



GLASTONBURY FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES



SOG NUMBER: PER-115 ISSUED DATE: 04-01-23 EFFECTIVE DATE: 04-01-23
REVISION #: 0 REVISED DATE: EFFECTIVE DATE:
CATEGORY: PERSONNEL
SUB-CATEGORY: JOB DESCRIPTION
SUBJECT: PER DIEM
RELATED GUIDELINE: PER-001

Section I – Introduction

A. Objectives

To ensure that the Fire Department is responding in a timely fashion to any incident during the hours of 8:00 AM and 4:30 PM, Monday thru Friday. Additional duties will include ensuring that equipment is being checked, ready to perform, and documented weekly, as well as any other routine tasks that may be assigned.

B. Applicability

The job description is an outline of the roles and responsibility of a Per Diem member within the Glastonbury Fire Department. A Per Diem member will be responsible to the Fire Chief or their designee and must have successfully completed the Department's probationary period.

To serve within the per diem program a member must be in good standing as it relates to the Department's annual requirements. Those annual requirements include:

- Appropriate minimum fire units for respective position within the Department.
- Compliance with all mandatory training requirements.
- Appropriate minimum number of drill units for respective position within the Department.

A member who is not in compliance with the Department's annual requirement will not be eligible to participate in the program for a period of six-months. That member may be reinstated if they show a measurable sign of improvement, and at the discretion of the Fire Chief after confirming with the member's Captain.

C. Reference

None

Section II - General Description

A Per Diem member may either be a Firefighter or Support Firefighter who will respond to incidents of fire, rescue, other emergencies and non-emergencies, provide routine maintenance and perform related duties. Operate

emergency apparatus and related equipment. Routine maintenance may include repair and inspection of department buildings, apparatus and equipment to ensure operational effectiveness.

Section III - Essential Job Functions:

A Per Diem member's responsibilities shall include, but are not limited to the following:

- Respond to fire, rescue, hazardous materials and other related incidents as they arise.
- Drives and operates fire apparatus, service vehicles and any other type of vehicle assigned to the fire department.
- Ability to operate manual and power tools or equipment that may be necessary to control the emergency condition.
- Documents emergency incidents on appropriate forms.
- Complete and maintain reports, records and journals.
- Performs daily maintenance check of all fire/rescue apparatus and related equipment.
- Performs operational checks of apparatus, pumps and equipment both manual and power to ensure readiness for emergency use.
- Performs daily check of personal safety equipment; ensures emergency response vehicles are stocked with necessary equipment and supplies and in their proper position and ready for instant use.
- Perform general housekeeping and minor repair functions to fire station, building equipment, furniture and grounds.
- Responds to non-emergency situations to render assistance and perform public service.

Section IV - Additional Job Functions:

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

- Provides public fire and life safety education.
- Monitors and answers telephone calls or radio transmissions. Effectively communicates the nature, extent and progress of emergency incidents to all responders and dispatch personnel.
- Serves as contact person for the public, outside agencies, employees and other public safety personnel; responds to inquiries and answers questions.
- May perform various miscellaneous duties as assigned such as training.
- Maintains physical fitness necessary to perform essential duties.
- Performs related work as required.

Section V - Knowledge, Skills and Abilities

- Knowledge of the street system and physical layout of the Town, including hydrant locations and water sources.
- Knowledge of the capabilities, limitations and operating principles of heavy firefighting apparatus and auxiliary equipment.
- Knowledge of the rules, regulations, policies and procedures of the department.
- Some knowledge of mechanic's tools and machinery.
- Skill to drive and operate various motor-driven equipment including fire trucks and support vehicles with a familiarity of all safety demands of the vehicle under his/her control.
- 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 in emergency situations.
- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to follow and understand written and verbal instructions.

- Ability to prepare written reports.
- Ability to establish and maintain cooperative working relationships with fellow employees, staff, supervisors and the general public.
- Ability to read maps or diagrams and from a computer monitor.
- Ability to distinguish between public and confidential information and to handle appropriately.

Section VI – Physical and Mental Effort along with Environmental Conditions

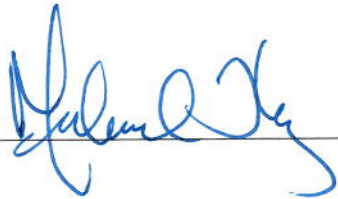
A Per Diem member will be expected to:

- Pass a medical examination annually, which will include a respiratory test for those classified as Firefighter.
- Tolerate extreme fluctuations in temperature while performing duties in both frigid, as well as 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 roof-tops, ladders, and steep grades.
- 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 VII – Approval

Fire Chief _____



Date of Approval _____

4-1-23