



COMSTOCK TOWNSHIP FIRE & RESCUE

Full Time Firefighter/Apparatus Operator

Issue Date: September 23, 2020

Approved: Matt Beauchamp, Fire Chief

Status: Non-Exempt

I. NATURE OF WORK

Skilled emergency firefighting and emergency medical services work. Work involves responsibility participating in providing emergency medical services, performance of rescue and fire suppression and inspection and investigations, as well as all duties delegated by law, ordinance, rule or regulation, or practice of procedures. Work also involves the knowledge, operation and regular maintenance of fire and emergency medical services equipment, apparatus and quarters. Employees are required to participate in the operation of apparatus and perform hazardous tasks and skilled medical procedures under emergency conditions, which may involve strenuous exertion under such adverse conditions as fire, heat, smoke, darkness, and cramped surroundings.

Although firefighting and emergency medical services work are the essential, most difficult and critical areas of activity, substantial portion of time will be spent training, studying methods, techniques, and procedures, and maintaining department property and equipment in property working condition. Work is usually performed in accordance with general instructions and well-defined procedures, under the command of a superior officer. Work is reviewed through observation, inspections, and reports for results obtained.

II. FUNCTIONS AND RESPONSIBILITIES

A. FIRE SUPPRESSION

1. Reacts and responds to orders during medical, fire and other emergency calls in accordance with Department Standard Operating Procedures
2. Directs and/or supervise others at the scene of an emergency when directed.
3. Engages in rescue, fire control and extinguishment, and property conservation, including the use of fire hoses, ladders, and other fire suppression and rescue equipment.
4. Operates fire apparatus, rescue and other emergency equipment under adverse emergency circumstances.

5. Helps to create and remains familiar with pre-plans, geographical locations, target and special hazards within the response area.
6. Becomes and remains familiar with the standard operating procedures of fire ground operations.
7. Attend all fires or emergencies to which they may be dispatched or detailed, and exert their greatest effort to perform to the best of their ability under all circumstances.

B. STATION AND APPARATUS MAINTENANCE

1. Responsible for cleanliness and proper operating condition of apparatus.
2. Observant of the operating efficiency of apparatus or vehicle assigned to his/her care and promptly informs the duty shift officer of any difficulties or irregularities which may affect operation or immediate response.

C. E.M.S.

1. Remains familiar with the policy and standard operating procedures manual of the Emergency Medical Services System.
2. Develops and remains familiar with the skills of gaining access and disentanglement of victims from entrapment.
3. Maintains current CPR Healthcare Provider Certification or equivalent and provide written certification.
4. All full-time Firefighter personnel must maintain minimum Medical First Responder status and provide written certification.

D. ORGANIZATIONAL REPORT

1. Conducts and /or attends continuing educational programs of training and instruction, including attendance at scheduled drills and classes, as assigned.
2. Develops and maintains required skills and certifications associated with areas of special instruction and expertise such as:
 - a. Certified Firefighter II
3. Exercise precautionary measures and good judgement to avoid injury to themselves and others while on duty.
4. Participate in drills and other Township training activities as directed, be thoroughly familiar with all equipment that may be required to use in the full performance of their duties, and perform related work as required.
5. Perform such extra details and duty as may be required, beyond their hours of service, to cope with emergencies or to represent the Township in Fire Prevention/Public Education and other functions.
6. Familiarize themselves with and be compliant to the regulations, practices and procedures of the Township.
7. Accord obedience, proper respect and courtesy to officers and acting officers.
8. Provide any necessary information and instruction to those designated to act in their places.
9. Accept responsibility for the performance of the duties of higher rank when assigned to act in such positions.
10. Operate through their commanding officers in the transaction of Township business, unless otherwise ordered or provided by these rules.
11. Consult with and report in writing to their commanding officers when making recommendations for changes, alterations or improvements; and all such recommendations shall be forwarded to the Chief

with the approval or disapproval of intermediate officers noted thereon.

