

**Town of Norridgewock
Norridgewock Fire Department**

**Full-Time
Firefighter / Operator**

**June 17, 2020
Revision 4**

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1. REVISION HISTORY

Date:	Description of change:	Edited by	Revision
May 4, 2020	Final FD Draft, Issue to Town Manager	TDP	Revision 0
May 21, 2020	Town Manager Revision to FD	RAL	Revision 1
May 22, 2020	FD Review, Revision	RAL	Revision 2
June 16, 2020	Updated Organizational Chart	TDP	Revision 3
June 17, 2020	Updated Authorizations by BOS	RAL	Revision 4

2. INTRODUCTION

The Norridgewock Fire Department, a municipal department of the Town of Norridgewock, provides primary fire and other emergency services coverage for the Town of Norridgewock, Maine (51.21 square miles, pop. 3,249 as of 2018), and by longstanding contract, primary fire and other emergency services coverage to the adjoining Town of Mercer, Maine (28.13 square miles, pop. 664 as of 2010). The Town of Norridgewock is home to a regional grammar school (pre-K thru grade 6), Waste Management of Maine Crossroads Landfill and a New Balance shoe manufacturing plant. These entities combine to swell the Town population significantly during the weekday.

The department provides mutual aid coverage to other towns on an as-needed basis, primarily in southern Somerset County, Maine and receives mutual aid support from the same when needed. Primary mutual aid towns are the adjoining towns of Skowhegan, Madison, Smithfield, and Fairfield.

Insufficient personnel to cover fire and other emergency calls on weekdays has been an ongoing issue for the department for several years.

In response to the weekday personnel coverage issue, the voters of the Town of Norridgewock approved two (2) full-time firefighters at the March 2020 annual town meeting. Further, the vote stipulated that the positions would start no sooner than July 1, 2020. Upon hire, the firefighters will become full-time employees of the Town of Norridgewock and be subject to all standard Town of Norridgewock employment criteria and requirements. Funding for these positions will be included in 2021 and subsequent years as part of the standard Fire Department budgeting and approval process.

This packet of information is intended to formalize all aspects of the new positions and proactively answer as many questions as possible to residents, potential candidates, and other interested parties.

It is anticipated that once the program is up and running, changes may need to be made once the Fire Department, in consultation with Town officials, determines what is working well and what could be improved.

3. JOB POSTING / ADVERTISEMENT

A. Job Title

Firefighter / Operator

B. Job Posting

Job posting will be by the Town Manager.

C. Posting Methods

The Town Manager will post and take applications as he/she deems appropriate. Suggestions for posting are as follows:

- Town Website
- Facebook
- Morning Sentinel / Kennebec Journal
- Maine Municipal Association
- Maine Fire Service Institute
- Maine State Federation of Firefighters

4. POSITION DESCRIPTION

JOB TITLE: FIREFIGHTER / OPERATOR
REPORTS TO: TOWN MANAGER
SUPERVISOR: FIRE CHIEF
APPROVED BY BOS: DATE

JOB SUMMARY:

This is a skilled position in general duty firefighting and in the operation and maintenance of fire department apparatus, facilities, and equipment.

Employee is responsible for a variety of activities related to the fire service, including but not limited to:

- Technical fire ground activities
- Operating firefighting apparatus and equipment
- Maintaining firefighting equipment and apparatus
- Preparing fire department reports and records.

Work is performed under the supervision of the Fire Chief. Work is reviewed through discussion, observation, and regular written evaluations.

ESSENTIAL FUNCTIONS:

- Responds to fire and rescue alarms and will be the official in charge until replaced by a higher department officer.
- Performs firefighting activities including, but not limited to, suppression, ventilation, search and rescue, overhaul, forcible entry, rehab, rapid intervention, and vehicle extrication.
- Drives equipment to fires; operates fire apparatus under routine and emergency situations; lays and connects hoses; holds nozzles and directs fog or water streams; raises and climbs ladders; uses chemical extinguishers, bars, hooks, lines and other equipment.
- Utilizes self-contained breathing apparatus and other personal protective equipment necessary to create a safe working environment.
- Attends and participates in fire service training activities, reading and studying assigned materials.

