



GLASTONBURY FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES



SOG NUMBER: PER-106 ISSUED DATE: 12-22-21 EFFECTIVE DATE: 12-22-21
REVISION #: 0 REVISED DATE: EFFECTIVE DATE:
CATEGORY: PERSONNEL
SUB-CATEGORY: JOB DESCRIPTION
SUBJECT: ENGINEER
RELATED GUIDELINE: PER-001

Section I – Introduction

A. Objectives

To identify the job description associated with the position of Engineer, which shall include the essential job functions, additional job functions, emergency response duties, non-emergency response duties, principal accountabilities, knowledge, skills, abilities, and the physical and mental effort along with environmental conditions.

An Engineer will complete these duties in accordance to the Town of Glastonbury Fire Department's mission statement, and its core values of Commitment, Respect and Integrity.

B. Applicability

The job description is an outline of the roles and responsibility of an Engineer within the Glastonbury Fire Department.

C. Reference

None

Section II - General Description

In addition to performing firefighting duties in response to emergent (fire, rescue, hazardous materials) and related non-emergent situations, an Engineer performs routine maintenance of the Department's apparatus and equipment at the assigned company to ensure operational safety and effectiveness. An engineer must be able to drive and operate all apparatus at their assigned station.

Section III - Essential Job Functions:

- Perform a pre-trip inspection of each vehicle in the Company at least weekly and within 24 hours of any use or repair to correct any unsafe conditions as outlined in the State of Connecticut manual for drivers of commercial vehicles.

- Oversees all aspects of the operation of apparatus assigned at their station.
- Notify the Captain when repairs to Department equipment are required. If the Captain is unavailable, then either the Captain's designee or a Chief Officer is notified.
- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to follow and understand written and verbal instructions.
- Keep fuel supply in all vehicles and equipment at a minimum of three-fourth (3/4) and review checklist monthly.
- Performs routine maintenance of firefighting equipment, apparatus and related items around the fire station.
- Keep all equipment and maintenance areas clean at all times.
- Ensures equipment is returned and the apparatus is in a state of readiness for service.
- Possesses and is able to demonstrate strong interpersonal skills, able to work in harmony with others in a professional manner.
- Report to their Captain any driver they deems not qualified.
- Considerable initiative and imagination.
- Ability to meet Departmental physical standards.

Section IV - Additional Job Functions:

Additional job functions shall include, but are not limited to the following:

- Use of manual and power tools in the performance of duties.
- Performs assigned duties in maintaining apparatus and equipment within the prescribed timeframe.
- Perform other duties as assigned.

Section V – Emergency Response Duties

- Ensures that the assigned apparatus is responding to the incident in the most direct and safest route.
- On arrival at an incident, obtain an assignment from the Incident Commander.
- Perform assigned tasks in a safe and effective manner.
- Ability to perform during complicated and complex situations for extended periods of time with interruptions, under pressure and with rapidly changing priorities.
- Ability to analyze problems quickly and act effectively.

Section VI - Non-Emergency Response Duties

- Attends training and education programs commensurate with their duties and responsibilities to enhance their professional development and department operations.
- Personally check the general condition of vehicle and equipment for compliance and maintenance requirements and overall condition and readiness for response.

Section VII – Knowledge, Skills and Abilities

- Ability to detect problems, analyze situations, recommend and implement solutions to problems.
- Ability to understand, interpret, properly apply and follow guidelines, and to follow detailed instructions.
- Knowledge of department rules, regulations, and procedures.
- Able to understand, interpret, properly apply and follow policy and instructions.
- Ability to perform routine maintenance to station's apparatus and equipment.
- Ability to use Department software systems in performance of duties.
- Demonstrate quality oral, written and electronic communication skills.
- Ability to accept responsibility.

- Ability to handle emergencies in a calm and professional manner.

Section VIII – Physical and Mental Effort along with Environmental Conditions

An Engineer will be expected to:

- Possess either a Commercial Driver’s License (CDL) or Q endorsement.
- Pass a medical examination annually, which may include a respiratory test if classified as an interior firefighter
- Work is performed either inside or outside, in all weather conditions, and in emergency and stressful situations.
- Rely on senses of sight, hearing, smell and touch to determine the nature of the emergency while maintaining personal safety.
- Perform a variety of tasks, including lifting heavy objects, on slippery, hazardous surfaces.
- Ability to lift 50 pounds frequently and 75 pounds occasionally.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Incumbent must be able to perform Essential Duties with or without reasonable accommodation.

Section IX – Approval

Fire Chief 

Date of Approval 12-22-21