12. Except as provided in these Policies, refrain from communication with the office of the Board on any matter affecting the Township or any employee thereof except through channels or in those cases where it is required for conducting business of the Township.
13. Make truthful and accurate records, or reports, and shall not make misleading entries or statements with intent to deceive, or willfully mutilate any Township record, book, paper or documents.
14. Promptly notify their commanding officer of all matters coming to their attention affecting the interest, health, safety or welfare of the Township.
15. Reports promptly to their commanding officer any accident, sickness or injury occurring to themselves, while on duty, no matter how trivial.
16. Promptly notify their commanding officer of all medications they are taking that may affect their ability to perform their job.
17. Notify the Chief or Township Superintendent within twenty-four (24) hours, of any change of residential address or telephone number.
18. Upon receiving any order which is in conflict with a previous order, inform the officer who made the conflicting order and be governed by his or her instructions.
19. Under no circumstances, will exceeding authority in giving orders be tolerated. The wrongful or injurious exercise of authority by any member is prohibited. A member acting in compliance to an improper order shall be protected against penalty.
20. Exercise caution, proper care, and safe keeping of all Township property in their charge to avoid unnecessary damage or loss of Township property.
21. Report to their places of assignment, on time, fit and able to perform the required duties.
22. Be courteous and respectful at all times in their contacts with the public.
23. Be properly attired at all times when representing the Township.
24. Conduct themselves in a manner which will not tend to impair the good order and discipline of the Township.
25. Be governed by instructions of the Board of Trustees before signing any release from liability, or taking civil action for damages against a third party for on-duty injuries caused by negligence of a third party.

The above list of duties and responsibilities is not intended to be all-inclusive. The Township reserves the right to assign, add, modify and/or delete duties and responsibilities it deems necessary or desirable, at its discretion.

III. EQUIPMENT

The position requires the ability to operate the following equipment when so approved by the Training Officer.

1. Fire apparatus and rescue vehicles reasonably and safely under routine and emergency conditions, sometimes for lengthy periods of time.
2. Basic fire and rescue tools and equipment necessary to perform job tasks and functions including but not limited to axes, pike poles, extrication tools, ladders, forcible entry tools, hose applications, mechanical ventilation tools, portable hydraulic tools, chain and circular power saws, Hazardous Materials and Air Monitoring equipment.
3. Basic rescue equipment necessary to perform job tasks coinciding with the level of the individual's license certification and training.

IV. ENVIRONMENTAL AND WORKING CONDITIONS

The essential functions of the position are performed in and affected by the following environmental factors:

1. Operates both as a part of a team and independently at incidents of uncertain duration.
2. Tolerates extreme fluctuations in temperature while performing physically demanding work in hot and humid and extremely cold conditions.
3. Works in areas where sustaining traumatic or thermal injury is possible.
4. Performs complex tasks during life-threatening emergencies.
5. Works for long periods of time requiring sustained physical activity and intense concentration; makes rapid transitions from rest to near maximal exertion without warm-up periods.
6. Can operate in environments of high noise, poor visibility, and limited mobility, at heights and in enclosed or confined spaces.
7. Understands and carries out oral and written orders and assignments, in both emergency and non-emergency situations.

V. SCHEDULING

Must be able to meet attendance requirements of the Township as determined by the Fire Chief including work on Saturdays, Sundays and holidays.

VI. WORKER CHARACTERISTICS

The position requires the employee to have and maintain (as described in NFPA 1582):

A. ESSENTIAL JOB TASKS:

1. Able to perform fire-fighting tasks (e.g., hose line operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions while wearing personal protective equipment (PPE) and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods.
2. Can wear a SCBA, which includes a demand valve-type positive pressure face piece or HEPA filter masks, which require the ability to tolerate increased respiratory workloads.
3. Able to be exposed to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of PPE including SCBA.
4. Able to climb 6 or more flights of stairs wearing fire protective equipment weighing at least 50 lbs or more and carrying equipment/tools weighing an additional 20 to 40 lbs.
5. Able to wear fire protective equipment that is encapsulating and insulated. Wearing this clothing will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2 degrees Fahrenheit (39 degrees Celsius).
6. Able to search, find and rescue-drag or carry victims ranging from newborns up to adults weighing over 200 lbs. to safety despite hazardous conditions and low visibility.
7. Able to advance water-filled hose lines up to 2.5 inches in diameter from fire apparatus to occupancy (approximately 150'); can involve negotiating multiple flights of stairs, ladders, and other obstacles.
8. Able to climb ladders, operate from heights, walk or crawl in the dark along narrow and uneven surfaces, and operate in proximity to electrical power lines and/or other hazards.
9. Can tolerate unpredictable emergency requirements for prolonged periods of extreme physical

exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.

10. Can operate fire apparatus or other vehicles in an emergency mode with emergency lights and sirens.
11. Can perform critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments (including hot, dark, tightly enclosed spaces), further aggravated by fatigue, flashing lights, sirens, and other distractions.
12. Is able to communicate (give and comprehend verbal orders) while wearing PPE and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers).
13. Is capable of functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members (e.g., two in, two out as described in NFPA 1500).