- Performs general maintenance work in the upkeep of Fire Department property; cleans and washes walls and floors; washes, hangs, and dries hoses; washes, cleans, polishes and tests apparatus.
- Performs routine building and grounds maintenance activities, such as lawn mowing, painting, shoveling snow, raking leaves, etc.
- Ensures all fire apparatus is ready for immediate emergency response.
- Performs fire prevention (i.e. fire safety trailer) and public education events (i.e. school) as directed by the Fire Chief.
- Remains familiar with response plans and high hazard locations in town
- Maintains confidentiality and satisfactory working relationships with co-workers, department officers, public officials, contractors, and the general public
- Performs other tasks deemed relevant and necessary.

REQUIREMENTS OF WORK:

- Knowledge of street system and physical layout of town.
- Working knowledge of the occupational hazards and safety precautions of firefighting.
- Knowledge of the standard processes and equipment of the automotive mechanics trade as related to fire apparatus and equipment.
- Knowledge of and skill in the practice of first aid methods.
- Ability to perform strenuous physical work under dangerous conditions.
- Ability to establish and maintain effective working relationships with other firefighters, municipal officials, and the general public.
- Ability to communicate clearly and effectively in all forms.
- Ability to understand and follow oral and written instructions.
- Skill in the operation and maintenance of fire equipment and vehicles.
- The Firefighter / Operator is required to attend regularly scheduled department meetings and training events. For reference, the current schedule is as follows:
 - Monthly Meeting – First Thursday, 6:30pm
 - Monthly Training – Third Thursday, 6:30pm

WORK SCHEDULE:

- The Firefighter / Operator work schedule shall be based on a 42.5-hour work week.

- Scheduled work hours are Monday through Friday 7:30am-4:30pm with 0.5-hour unpaid lunch, staggered with other fire department employees to maintain minimum coverage during the work week.
- Vacation will be by Town of Norridgewock Personnel Policy. Temporary vacancies due to paid vacation and sick days may be filled with call-force employees at the Fire Chief's discretion.
- The Fire Chief has the discretion, with reasonable notice, to modify the work schedule of the Firefighter / Operator to meet operational demands.

OVERTIME OPPORTUNITIES:

- Overtime hours will be available, and in some cases, required.
- Overtime opportunities consist of off-duty emergency incident response, scheduled meetings and training sessions.
- Time worked responding to off-duty emergency incident response and attending scheduled meetings and training sessions is counted towards the 42.5-hour work week. Overtime will be paid after 42.5 hours are worked.

COMPENSATION:

- \$15.00/hour, starting wage
- Standard Town of Norridgewock benefits package, including:
 - Employee health benefits (97% premium paid by employer)
 - Paid vacation, sick, holiday
 - Town-funded retirement benefits through the ICMA 457 Deferred Compensation Plan

RESIDENCY REQUIREMENT:

The Firefighter / Operator is required to reside within 10 public road miles of the Norridgewock Fire Station (22 Upper Main St., Norridgewock). A six (6) month grace period for this residency requirement will be granted upon hire.

REQUIRED EDUCATION, KNOWLEDGE, SKILLS & EXPERIENCE:

- Minimum of 18 years of age
- High School graduate or equivalent
- Valid Maine motor vehicle operator's license
- Either valid Maine CDL License <or> Maintain regular EVOC certification.

- Maine BLS minimum Interior Certified Firefighter
- Basic computer skills, including Microsoft Office applications (Word, Excel, PowerPoint, etc.)
- Must successfully complete written and physical entry testing and exams.
- Minimum of three (3) years in the fire service (full-time, call force or volunteer), with positive verified references from previous department(s).

DESIRED EDUCATION, KNOWLEDGE & SKILLS:

- Maine Firefighter I and II certification
- JAWS extrication experience
- Medical training
- Physical strength and agility sufficient for performing firefighting responsibilities.
- Ability to operate firefighting apparatus and equipment

The duties listed above are intended as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

5. SELECTION CRITERIA

A. Fire Knowledge Exam (Phase 1)

The officers of the Norridgewock Fire Department will administer a Fire Knowledge Exam equally to all candidates. The Fire Knowledge Exam may consist of written and/or physical elements. A minimum passing score of Seventy Percent (70%) will be required for a candidate to move on to Phase 2.

