


**Town of Guilford  
FIREFIGHTER/EMT**

**EXEMPT:** NO **SALARY LEVEL:** PER CONTRACT  
**DEPARTMENT:** GUILFORD FIRE DEPARTMENT  
**REPORTS TO:** FIRE CHIEF  
**LOCATION:** 390 CHURCH STREET  
**HOURS:** AS ASSIGNED  
**PREPARED BY:** Charles E. Herrschaft, Jr. **Initials:** CEH **DATE:** March 31,  
**APPROVED BY:** 2016 Joseph S. Mazza **Initials:**  **DATE:** March 31, 2016

**POSITION SUMMARY:**

Receives dispatch orders from the Dispatch Center and responds to the scene of the emergency in a Guilford Fire Department Apparatus or Ambulance. Administers emergency medical care to sick or injured at the scene and during transport to health care facility and performs firefighting or rescue duties as directed by the Guilford Fire Department Incident Commander.

This position includes day, evening and night shift work, as well as weekends and holidays. The employee will be required to work 24-hour shifts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Upon arrival at the scene of an emergency, provides basic and advanced life support as required under standing orders in accordance with Emergency Medical Technician training, the written protocols of the South Central Emergency Services Council, the State EMS office and the New Haven Sponsor Hospital Program. Responsible for the daily inspection and upkeep of department vehicles. Completes and files applicable reports for all incidents that are responded to by the Guilford Fire Department. Will perform firefighting or rescue function at scene of emergency of which the Guilford Fire Department responds. Shall perform any related duties applicable to the position, which may be directed by management.

Responsible for cleanliness of department vehicles and garage. Responsible for repair and replacement of medical supplies and other rescue or fire equipment. Complies with all proper safety procedures and regulations. Performs other related duties as required from time to time.

**SUPERVISORY RESPONSIBILITIES:**

May be required to supervise employees of equal or lesser classification.

Carries out supervisory responsibilities in accordance with the Town of Guilford Fire Department standard operating procedure manual. Responsibilities include training employee; assigning, and directing work.

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**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of firefighting protocol and practices.
- Knowledge of emergency medical training protocol and practices.
- Skills in firefighting and emergency medical training required.
- Ability to perform duties satisfactorily with awareness of all Town requirements and policies.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to deal calmly with all emergency situations.
- Ability to work in a competent, professional manner.
- Ability to exercise good judgment under stressful emergency conditions.
- Ability to make a commitment for availability 24-hours per day.
- Ability to comply with all federal, state, and local safety and health requirements that apply to this job.

**PHYSICAL DEMANDS:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger; handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl; talk and hear; and taste and smell. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move more than one hundred fifty (150) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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**EDUCATION AND/OR EXPERIENCE:**

High school diploma or general education degree (GED) plus current State of Connecticut EMT-B certification. Minimum of one (1) year experience at the EMT-B level or equivalent. Must keep current with all levels of training and requirements.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

To maintain employment a Firefighter/EMT-B must maintain valid certification as an EMT-B, And must have and maintain a valid Connecticut Motor Vehicle license. Certification as a State of Connecticut Firefighter 1 and have been certified as an interior firefighter is required.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally may work near moving mechanical parts, is occasionally exposed to fumes and airborne particles, may be exposed to toxic or caustic chemicals, and may be required to work in confined areas. The employee may be exposed to high heat, heavy smoke conditions and/or hazardous chemicals while performing their work.

The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties may be required.