B. ABILITY NEEDED TO:

1. Observe analytically and objectively, analyze situations quickly, determine and take prompt, effective action.
2. Understand, interpret and apply applicable Fire and/or Township ordinances, rules and policies.
3. Understand and respond quickly and accurately to written and oral directions, instructions, inquiries and requests.
4. Work independently and effectively within the confines of standard operating procedures and guidelines.
5. Initiate appropriate interpersonal and intra- and inter-agency communications.
6. Handle situations firmly, courteously, tactfully and impartially.
7. Express oneself clearly and concisely, orally and in writing.
8. Record information clearly and completely.
9. Maintain confidentiality in the performance of duties.
10. Assimilate, retain and effectively use geographic knowledge concerning the Township and the surrounding vicinity.
11. Not pose a direct threat to the health, safety and welfare of other individuals.

C. EMOTIONAL AND PSYCHOLOGICAL STABILITY NEEDED TO:

1. Accept constructive criticism in a mature fashion.
2. Effectively communicate and interact positively with fellow employees and citizens.
3. Function effectively under stress.
4. Deal effectively with the morbid, the macabre, the repugnant, the abnormal, the morose, the psychotic, the neurotic and the otherwise unpleasant or unusual facets or results of human behavior.

VII. REQUISITE KNOWLEDGE, SKILLS, EXPERIENCE AND TRAINING

1. Completion of high school; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities to perform work as outlined.
2. Successful completion of the State requirements to obtain a certified Fire Fighter II certificate, NIMS ICS for the Fire Service, IS 300, 700 & 800, Company Officer I&II, HazMat Ops, Terrorism Awareness, and Ice Rescue Operators and maintenance of same pursuant to Township policy.

- a. If any of the above requirements are not obtained, employee will have one (1) year to complete.
3. While holding a State of Michigan medical license, employee must maintain Certification.
4. Maintain a valid Michigan driver's license and MFFTC Drivers Training exception to be able to drive and operate any Township vehicles. Employee shall report to the Fire Chief any violation which could cause suspension or revocation of driving privileges.
5. Read, speak and write using the English language.

VIII. ALL OFFICERS (Additional duties if rank of an officer):

All Officers shall meet the following requirements:

1. Assist with training of all personnel.
2. Assists with apparatus and equipment inspections, maintaining records and coordinating repairs.
3. Completes minor apparatus, equipment and station repairs.
4. Responsible for facility maintenance and cleaning.
5. Responsible for planning, scheduling, training and the enforcement of discipline, and the promotion and maintenance of efficiency of their command, and shall consider it their duty to set especially good examples and require their command to measure up to the high standard of Township requirements.
6. Put into effect the authorized policies, regulations, practices and procedures of the Township.
7. Be familiar with the general requirements of their command sufficiently to enable them to assume their responsibilities and effectively discharge their duties.
8. Decide promptly any question of doubt on the part of their subordinates relative to the interpretation of regulations or orders, and in sudden emergencies prescribe the immediate action to be taken.
9. When in charge at the scene of any fire, have full power and authority to direct the operation of extinguishing the same, take the necessary precautions to prevent the spread thereof, and in the course of such operations, prohibit approach to such fire by any person, vehicle or thing, and to remove or cause to be removed and kept away from such any vehicle, or thing and all persons not actually and usefully employed in the extinguishment of such fire or the preservation of the property in the vicinity thereof.
10. Preserve all orders, notices, communications and records pertaining to the operations of their respective unit, until the purpose of such records have been served.
11. Be responsible for the completeness, accuracy and dispatch of all reports with which they are concerned, refrain from intercepting or unnecessarily delaying any reports or communications, and forward them promptly to the Chief.
12. Promptly investigate and make oral reports to their commanding officers of any unusual occurrences concerning the Township when required, make written reports containing the facts of the case and forward promptly through channels to the Chief.
13. Take precautionary measures to prevent the exposure of members to unnecessary danger while on duty.
14. Be just, dignified, and firm in their relations with subordinates, and see that good order and proper discipline is maintained.
15. Require subordinates to comply with all orders, regulations, practices and procedures of the Township, its Ordinances, and applicable Federal or State Laws.
16. Avoid interference in matters or operations for which any officer of equal rank is currently responsible, except with the latter's consent or by order of a superior officer, strictly avoiding conflicts of authority.
17. Relinquish to a superior officer, to be exercised at his or her discretion, any authority which a subordinate officer may have held.

CHARTER TOWNSHIP OF COMSTOCK

Department of Fire & Rescue

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Fire Chief

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Michael Kessler
Fire Marshal

JOB POSTING

POSITION: Full Time Firefighter/Apparatus Operator

Date: September 23, 2020

REQUIREMENTS: See attached Charter Township of Comstock Department of Fire & Rescue Full Time Firefighter/Apparatus Operator job description.

Position will consist of a 48-hour work week and is FLSA non-exempt.

This position will be posted until Friday October 23, 2020 at 5:00p.m.

All interested candidates must submit in writing a letter of consideration for the position to the Fire Chief by the above date.