B. Physical Agility Obstacle Course (Phase 2)

Successful Phase 1 candidates will participate in a Physical Agility Obstacle Course. Elements of the course include the following:

- Donn Full Turnout Gear ready to enter IDLH atmosphere, thereafter:
 - Advance a charged 1-3/4" hand-line 100'
 - Manipulate a water stream from 1-3/4" hand-line
 - 40 Reach & Pull with a Weighted Pike Pole
 - 40 Chops of a Railroad Type Sledgehammer
 - Dummy Drag/Carry 180 lbs. for 100'
 - Ladder Raise
 - Stair Climb
- Doff all Turnout Gear, inspect SCBA and return SCBA to service.

C. Interview Question & Answer (Phase 3)

Successful Phase 2 candidates will participate in a traditional interview question and answer session with the Town Manager, the Fire Chief, and additional designee(s), collectively known as the hiring committee.

D. Final Selection

At the conclusion of Phase 3 interviews, the hiring committee will total the scores, discuss among themselves, vote and make a recommendation on which candidate(s) should be offered the position(s) of Firefighter / Operator.

The final hiring decisions will be made by the Town Manager, in consultation with the Fire Chief.

6. TOWN BENEFITS

- A. **Health Insurance:** The Town of Norridgewock offers employees coverage as a member of the Maine Municipal Association Health Trust. The Town is responsible for 97% of the premium for employee coverage. Family coverage is offered at employee expense. Employees covered under another qualifying plan may be eligible for an incentive payment in lieu of a Town-funded premium.
- B. **Vacation, Time Off:** Employees accrue time off in accordance with the Town of Norridgewock Personnel Policy. Employees are granted one-weeks' vacation after the initial six-month probationary period. Vacation time increases with years of service, with a cap of 200 hours. Sick time accrues at a rate of one-day per month. Up to two sick days may be used as personal days each year. 12 paid holidays are observed. Bereavement, up to 40 hours.
- C. **Retirement:** Employees are invited to participate in a Town-funded retirement benefit through the ICMA 457 Deferred Compensation Plan. The Town contributes up to 3% of employee's salary to the fund.
- D. **Other:** The Town provides employees life insurance, covering 100% of the premium. Also available are dental, vision, and payment protection insurances.

7. TOWN EMPLOYMENT REQUIREMENTS

- A. **Minimum Education:** Must possess a high school diploma, or equivalent
- B. **Licensing:** Must possess a valid Class C Maine Driver's License with a safe driving record. Checks completed upon offer and on an annual basis.
- C. **Drug Test:** Employee will be enrolled in a random drug test pool, subject to participation in FMCSA Clearinghouse.
- D. **Background Check:** Background checks will be conducted upon offer of employment, then annually thereafter.

8. TOWN AND DEPARTMENT ORGANIZATION

A. Town of Norridgewock

- Selectmen are elected annually by the voters and report directly to the citizens of Norridgewock.
- The Town Manager is appointed by the Selectmen and reports directly to the Selectmen.
- The Fire Chief is appointed by the Town Manager, confirmed by the Selectmen, and reports directly to the Town Manager.
- The call-force firefighters report to the Town Manager and are supervised on a continual basis by the Fire Chief.

