

District Fire Chief

Justin W. Lee

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HOPE VALLEY-WYOMING

FIRE DISTRICT

996 MAIN STREET

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"This institution is an equal opportunity provider, and employer."

Job Description – Firefighter / Maintenance Position

CLASS TITLE: Firefighter/Maintenance Position

SALARY: \$51,000 – \$54,000 hiring range DOQ, plus excellent benefits package

SUPERVISION: Reports Directly to the District Chief

JOB FUNCTIONS:

1. Respond to all emergency incidents and calls for service as directed by the District Chief.
2. Be prepared to take an active role in all types of emergency incidents, including but not limited to fire suppression, motor vehicle accidents, Hazardous Material incidents, searches, technical rescues, and medical emergencies.
3. Maintenance of all District equipment, including vehicles, trailers, boats, portable equipment, and Haz-Mat equipment. Perform routine maintenance such as changing oil, checking batteries, and lubricating equipment and machinery.
4. The Firefighter will conduct weekly checks to ensure all vehicles and equipment are in proper working order and report any deficiencies found promptly to the District Chief.
5. Maintenance of all District buildings and grounds as directed by the District Chief. These duties shall include painting, cleaning, lawn care, snow removal, and other essential building maintenance.
6. The Firefighter shall maintain and keep current records relating to apparatus and equipment, as directed by the District Chief.
7. The Firefighter shall supply the Board of Engineers with a monthly maintenance report outlining any previous or upcoming maintenance issues.
8. Participate in and direct fire prevention activities.
9. Attend conferences and meetings on fire prevention, fire suppression, and maintenance activities.
10. Drive vehicles as needed, including operation of fire apparatus.
11. Operate, maintain, and understand the operation of both wet barrel and dry fire hydrants. Have an understanding of the town water system.
12. Make recommendations to the District Chief on fire equipment maintenance.
13. Work with vendors to obtain parts and equipment for the fire district using proper purchasing guidelines.
14. Use hand tools such as screwdrivers, pliers, wrenches, pressure gauges, precision instruments, and power tools such as pneumatic wrenches, lathes, welding equipment, and jacks and hoists.
15. Diagnose and repair vehicles within the scope of qualifications.
16. Test drive trucks to diagnose malfunctions or ensure they work correctly.
17. Examine and adjust protective guards, loose bolts, and specified safety devices, and reassemble equipment.
18. Inspect, repair, and maintain automotive and mechanical equipment and machinery such as pumps and compressors.
19. Repair and adjust seats, doors, and windows; install and repair accessories.
20. Performs all other duties deemed necessary by the District Fire Chief.

EQUIPMENT:

Equipment essential to the job: turnout gear, tools, professional journals, pager, mobile radio, motorized fire apparatus, fire equipment, blueprints, fax machine, telephone, light vehicles, calculator, employee benefits manual, fire pre-plans, water distribution maps, Uniform Fire Code, NFPA Life Safety Code, and Rhode Island State Fire Code.

Other equipment and job aids: personal computers, word processing, spreadsheets, databases, computer calendar software, computer printers, personnel policies manual, U.L. listed appliances and equipment, OSHA regulations, and fire department equipment manuals.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS:

Required Physical Activities: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and repetitive motions.

Physical Characteristics of Work: Physical work requires up to 75 pounds of force occasionally and a negligible amount of pressure frequently or constantly to lift, carry, push, pull, or move objects. The work involves standing most of the time. Sitting is required only occasionally. Wearing an SCBA and turnout gear for an extended period.

Vision Requirements: The minimum standard for use with those who drive, operate, and maintain fire apparatus.

Environmental Conditions: The work is performed inside and outside and includes being exposed to cold, heat, noise, vibration, mechanical or electrical hazards, atmospheric conditions that affect the respiratory system, oils, and the use of Self-Contained Breathing Apparatus.

EMPLOYMENT STANDARDS:

Education and Experience: Five (5) years of firefighting experience. Possession of a high school diploma or G.E.D. Mechanical background in maintenance and automotive repair is also preferred. Must pass a post-selection pre-employment drug screen, physical examination, and applicable background checks. Licenses and Certificates: A valid driver's license is required. Firefighter I & II and Hazmat Operations must be obtained within one year from the hire date. Current C.P.R., First Aid, or Emergency Medical Technician certificate required from a nationally recognized institution. Equivalent combinations of education and experience may be considered for hiring purposes.

KNOWLEDGE, SKILLS, AND ABILITIES NECESSARY TO PERFORM ESSENTIAL FUNCTIONS:

Strong understanding of fire department operations and standard operating guidelines. Working knowledge of interpersonal communication skills. Working knowledge of firefighting techniques, equipment capabilities, and limitations, including those involved in industrial, commercial, and residential structures and large fuel fires. Working knowledge of the essential mechanical operation of fire apparatus and equipment. Ability to direct and supervise various levels of volunteer and paid firefighters. Skills in the application of modern fire prevention and suppression techniques and methods. Knowledge of building, sanitation, and life safety codes and understanding of fire alarm transmission, equipment maintenance, and drill procedures.

Ability to prepare and implement maintenance plans. Ability to communicate effectively verbally and in writing. Be able to use computers, including Microsoft Word and Excel software programs. Ability to develop an effective working relationship with the District Chief, District Officers, firefighters, area Industries, area businesses, and the general public.

Ability to play a vital role in the Fire District's daily operations.

HOURS:

8 hours a day, daytime hours TBD, 40 hours per week, Monday through Friday.

BENEFIT PACKAGE:

Contribution to the State–Municipal Retirement System and TIAA-CREF 401 plan.

85% Hospitalization, family plan, or single plan, and the remainder 15% to be paid by the employee. The District shall cover said employee with a Firemen’s Accident and Sickness Plan and personal counseling service.

Generous holiday, vacation, and sick time allowances

Clothing allowance of \$750 per annum

November 20, 2024