



## BOROUGH OF CONSHOHOCKEN

*Office of the Borough Manager*

### MAYOR

Yaniv Aronson

### BOROUGH COUNCIL

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Stephanie Cecco  
Borough Manager

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Position: Career Firefighter  
Department: Public Services  
Reports To: Director of Fire Services  
Supervises: None  
Hours: FLSA Non-Exempt

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### **Employee Mission Statement**

All career staff employed by the Conshohocken Fire Department shall bear in mind that they represent the Borough of Conshohocken at all times and will conduct themselves in a manner befitting our calling. It is our goal as employees of the Borough of Conshohocken to maintain an air of professionalism in both appearance and attitude while on duty and in all instances when dealing with the public. We shall strive to make fire prevention our number one goal by providing education to both the public and private sectors. In the event we are required to engage in fire suppression activities or other requests for assistance, we shall endeavor to work conjointly with the officers and members of the Conshohocken Fire Department to mitigate the situation in a manner befitting our status as professionals. As employees we shall engage in all activities assigned to us with a spirit of cooperation so as to not only maintain a professional image befitting the Conshohocken Fire Department, but to further the cause of the fire service in general. This we have sworn before Conshohocken Borough Council and the residents of the community.

### **Hours of Employment**

Primary workdays will be Monday through Friday with hours as determined by the supervisor. Additional hours may be requested for special events on nights or weekends. Employees shall report to assigned stations by the designated time.

### **Essential Duties and Responsibilities** include the following:

- Responding to emergency situations, including fires, vehicle crashes, rescues, and medical emergencies.
- Coping with and performing under chaotic emergency situations.
- Working while wearing protective equipment ("PPE"), including full structural firefighting PPE and other emergency services PPE.
- Working in and withstanding prolonged exposure to extreme weather conditions.
- Withstanding prolonged periods of standing, sitting, walking, crawling, and physical labor.
- Wearing respirators, including self-contained breathing apparatus ("SCBA"), in order to safely perform firefighting operations where smoke, toxic gases, heat, or other hazardous conditions exist. Such duties may require the firefighter to wear the SCBA for 30 minutes to several hours at one time.
- Coping with and working competently with heights. Includes ascending/descending ground ladders of 35 feet or greater; ascending/descending aerial ladders of 100 feet or greater at angles of 60 degrees or greater; moving onto and off ladders while at heights; working on various types of roofs and other elevations. Such work at heights is likely to occur while wearing PPE, including SCBA.

- Performing tasks requiring heavy lifting, sometimes in excess of 50 pounds. Lifting likely will require bending and twisting. Task may require the lifting, carrying, and/or dragging of people who are trapped by fire or in other types of hazardous positions.
- Driving and operating heavy fire apparatus weighing in excess of 30,000 pounds. Includes operating in all weather conditions and night time. Operation of fire apparatus includes use of fire pumps and aerial devices.
- Operating a variety of tools and equipment, including hand tools; forcible entry tools; gasoline powered tools; generators; and electric powered tools.
- Communicating effectively, including using radios, during times of high stress and noise.
- Guiding and communicating with victims who may be under distress, suffering from trauma, incoherent, English language limited, disabled, or who may be children.
- Withstanding frequent exposure to stress-producing situations such as encountering persons injured or killed by fires or other events.
- Maintaining focus on tasks while integrating information from multiple, simultaneous sources such as radio communications, civilians, and emergency service personnel.
- Recalling, processing and applying detailed and complex emergency response protocols and instructions.
- Skillfully performing repetitive tasks.
- Organizing and prioritizing time, decisions, and resources.
- Working well with either direct supervision or limited supervision.
- Adapting quickly and efficiently to changing priorities, tasks, emergencies, and environmental circumstances.
- Responding to and executing orders from supervisors and commanders.
- Completing reports in a clear and concise manner. Reports may be written or computer based.
- Communicating with the general public in various settings. Includes conducting fire prevention presentations, fire inspections, and day-to-day encounters.
- Working and performing duties for extended shifts, sometimes greater than 24-hour periods.
- Performing routine station cleaning duties and apparatus maintenance. This includes weekly apparatus, equipment and station responsibilities.
- Perform responsibilities assigned during emergency situations.
- Self-assessing and reporting any diminishing physical and/or psychological capacities affecting job performance.
- Working and cooperating with a close-knit team.
- Performing all duties assigned in Licenses and Inspections with a specific focus on conducting fire safety inspections as assigned.

