



Employment Opportunity - Town of Acton, Maine 04001

Firefighter/EMT, Firefighter/Paramedic

The Town of Acton is currently accepting applications for a full-time Firefighter/EMT (or higher licensed) for Acton Fire-Rescue. Hours of work may vary but are based on a 24 hour day and an average 42 hour work week.

This is a responsible professional position that will respond to emergency and non-emergency type calls for the town. Applicants must be 21 years of age at the time of hiring, must attain knowledge of the town, must have the ability to establish and maintain effective working relationships with supervisors, subordinates, town officials, and the general public.

High school diploma or a GED is required. Candidate must possess a Maine State EMT or higher license or have the ability to obtain one prior to start. The applicant must have good listening and communication skills. Maine State or Pro Board Firefighter I & II are required prior to hiring or able to be obtained prior to start. Candidates must have the ability to obtain a CDL license within a year of hire. Post-secondary vocational or college is desirable. Applicants must possess the physical strength and ability to perform firefighting and or pre hospital medical care duties.

Applicants who successfully complete the requirements of the hiring process shall be considered for the position. Requirements include a physical agility test, practical firefighting and EMS skills exam, and oral board. A background check will also be conducted. For additional requirements and essential duties please refer to the attached job description.

The Town of Acton offers a competitive salary, benefits, and an environment that encourages personal and professional growth.

Informational packets can be obtained in person at the Acton Town Hall or downloaded at www.actonmaine.org.

Interested applicants must submit a resume, 3 references and the enclosed signed agility waiver to the Town of Acton, Town Administrator no later then 4:00pm, Friday September 20, 2019.

Mail or Deliver in Person :

Town of Acton

Town Administrator

35 H Road, Acton ME 04001

ATTN: AFR Full-Time Application.

DO NOT DROP OFF AT THE ACTON PUBLIC SAFETY BUILDING

Acton Fire Rescue Firefighter/EMT (or higher license level) job description

NATURE OF WORK

Under the direction of the Fire Chief or their designee, responds to and works at various emergency scenes as requested to render fire suppression and/or emergency medical aid to the public. This position serves the Fire Chief by responding to daily operations and emergencies with the Fire Department in the areas of fire suppression, Emergency Medical Services (EMS), fire prevention, and related activities. Tasks require the application of considerable independent judgment and discretion in carrying out daily duties and operations. This position provides effective, professional daily conduct. Work is performed and reviewed through conferences, staff meetings, oral and written reports, and observation of records and reports. This position is part of the overall team of the Fire-Rescue and as such serves to support the mission of the Department in working collaboratively with other team members to accomplish established goals and to support departmental goals and objectives.

ESSENTIAL FUNCTIONS

1. Responds to all requests of emergency fire suppression and medical aid from the public while on duty.
2. Assists in carrying out all operations (emergency and non-emergency) of the Fire-Rescue through departmental SOP's, guidelines, and general practices.
3. Assists in the maintenance, cleaning and care of all vehicles and equipment within the Department.
4. Works to that focus on meeting departmental goals and objectives.
5. Supports an effective chain of command for flow of information from the divisions to the Fire Chief.
6. Responsible for upholding the mission, vision and organizational values of the Department with the highest ethical and moral standards.

ILLUSTRATIVE EXAMPLES OF WORK

1. Responds to and works at calls for emergency service and medical aid within the community.
2. Operates all department apparatus and equipment as needed for general operations.
3. Performs daily and weekly apparatus checks for readiness as well as inventories of supplies and equipment.
4. Helps maintain a clean healthy work environment for all employees in the station.
5. Participates in all training as required to maintain readiness and proficiency of skills.
6. Perform other tasks as requested for the proper operation of the department.
7. Performs medical skills within State of Maine protocols and guidelines.

SKILLS

1. Skill in the use of fire fighting, emergency medical, rescue, Hazmat materials, apparatus and equipment.
2. Skill in the proper use of math and English.
3. Skill in the proper use of both oral and written communications.
4. Skill in the use of computers including fire department record management systems/software, emergency medical records and Microsoft Office programs.
5. Establish and maintain effective working relationships with co-workers and the public.

6. Makes sound judgments under emergency and/or stressful conditions and in responding immediately in crisis situations.

KNOWLEDGE

1. Must attain knowledge of the Town's geographical area, hydrants and water systems, target hazards and general area of coverage.
2. Knowledgeable of modern fire suppression and emergency medical operations.
3. Knowledge of fire-rescue's directives, SOP's, Town ordinances, and regulations.
4. Knowledge of all fire apparatus and equipment operations.

ABILITIES

1. Ability to communicate tactfully, impartially, and precisely and to represent the Fire-Rescue in a good manner at all times.
2. Ability to plan, organize, and prioritize daily projects, duties and assignments.
3. Ability to prepare and maintain clear and adequate reports.
4. Ability to establish and maintain effective working relationships with fire department personnel, Town employees, other agencies and the general public.
5. Ability to communicate with others and to assimilate and understand information in a manner consistent with the essential job functions.
6. Ability to operate assigned equipment.
7. Ability to make sound decisions in a manner consistent with the essential job functions.

REQUIRED TRAINING, EXPERIENCE, AND QUALIFICATIONS

1. Must have State of Maine or Pro Board Firefighter II, and State of Maine or Nationally Registered EMT (EMT-Paramedic Preferred) certifications and EMS license. (Must retain all certifications required of the position throughout employment.)
2. Must possess a valid Driver's license. (Must attain CDL within one year of hire)

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

1. The primary duties of this position happen in various types of environments, some work is accomplished in an outdoor environment that may involve adverse weather conditions or potential personal danger.
2. Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively.
3. Sufficient vision, with or without reasonable accommodation, which permits the employee to inspect a wide variety of fire suppression projects on site and review a variety of written materials.
4. Sufficient manual dexterity and strength, with or without reasonable accommodation, which permits the employee to operate a vehicle, firefighting equipment, hose, ladders and computerized equipment and all other tasks associated with firefighting and rescue work.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to the position allocated to the class and should not be interpreted to describe all of the duties which may be required of employees holding a position assigned to this class.

