Firefighter (Part-time): Town of Harpswell, Maine

This is a unique opportunity to serve as a Firefighter for the Town of Harpswell. Harpswell has developed a new model of fire and emergency response, which is focused on assisting and supporting the existing three volunteer fire departments during the weekday daytimes. There will be a strong emphasis on customer service, both internally and externally, and the opportunity to make a positive difference in the lives of our citizens and visitors in a dynamic, team based environment. ME State Firefighter or Firefighter I is the minimum requirement, along with the desire to deliver public service in a professional manner. Hourly rates are $13.33 – $17.43/hour, depending on qualifications and/or certifications. For further consideration, please see the complete Job Description at www.harpswell.maine.gov (bottom of home page), and complete the employment application following that description. Position is open until filled. Send applications to the attention of Arthur Howe, Fire Administrator, P.O. Box 39, Harpswell, ME 04079 or ahowe@town.harpswell.me.us. Questions can be directed to this e-mail or to 207-833-5771 X126.
Job Description: Firefighter

The Town of Harpswell has committed to a new model of emergency service delivery by employing paid firefighters to perform fire protection and other safety related duties for and on behalf of the Town, including assisting the volunteer fire associations in their firefighting and emergency operations. This position is an opportunity to serve the citizens of and visitors to Harpswell in an environment that will be strongly customer service focused and committed to a positive, team approach.

Supervision and Schedule:

The Town’s Firefighter will report directly to the Harpswell Fire Administrator and in his/her absence to the Town Administrator. During emergency calls, the Firefighter will report to the Fire Chief or his/her designee in charge of the operation.

Generally, the Town will staff firefighters during daytime hours Monday through Friday. Firefighters will typically be expected to work 1 or 2 shifts per week.

Essential Duties:

- Responds to fire, emergency, or other service calls, primarily, but not necessarily, of an emergency nature,
- Engages in firefighting and the provision of other aid, such as emergency medical services, as necessary,
- Competent, comfortable, and disciplined in use of all equipment, tools, and personal protective equipment, including self-contained breathing apparatus,
- Performs search and rescue services,
- Maintains all apparatus and equipment in a ready, fully operational state,
- Performs repairs to apparatus and equipment to an individual’s level of training and competency,
- Maintains all certifications, licenses, and competencies for the duration of employment, unless otherwise authorized by the Fire Administrator,
- Performs public education and engages with the public in a manner reflecting professionally on themselves, their department, and the Town of Harpswell,
- Performs general cleaning and maintenance of their assigned station, and any grounds outside,
- Participates in all assigned training and may be required to lead training for others,
- Assists with Fire Warden permitting and inspections and investigation of permits,
• Assists with the following as assigned, possibly in a leadership role:
  - Car seat inspections
  - Pre-fire planning
  - Fire and rescue training
  - Rural water supply
  - Search, application, and execution of grant funding
  - Marine logistics, training, and liaison
  - Web site and social media development and maintenance
  - Fire prevention and public education

The above is representative, but not exclusive.

• Works in a safe manner and reports unsafe activity and conditions,
• Follows all Town policies and practices, including Town safety policies and practices and adheres to responsibilities concerning safety prevention, reporting, and monitoring,
• Performs such other duties and responsibilities as may be assigned by the Town Fire Administrator or Town Administrator.

NOTE: The above list of duties is representative, and additional job duties may be required.

Knowledge, Skills, and Abilities

• The ability to work in a fast-paced, stressful, and physically demanding work environment,
• The ability to work within a command structure requiring strict adherence to the following of orders,
• The ability to communicate effectively, both orally and in writing, with the public and other employees,
• The ability to work in a team environment under extremely stressful conditions,
• The ability to safely drive and operate emergency vehicles, including complete pump operations and all other tools and equipment
• The understanding of the basics of radio use, especially how to communicate a personal Mayday emergency call, and the need for simplicity and discipline in radio use,
• Complete understanding of policies and guidelines within own division and/or department, the Town, and working knowledge of same for all fire departments in Town,
• Awareness of Hazardous Materials and when to delegate the control of such incidents to others with greater knowledge and proficiency,
• Basic understanding of Incident Command and the responsibilities of the Incident Commander,
• Basic proficiency in information technology and comfort in sending and receiving e-mail and completion of records and reports,
• The ability to maintain confidentiality of privileged personal information, including HIPAA,
• Knowledge of the geography of the Town, its coastline, roads, waterways, and major islands, and can utilize other resources when questions arise,
• Ability to write understandably, speak well, and communicate effectively,
• Basic proficiency in math and science, and
• Knowledge of building construction, as it relates to firefighter safety. Fire code knowledge helpful.

Personal Characteristics Desired

• Commitment to positively and proactively engage with the community, the citizens, and visitors,
• Commitment to customer service, both internally (as part of a team) and externally,
• Understanding that Town relies on its volunteers and the demonstrated ability to work with this group, even to enhance their standing and professionalism,
• Disciplined work ethic, self-motivation, and a sense of humor,
• Strong sense of personal integrity and ethics,
• The desire to be held accountable and to hold others accountable,
• Desire to learn continuously in a fast changing world and environment,
• Need to be resilient, adaptable, and inventive,
• Searches for self-improvement and ways for the organization and team to improve, and
• Commitment to personal fitness, in the broadest sense of fitness.

Essential Physical Abilities

• Ability to communicate effectively, especially in emergency situations,
• Sufficient manual dexterity, with or without accommodations, to perform job duties in emergency and non-emergency situations and operate any firefighting or other required equipment,
• Sufficient vision and other powers of observation, with or without reasonable accommodation, to operate effectively and safely at a fire or other related emergency scene, with regard for self and others,
- Ability to perform firefighting physical tasks under prolonged, arduous, and extreme conditions, all while wearing self-contained breathing apparatus,
- Ability to walk, stoop, crouch, crawl, kneel, bend, twist, reach, pull, push, climb, and balance in an extremely taxing, confined, and/or dangerous environment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting life and property,
- Ability to operate equipment, radios, pneumatic, power, and hand tools, and all firefighting equipment,
- Ability to operate vehicles and heavy equipment, including trucks over 26,000 pounds,
- Ability to lift up to 30 pounds on a regular basis.

**Minimum Requirements**

- State of Maine valid and current driver’s license,
- Graduation from high school or State approved GED,
- Must be at least 18 years of age upon application,
- ME State Basic Fire School certification (or FF 1 or higher),
- Successful completion of a physical exam (using NFPA 1582 as a guideline)
- Successful completion of required background checks
- Maine EMT basic licensure. If you are not yet licensed, you will be required to obtain ME licensure within 18 months of hire, tuition and testing costs reimbursed by the Town upon licensure.

The above job description is intended to illustrate the types and standards of work to be a successful employee. It is not intended as a complete listing of all components of the job. Any omission of duties or responsibilities does not exclude them from the position, if they are similar to, related to, or a logical assignment for the position.

Highly desirable are Emergency Vehicle Operator Course (EVOC) and/or Ambulance Vehicle Operator Course (AVOC) qualification. If you are not EVOC qualified, you will be required to attend a class at Town expense within one year of hire.

**NOTE:** Job descriptions may be revised as needed to meet the Town’s needs. Reasonable accommodations may be made to enable individuals with disabilities to perform the position’s essential functions.