### **Certification, Training, and Continuing Education Requirement**

The employee shall maintain the following certifications:

- NFPA 1001 Firefighter I certification or equivalent
- Vehicle Rescue Technician or equivalent
- Hazardous Materials Operations Level
- Pump Operations Course
- EVOC for Fire Service "Pumper Apparatus"
- CPR, AED and First Aid
- EMT
- Fire Inspector I - within 6 months
- Property Maintenance ICC - within 6 months
- Meet NFPA 1006 Swiftwater Requirements - within 1 year (WRER, ALSR, IRER, EBR)

The employee shall be responsible for obtaining all refresher classes required to maintain the current level of certification. Should refresher classes be available at the Montgomery County Fire Academy or

other accredited agency during the hours the employee is working, the employer may, at its discretion, permit the employee to attend said classes and assume responsibility for the fees incurred.

**Employee may be required to obtain additional certifications and or training relating to the Fire, EMS, Hazmat, and Code Enforcement related disciplines should the employer deem it appropriate.**

### **Additional Requirements**

- High school diploma/GED required
- Current driver's license
- At least 21 years of age
- US citizen
- Ability to pass background check, drug and alcohol screening and medical and physical examination

### **Station Assignments**

Employee will be assigned to the Borough fire stations. Employee's assigned station may be changed or altered as deemed necessary by employer. Duties shall include but not be limited to the following:

#### **Apparatus/Equipment (cleaning and maintenance) – Weekly**

- Ensure readiness of apparatus and equipment.
- Assist volunteer staff with placing apparatus back in service after large or extended incidents.
- Report all problems encountered to the appropriate Senior Firefighter on forms supplied by the Fire Company.

#### **Station Assignments – Weekly or as required**

- Maintenance and upkeep of the Fire Company as assigned by Senior Firefighter.
- Other duties may be required.

### **Emergency Responses**

- The primary responsibility of the employee shall be to provide emergency response. This includes driving and operating Fire Department apparatus and performing suppression activities during an emergency or other requests for Fire Department assistance.
- Employees' duties while responding to and performing at all emergencies shall come under the direction of the officer in charge.
- Employee shall utilize Borough supplied personal protective equipment at all incidents where PPE is required.
- NOTE: The employee shall exhibit a spirit of cooperation at all calls for mutual aid outside of the Borough.

**Borough Licenses and Inspections Assignments:** Employee shall be assigned to L&I for the purposes of conducting fire safety inspections, preplan activity and other duties as assigned by the Executive Director of Operations. The following activities, while not an exhaustive list, will be required:

- Conduct basic fire safety inspections in both residential and commercial occupancies and report the findings to the Code Official.
- Conduct Use & Occupancy Inspections in both residential and commercial occupancies.
- Compile written reports for delivery to the employee's supervisor and/or the public.
- Entry of all inspection and other required data into the Borough fire tracking software.
- Enter personnel data into the fire department database
- Pre-planning buildings
- Fire prevention training activities
- Other duties as assigned by the supervisor

This job description does not list all the duties of the job. The Senior Firefighter, Executive Director of Operations and/or Borough Manager *may* ask employee to perform other job related duties. Employee will be evaluated in part based upon performance of the tasks listed in the job description. Employee may be asked to perform other duties; provided those duties are not illegal or injurious to the employees' health. Management has the right to revise this job description at any time.

This is an FLSA non-exempt position. The position is an at-will position; the person hired for this position is hired for no specific term and the Borough reserves the right to terminate the relationship at any time. Nothing in this job description should be construed as a contract or guarantee of continued employment and the Borough reserves the right to change benefits or bypass discipline policies if the situation warrants.

I, \_\_\_\_\_, have read and understand all of the duties and requirements specified in this job description and agree to abide by all rules and regulations while in the employment of the Borough of Conshohocken.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_