Town of Acton

Fire-Rescue Department

1725 Route 109, Acton, Maine 04001

Emergency Services



Dear Candidate:

Thank you for your interest in becoming a member of Acton Fire-Rescue. We are currently preparing to administer the entrance exam. The exam will consist of three parts. The first part is the physical agility test; the second part is the oral board; and the third part is the skills exam.

The physical agility test will be scheduled after applications close. If you are not present at your assigned time you will not be allowed to take the test. Prior to participating in the physical agility test you must complete the attached form with signatures from both you and your preferred physician. As explained in the attachment you will be wearing protective clothing and a weighted vest. If a candidate has assigned NFPA protective clothing available to them, they will be permitted to use it during the exam. Pending you pass the physical agility test you will be invited back for oral boards.

Oral boards will be assigned to those who pass the physical agility test. The oral boards will be scheduled individually and each candidate will receive an assigned time. Following the oral board, candidates will be selected to advance to the skills stations. Skills stations will be scheduled a different day than oral boards and candidates selected to advance will be made aware of the proper date and time.

The skills stations will consist of firefighting and EMS skills. Each station will give the candidate an opportunity to show their skills and abilities in the respective stations. The firefighting stations will consist of a preselected set of skills and will be graded on how each candidate performs. The EMS station will follow a National Registry EMT practical station. Each candidate will be tested along with their license level where they currently provide care.

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The following physical agility test will be performed by all candidates interested in working for Acton Fire-Rescue.

This agility is task oriented and is based on actual duties performed by members of Acton Fire-Rescue. The tasks are listed in the order they will be performed on the next page.

Prior to the test, all candidates will be walked through the tasks and each will be demonstrated and explained. All candidates will have time for questions prior to the start of the test. Once the testing begins no further questions will be answered. Proctors are assigned to evaluate and will not assist in anyway. At any time, should a candidate decide to drop out, the time clock will be stopped and that time noted on the test evaluation form.

Times are kept for scoring purposes only. Running during the event is not permitted and may result in a failure. Each task must be performed completely and properly before going onto the next task and continues through all tasks. The candidate will follow established boundaries from task to task. Failure to follow the instructions of the test may disqualify a candidate.

Candidates are also required to wear long pants and supportive footwear with no open heel or toe. Test proctors will review other details the day of the exam. **The applicant will be required to complete a *Waiver of Claim for Injury* form prior to being allowed to test.** This form is enclosed with this document.

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Physical Agility Test Tasks and Descriptions

All six tasks must be completed wearing a 40 lb. weight vest. All six tasks must be completed in less than 8 minutes. There is a minimum of 450 feet of combined travel distance between stations.

Hose Carry

Description: Start at the bottom of the stairwell, pick up the hose pack (100' of 1.75" hose) and place on preferred shoulder. Climb up and down the stairs 3 times.

Cautions: Candidate is permitted to touch the wall or handrail momentarily for balance. Must touch the wall at the top and step on the floor at the bottom. Extended use of handrail or wall for weight bearing will receive a warning.

Ventilation

Description: Grasp 8 lb. sledge hammer. Kneel with both knees against the roof prop. Strike the rubber pad 25 times.

Cautions: The sledgehammer must go behind the candidates' shoulder on each strike.

Ladder Ascent and Descent

Description: Proceed to the bottom of the pre-positioned extension ladder. Climb the ladder 10 rungs to the marked rung. (Both feet must be on the marked rung) Descend the ladder.

Cautions: Must do one rung at a time. (Failure to ascend or descend correctly or not

placing both feet on the marked run will result in failure of the station.

Hose Drag and Pull

Description: Grabs the nozzle attached to 150 feet of 1.75" hose. Drag the hose 75 feet, make a 90 degree turn and continue 25 feet to the marked box. Drop to one knee and pull hose 50 feet to the first coupling, the coupling must fully enter the box.

Cautions: Hose on shoulder cannot exceed 8 foot mark. Must keep one knee on the ground at all times. No part of the candidate's body can be outside the box.

Equipment Carry

Description: Pick up both fire extinguishers 75 feet out and 75 feet back.

Rescue Drag

Description: Grasp the rescue dummy by the handle. Drag the dummy 75 feet out and 75 feet back to the finish line.

Cautions: Candidate can release the handle to adjust grip. Dummy CAN brush against turning point. Entire dummy MUST cross the finish line.

This concludes the timed physical agility test.

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Candidate Physical Agility Test

Waiver of Claim Injury

This form must be signed before you will be permitted to participate in the physical agility test.

You will be asked to perform six physical tasks and will be given specific instructions in the manner in which these physical tasks are to be performed. The six tasks are:

1. Hose Carry
2. Ventilation Simulation
3. Ladder Ascent and Descent
4. Hose Drag and Pull
5. Equipment Carry
6. Rescue Drag

I have read and understand the physical effort which is required of this physical agility test. I am physically capable of participating in this test. Furthermore, I have seen a physician and they agree that I may participate in this exam process. I hereby waive any and all claims for or arising out of an injury I might sustain or incur as a result of participating in this physical exam. I am voluntarily participating in this exam process as part of my application for employment.

Last Name (Print)

First Name

MI

Applicants Signature

Social Security Number

Date

Physicians Name

Signature

Date

*Medical providers who have questions concerning medical evaluations should refer to Bureau of Labor Standards
29CFR1919.134*