B. New Firefighter / Operator Position(s)

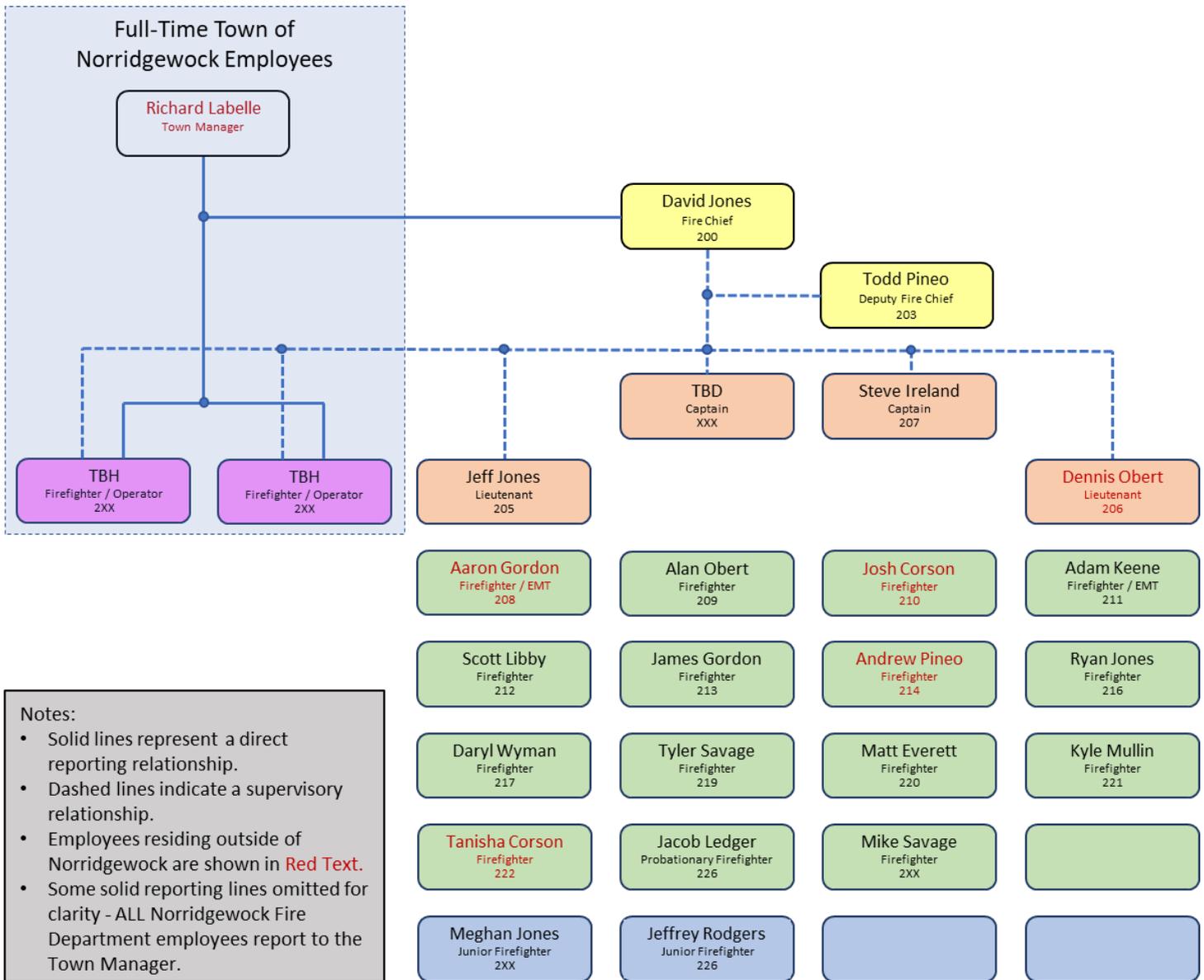
The Firefighter / Operator is appointed by and reports to the Town Manager and is supervised on a continual basis by the Fire Chief.

C. During an Active Emergency

At any emergency scene, all personnel will follow the proper chain of command using national ICS (Incident Command System) standards as shown in attached Norridgewock Fire Department organizational chart.

(TOWN AND DEPARTMENT ORGANIZATION continues on the next page)

D. Department Organizational Chart



9. WORK SCHEDULE

A. Wages

\$15.00/hour, starting wage

B. Hours

- Normal work schedule: Standard work schedule will be Monday through Friday 7:30am - 4:30pm with 0.5-hour unpaid lunch. Lunch will be staggered with partner to maintain a minimum coverage of (one) 1 Firefighter / Operator at all times during the weekday. This results in a 42.5-hour base work week.
- Town observed holidays: The Firefighter / Operator will not be scheduled to work during Town observed holidays and will receive holiday pay equivalent to his/her standard rate of pay at 8.5 hours. The open shift will go uncovered as call-force firefighters are typically available during these holidays.

