



TOWN OF AUBURN, NEW HAMPSHIRE

Fire Department
55 Eaton Hill Road
Auburn, NH 03032
(603) 483-8141



Auburn Fire Department

Per Diem Firefighter/EMR

The Auburn Fire Department is accepting resumes for the position Per Diem Firefighter/EMT.

The Auburn Fire Department is a combination department responding to approximately 600 call per year, serving over 5000 residents.

Per Diem personnel will provide coverage Monday through Friday when a Full-Time position becomes vacant or when coverage is needed. This position is responsible for Fire Suppression, Emergency Medical Services and Fire Prevention activities. See job description attached.

Compensation is based on qualifications.

Minimum Qualifications:

- National Registered EMR with N.H. providers License
- Certified Firefighter Level 1
- CPR Certified
- High School Diploma
- State of NH Operator Driver's License

Preferred Qualifications:

- * EMT or higher level of EMS certifications
- * Firefighter Level 2 or higher
- * N.H. CDL license

Please submit your resume by April 1, 2019 addressed to:

Auburn Fire Department

55 Eaton Hill Road

Auburn NH 03032

Attention: Chief Michael Williams

The Auburn Fire Department conducts pre-employment interviews, background and driving record checks.

The Town of Auburn is an equal opportunity employer

Auburn N.H. Fire Department
Per Diem Firefighter/EMR

Date: October 2018

General Position Description: Protects life and property by performing firefighting, rescue operations, emergency medical aid, hazardous materials mitigation and fire prevention duties to the extent of his/her training, qualification and certification. Carries out duties in conformance with Federal, State, County and City laws and ordinances. This job is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

Accountability: The Firefighter/EMT/EMR reports to the Lieutenant or a Senior Fire Officer.

Equipment Used: The Firefighter/EMR will utilize all office related equipment including computers, printer/scanner copy machine, office equipment, ambulances/fire department apparatus and all vehicles and equipment utilized by the department.

Environment: Inside: 50% Outside: 50%

Duties and Responsibilities:

1. Protect life and property by performing firefighting and support activities on the fire ground and during training.
2. Perform emergency medical services and support activities on the incident scene and during training.
3. Perform duties as assigned by an officer.
4. Serves as a member of various employee committees.
5. Perform other duties as specified.

Support: The Firefighter EMR supports the day-to-day operation of the fire department.

Computer Operation: The Firefighter/EMR performs various computer related skills in relation to Firehouse Reports, Temsis Reports and other various computer related skills to accomplish the duties of a firefighter.

Cognitive and Sensory Requirements:

- **Vision:** Necessary for visual operation in all aspects of the position such as equipment use, observance of vehicle traffic, paperwork, observing safety of co-workers, public, etc.
- **Hearing:** Necessary for receiving instructions and for safety while working.
- **Speaking:** Necessary for communicating with supervisors, employees, auditors, vendors, insurance representatives, residents, and the general public.
- **Taste and Smell:** Necessary for detecting fumes and gases.
- **Dexterity:** Necessary for operating equipment, handwriting, computer keyboard operations and for operating all equipment and tools associated with mechanical needs, etc.
- **Mobility:** Needed to walk around department locations, equipment/vehicle sites, breakdown sites and around vehicles and equipment.

Physical Requirements:

Lift up to 10 pounds: Constantly required.
Lift 11 to 25 pounds: Frequently required.
Lift 26 to 50 pounds: Frequently required.
Lift over 50 pounds & over: Frequently required. Assistance may be available.
Carry up to 10 pounds: Constantly required.
Carry 11 to 25 pounds: Frequently required.
Carry 26 to 50 pounds: Frequently required.

Carry over 50 pounds & over: Frequently required. Assistance may be available.

Balancing: Frequently required.

Push/pull: Constantly required.

Reach above shoulder height: Frequently required.

Reach at shoulder height: Frequently required.

Reach below shoulder height: Frequently required.

Sit: One total hour per day.

Stand: Six plus hours per day.

Walk: Four plus hours per day.

Twisting: Occasionally required.

Bending: Frequently required.

Crawling: Occasionally required.

Squatting: Occasionally required.

Kneeling: Occasionally required.

Crouching: Occasionally required.

Climbing: Occasionally required.

Driving: Frequently required.

Fine motor skills (hands, wrists, fingers, feet, toes, etc):

- Grasping: Constantly required.
- Handling: Constantly required.
- Torqueing: Occasionally required.
- Fingering: Frequently required. Keyboards, hand tools, etc.
- Foot/feet: Constantly required. Operating vehicle and equipment foot pedals, walking on properties for inspections, etc.
- Toes: Rarely required.
- Controls and equipment: Hand and power tools, light and heavy equipment, motor vehicles, office equipment, telephone, etc.

Work Surfaces:

- Rough, wet, slippery terrain.
- Concrete, asphalt, brick, linoleum, ceramic tile surfaces, etc.
- Dirt surfaces, trails, woods, moss covered logs, sand, beaches, rocks, ledges, etc.
- Office area includes workstation with desk, computers and cupboards.
- Table, filing cabinets, closet with shelves, bookshelf and bulletin boards.
- All surfaces are at various heights.
- Structure interior and exterior surfaces.
- Non-structure interior and exterior surface.
- Equipment and vehicle cab interiors and exteriors.
- Rough, harsh, slippery, dangerous, wooded, flooded, uneven ground surfaces and/or areas.
- Grass, dirt, gravel, mud, rain, snow, sleet, hail, ice and flooded areas and surfaces.
- Vertical and horizontal step surfaces.

Summary of Occupational Exposures:

- May be exposed to herbicides, pesticides, fuels, paints, solvents, hydraulic fluids, and fertilizers.
- May be exposed to long periods of sunlight and unfavorable climatic conditions.
- May be exposed to poison ivy, oak, or sumac; and insects such as wasps, hornets, bees, etc.
- Some work occurs within the office setting.
- Travel in a motor vehicle is required.
- Occasionally, home visits may involve temporary exposure to uninhabitable conditions.
- May be exposed to short periods of sunlight and unfavorable climatic conditions when out of the office.
- When in the office may be exposed to long periods of unnatural light, office equipment noises, office product chemicals, air conditioning, etc.

- May be exposed to blood and body fluids, fire and smoke and hazardous materials in the performance of assigned duties.
- Work is often performed in emergency and stressful situations.

Other Training, Skills and Experience Requirements:

- Completion of Fire Fighter Level I or higher.
- N.H. EMR certification status and complete all requirements thereof.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

License/Certification Requirements:

- Must be 18 years of age.
- High school graduate or GED equivalent.
- Successfully pass a background investigation.
- Successfully pass a N.H. motor Vehicle record check
- Must obtain a N.H. operators license

Schedule: The Firefighter/EMR works on a Per Diem basis.

Signature of acceptance:

Date: