



**GLASTONBURY FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**



SOG NUMBER: PER-108 ISSUED DATE: 12-22-21 EFFECTIVE DATE: 12-22-21
REVISION #: 0 REVISED DATE: EFFECTIVE DATE:
CATEGORY: PERSONNEL
SUB-CATEGORY: JOB DESCRIPTION
SUBJECT: SUPPORT FIREFIGHTER
RELATED GUIDELINE: PER-001

Section I – Introduction

A. Objectives

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

A Support Firefighter 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 a Support Firefighter within the Glastonbury Fire Department.

C. Reference

None

Section II - General Description

A Support Firefighter performs support firefighting duties in response to emergent (fire, rescue, hazardous materials) and related non-emergent situations in a non-immediate dangerous or life hazardous environment. Performs routine maintenance of Department buildings, apparatus and equipment to ensure operational safety and effectiveness.

Section III - Essential Job Functions:

- Responds to fire, rescue, hazardous materials, and other emergency and non-emergency incidents.
- Drives and operates a variety of fire apparatus, support vehicles and equipment.
- Assesses fire conditions and reports to command staff and receives instructions.
- Establishes fire lines to prevent unauthorized persons from entering area.

- Performs routine maintenance of firefighting equipment, apparatus and related items around the fire station.
- Participates in both Department and outside training activities in order to maintain and enhance individual skill sets, as well as safety performing firefighting and rescue techniques, medical care, and related subjects.
- On completion of assigned task(s), report to immediate incident supervisor.
- Ensures equipment is returned, and that the apparatus is in a state of readiness for service.
- Possess and able to demonstrate strong interpersonal skills, able to work in harmony with others in a professional manner.
- 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.
- Monitor and answer telephone calls, radio transmissions and alarms connected to or installed at the fire station.
- Inspect and perform light maintenance of station and furnishings.
- Provides public fire and life safety education.
- Perform other duties as assigned.

Section V – Emergency Response Duties

- As a Support Firefighter, they will respond by 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.

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 apparatus and equipment for compliance and maintenance requirements, ensuring an overall 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.
- Ability to understand and operate department telephones, radio equipment, alarm systems and other essential equipment.
- 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

A Support Firefighter will be expected to:

- Pass a medical examination annually
- Tolerate extreme fluctuations in temperature while performing duties in both frigid and hot and humid environments while wearing personal protective equipment
- Rely on senses of sight, hearing, smell and touch to determine the nature of the emergency while maintaining personal safety
- Work for long periods of time which require sustained physical activity and keen concentration
- Perform a variety of tasks, including lifting heavy objects, on slippery, hazardous surfaces, such as steep grades.
- 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 X – Approval

Fire Chief



Date of Approval

12-22-21