C. Overtime

- When not on shift, the Firefighter / Operator is encouraged to participate in the call-force at standard base rate of pay (OT to be paid after 42.5 weekly hours).
- Meetings, training and call-ins are all subject to the 42.5-hour week. Overtime will be paid after 42.5 hours.

D. Training Incentives / Pay Differentials

Training incentives and/or pay differentials are not being considered at this time. These may be considered for department-wide implementation in the future.

E. Vacation & Sick Day Coverage Options

Filling openings due to vacation or sick days is on a case-by-case basis. The Fire Chief (or his/her designee) will make this decision, based upon anticipated workload, season of year, pending bad weather, etc. Options for covering the open shift are as follows:

- Leave shift unfilled - maintain one (1) Firefighter / Operator coverage for shift
- Fill per-diem with existing call-force (using existing PT Labor funds)

F. Minimum Staffing

One (1) Firefighter / Operator at all times Monday through Friday 7:30am - 4:30pm, except for Town observed holidays. See above.

10. DEPARTMENT OPERATIONS

A. Standard Operating Guidelines (SOGs)

- It is anticipated that the Firefighter / Operator will be able to handle minor department calls. Examples of these calls are:
 - Tree down - no wires involved
 - No (or very minor) personal injury automobile accident
 - Fluid spill
 - Carbon monoxide alarm
 - Assist citizen
 - Lift assist
 - Forced entry
- At the Firefighter / Operator's (or any officer's) discretion, an "All-Call" tone may be requested for any of the following:
 - An Officer to respond to scene
 - Additional manpower for scene
 - Additional manpower for station coverage (based on geography or expected length of engagement)

B. Tones & Comms

- Going forward, the current Motorola 2-tone page combination will be known as an "All-Call" page. There is no change to this function – this statement merely adds a name to the existing 2-tone pager action.
- A new (second) Motorola 2-tone combination will be established with our radio service provider. This new page will be known as "Duty Crew" page.
- For known or obvious minor incidents (such as above), Monday through Friday 7:30am - 4:30pm, non-holiday days, Comm Center will initiate a "Duty Crew" page.
- For known or obvious major incidents (structure fire, mutual aid requested, etc.), regardless of day or time, Comm Center will forgo the "Duty Crew" page and immediately transmit an "All-Call" page.
- At the Firefighter / Operator's (or any officer's) discretion, they may request Comm Center to escalate any call, at any time, and issue an "All-Call" page. See above.
- The Fire Chief and his/her Officers will finalize a list of minor incidents that will result in an initial "Duty Crew" page Monday through Friday 7:30am - 4:30pm, non-holiday days. This list will become part of the existing department SOGs and be formalized with the Somerset County Communications Center in Skowhegan.

