire apparatus and equipment and operations.
- Knowledge of emergency care methods, techniques and equipment.
- Working knowledge of the street system and physical layout of the Town of West Hartford including hydrant locations, water sources, buildings, etc.
- Knowledge of building construction and related state and local building codes, including heating and electrical installation to be used in connection with work done on fire prevention inspection.
- Agility with sufficient physical strength and freedom from disabling conditions to perform firefighting duties under adverse and hazardous conditions.
- Ability to think and react quickly and effectively in emergency situations.
- Ability to understand and follow written and oral instructions.
- Ability to perform mechanical work.
- Ability to react quickly and calmly in emergency situations.
- Ability to establish and maintain cooperative relationships with fellow employees and the public.

- Ability to perform medical procedures associated with the EMS National Scope of Practice levels as applicable.
- Ability to maintain department issued personal protective clothing and equipment.
- Ability to work in a hazardous environment while continually wearing protective pressure self-contained breathing apparatus.
- Ability to operate a full range of fire department equipment and other associated emergency equipment as required.
- Ability to perform the physical tasks of a firefighter including prolonged and arduous work under extreme conditions wearing self-contained breathing apparatus throughout operations.

*Additionally, when assigned as Paramedic:*

- Knowledge of approved medical protocols, standing orders, policies and procedures.
- Knowledge and skill of the techniques of proper drug administration.
- Knowledge of emergency medical techniques.
- Knowledge of medical terminology and abbreviations.
- Knowledge of medical characteristics of various drugs and solutions.
- Knowledge of recordkeeping procedures and methods of documentation.
- Knowledge of infectious diseases, universal precautions and decontamination.

**Special Necessary Requirements:**

Employees in this classification are required to “advance” to danger rather than to retreat from it in the interest of decreasing the condition.

**BENEFITS**

**Hours of Work:** Forty-two (42) hours a week computed over a period of one fiscal year unless provided otherwise by union contract. Rotating shifts of ten-hour days and fourteen-hour nights.

**Vacation:** Earned at the rate of two weeks paid vacation per year the first four years.

**Sick Benefit:** Fifteen (15) days of paid sick leave per year if needed.

**Holidays:** Twelve (12) paid holidays per year.

**METHOD OF SELECTION**

<b><u>Examination</u></b>	<b><u>Weight</u></b>
Written Examination	Pass/Fail
Oral Board Interview	100%

**Certification of Physical Ability:** All candidates are required to provide evidence of physical ability as certified through the Candidate Physical Ability Test (CPAT) **prior to appointment. A copy of valid CPAT certification card (both front and back) may accompany the employment application. However, must be presented by time of appointment. Evidence of certification is the candidate's responsibility and is obtained separately from the Town of West Hartford's recruitment process. A CPAT Card is considered valid for one year after date of issue.**

To participate in the physical ability testing, candidates must register with CPAT by completing a registration form and mailing it directly to CPAT. The physical ability test will consist of a combination of exercises designed to simulate representative firefighting tasks.

**Written Examination:** The written examination will evaluate your cognitive abilities. Candidates must achieve a passing score on the Written Examination in order to participate in the next phase of the examination - the Oral Board Interview. Candidates who fail to achieve the minimum passing score on the Written Examination will be disqualified from further consideration for the position. **You will be notified at a later date of the date, time and location of the written examination. The Town reserves the right to limit the number of candidates invited to participate in the written examination.**

**Oral Board Interview:** The final phase of the examination for Firefighter will be an interview before a panel of Fire and/or Personnel representatives. This phase of the examination is designed to aid in the assessment of a candidate's maturity, communication skills and motivation for the position. Candidates who successfully pass this phase of the examination will have their names placed on the Eligible List for Firefighter. Candidates who have passed the Written Examination but fail this portion of the examination will be disqualified from any further consideration for the position of Firefighter. **The Town reserves the right to limit the number of candidates invited to participate in the Oral Board Interview examination.**

**Eligible List:** Candidates who successfully pass all phases of the examination for this position will have their names placed on the Eligible List in order of their final grade. The names will remain on the Eligible List for a period of one year unless the list is extended to a maximum period of two years.

The Fire Chief reserves the right to reject any eligible candidate whom, on the basis of background and character investigation or medical examination, does not appear to be the most suitably qualified candidate for the position. No appointment in the Fire Department shall be deemed final and permanent until after expiration of a period of one (1) year probationary service.

**If you fail to appear for any part of the examination process, or if you do not pass any part of the examination, your name will be removed from any further consideration.**

## **APPLICATION PROCESS**

**APPLICATIONS WILL ONLY BE ACCEPTED ELECTRONICALLY**

Applications may be completed by following the link on the, "Jobs" page at **[www.westhartford.org](http://www.westhartford.org)**.

Applications must be completed **by Friday, June 27, 2014** unless such date is extended by the Director of Employee Services.

*An Equal Opportunity/Affirmative Action Employer - M/F*