



PORT JERVIS FIRE DEPARTMENT

JOB DESCRIPTION

WHAT CAN BE EXPECTED



OVERVIEW

The Port Jervis Fire Department is the largest, all volunteer, fire department in Orange County, and possibly the region. It is the only, all-volunteer city fire department in the lower Hudson Valley.

With more than 300 members strong, we staff 5 Engine companies, including a telescopic squirt, an Aerial company, a Rescue company, and several specialty teams. We are very unique in what we do and have a long and proud tradition of providing service to our community, since 1850.

Many long hours of training are put in and we are extremely proud of our capabilities. Some of our members serve or served on the Orange County Hazardous Materials Team, the Orange County Technical Rescue Team, as an Orange County Fire Investigator, as an Orange County Deputy Fire Coordinator, and as a NYS Fire Instructor.

Locally we have a highly trained Accident Victim Extrication Team (AVET), an extremely skilled Rope Rescue Team and an outstanding Water Operations Team, including for swift water rescue. Due to our expertise, we have provided mutual aid assistance to agencies in Pike, Putnam, Sullivan, Sussex, Ulster and Wayne counties on a regular basis. However, participation on these specialty teams and on the emergency scene are limited until a member is properly qualified and approved to do so.

As you can see, there are many jobs to be filled. We are also an aging fire department, where a very large percentage of our membership has more than 25-years of service, many with more than 50-years of service. Our 7 companies are independent to one another but perform under the same umbrella, we are one Department. Representatives from each Company also serve on the Fire Police unit, who protect those that protect.

It is our mission to protect lives and property through activities associated with fire prevention and fire suppression, and to respond to other emergencies and calls for assistance where needed. Membership requires teamwork, while operating within the Department's chain of command. There is no so-called free-styling at emergency scenes, accountability and safety is paramount to our success.

Training is also essential to our success. Aside from entry-level training provided through the State, there is advanced training available and in-house training that will help to hone your skills to better serve our public. Practice, practice, practice, and then, more practice.

You will be required to complete a probationary period, a minimum of 6-months, where your participation, conduct and abilities will be evaluated. Junior members will be on probation the entire time that they serve in that capacity, and once he or she were to become an active member, will then serve a probationary period for a minimum of 6-months.

You will be required to review, understand and abide by the Department By-Laws, current Department Best Practices or Standard Operating Guidelines (SOG), updated Chief's orders, Company By-Laws (if applicable) and Company issued orders. Learn and maintain an awareness of the Department's goals, organizational structure and workplace routines.

PORT JERVIS FIRE DEPARTMENT – JOB DESCRIPTION – WHAT CAN BE EXPECTED

An Interior Firefighter is a member that has successfully completed the NYS Firefighter I (FF1) course, or its accepted equivalent, and is medically cleared through a physician to conduct interior firefighting operations, and the ability to don a Self-Contained Breathing Apparatus (SCBA). The FF1 course is at least 104 hours in length and is typically conducted on select evenings and weekends.

An Exterior Firefighter is a member that successfully completes a Basic Exterior Firefighting Operations (BEFO) course, or its accepted equivalent, and is not permitted to enter a burning building and is not permitted to don a Self-Contained Breathing Apparatus (SCBA). The BEFO course is at least 42-hours in length and is typically conducted on select evenings and weekends. Additionally, a member that has successfully completed the Firefighter I (FF1) course, or its accepted equivalent, and is not medically cleared through a physician to conduct interior firefighting operations, and the ability to don a Self-Contained Breathing Apparatus (SCBA) shall be classified as an Exterior Firefighter.

You will be required to complete the NYS Basic Exterior Firefighter Operations (BEFO) Course, OR the NYS Firefighter I (FF1) class, within one year, in order to remain a member. An equivalent training course attained prior to membership might be a suitable substitute, however, that previous training must be evaluated and accepted by the Department chief officers. You will be required to work within your level of training and medical clearance. You must possess the skills required for your position.

You must foster positive human relationships with other members of the Department, other members of emergency services and with members of the public.

You must be cognizant that you will be in the public eye and your actions can have a positive or negative impact on the entire Department. You must conduct yourself accordingly in both your personal and professional life. Always maintaining a high degree of professionalism.

You must have a strong sense of community and willingness to aid your neighbors and our visitors, commit many hours for training, responding to emergencies and serving your Company and the Department.

You must have the ability to respond quickly, but safely, and use good judgement under stress in hazardous conditions. You must also perform within your capabilities and within your scope of training and physical abilities and limitations. You must be able to walk and walk quickly, and you may need to run when it is necessary to life safety.

You must gain a knowledge of the dispatch procedures, street locations as well as the location of fire hydrants and other water sources.

You must be able to hear alarms and respond. To effectively communicate via two-way radio and over the telephone.

You must be able to grasp and safely use hand tools and power tools such as an axe, pike pole, shovel, chainsaw, etc.

You must be able to carry or move heavy equipment and/or objects necessary to achieve fire extinguishment or rescue, and be able to drag hose. Able to open and close valves, and be able to advance hose lines discharging water.

As an interior firefighter, you must have the agility to climb through rafters, on roofs, and crawl through tunnels. Must be able to carry heavy loads up and down stairs and ladders. You may be required to work in a confined area with little or no visibility, enter a burning building and advance charged and uncharged hose lines, and conduct searches in a hazardous environment.

PORT JERVIS FIRE DEPARTMENT – JOB DESCRIPTION – WHAT CAN BE EXPECTED

As a probationary member, you should attend as many Company meetings as possible, a minimum of 3, attend all Company drills or Test Nights, a minimum of 6, participate in all Company fundraisers and social functions, including parades, and any other activities. You should participate in all phases of training necessary to acquire the knowledge and skills required for the position.

Workplace safety shall be practiced at emergency scenes, the fire station, on drill grounds, and at other Department related activities.

You may be required to complete a Recruit Firefighter Preparation Checklist, applicable to your position and duties.

You will be required to familiarize yourself with the equipment on the respective fire apparatus while under the supervision of a Company officer or authorized member. You will also assist with cleaning of the fire apparatus and the cleaning and maintenance of the contained equipment.

You may be required to participate in non-emergency activities and community events in various capacities.

You will be required to submit to a Membership Competency Test. At the time of the test you will also review the Department's Anti-Harassment Policy and sign the Anti-Harassment Police Acknowledgement form, *Form APP06*. You will review and sign the Standard Operating Guideline for Response in Privately Owned Vehicles, *Form APP07*. You will review the E.E.O. Acknowledgement form, *Form APP05*, however your signature is optional. You will be issued a Recruit Firefighter Preparation Checklist, *Form TRA02*, which will be maintained by you for further action on a Company level. An Accountability Tag Information sheet, *Form APP09*, will also be completed at the time, then sealed in an envelope and forwarded to the custody of the Department Secretary for later use by the Accountability Officer.

The requirements outlined herein may be subject to modification in order to reasonably accommodate individuals with disabilities who are otherwise qualified for appointment. However, the Port Jervis Fire Department reserves the right to exclude individuals who pose a threat or significant risk to the health and safety of themselves, the public, or other Port Jervis Fire Department members.