C. Authority of Firefighter / Operator

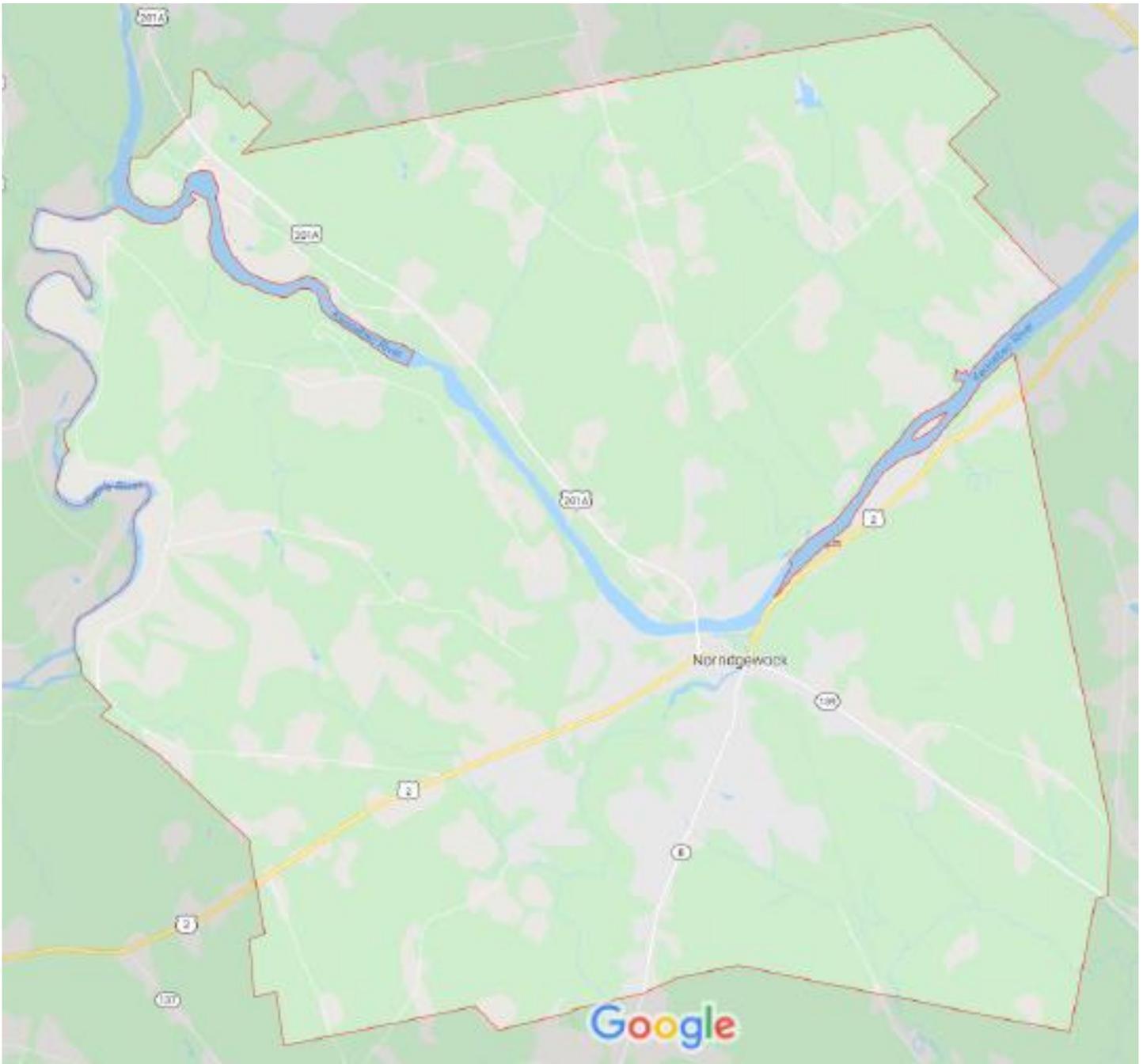
It is anticipated that the two (2) Firefighter / Operators will rotate specific duties and/or authorities as approved by the Fire Chief or his/her designee.

D. Burn Permits

- The Firefighter / Operator will be a sworn Deputy Fire Warden and issue fire permits in accordance with guidelines as established by the State of Maine, the Town of Norridgewock Fire Warden and the Norridgewock Fire Department Chief.
- The Firefighter / Operator will administer the online fire permit system.

11. PRIMARY COVERAGE AREA MAPS

Town of Norridgewock, ME (Primary Coverage Area)



Town of Mercer, ME
(Coverage via Longstanding Contract)



12. UNIFORMS

A. Work Shift Uniform Requirement

The Norridgewock Fire Department will provide an appropriate quantity of properly logoed and lettered firefighter work uniforms to be worn during shift, as follows:

- Tee-shirts
- Polo shirts
- 511 (or equal) job shirts
- Pants
- Hat (optional)
- Jacket

B. Personal Clothing

Wearing of personal clothing during shift is prohibited and should be by exception only, such as immediately following an incident which soiled the days uniform.

C. Purchase vs. Lease

The work uniforms may be purchased by the Department or may be provided by a uniform service at the discretion of the Department.

D. Dress Uniforms

As has been past practice with the Norridgewock Fire Department, Class A (dress) and B (standard) uniforms will remain optional and be the responsibility of the individual, if desired.