

July 2010

Dear Applicant:

Your interest in the position of Firefighter/EMT for the City of Bath is appreciated. The City of Bath is located on the Kennebec River and has a long history of shipbuilding. The population of 8,910 swells daily with the influx of Bath Iron Works employees. The Bath Fire Department has been protecting the City of Ships since 1804. Currently, Bath Fire and EMS has two engines, a ladder and three ambulances. Bath Fire handles fire calls for Bath with mutual aid to surrounding towns and provides ambulance service for Bath and three surrounding towns. Bath Fire responded to 2300 calls in 2009 with 85 % EMS. The Bath Fire Department has call-force members and fulltime members. Fulltime members are EMT-Intermediate or EMT-Paramedic and work a 42-hour workweek on 24/72 shifts. There are also four-day positions. Fulltime firefighters are represented by Local 1611 I.A.F.F. The City of Bath Fire Department welcomes the challenging future and continuously strives to provide the highest quality service to our citizens. Please read this letter carefully as it contains detailed information important to you as an applicant.

QUALIFICATIONS: Candidates must be of good moral character, U.S. citizens, High School graduates or equivalent certified G.E.D., and at least 18 years of age. Candidates must be free of all physical and mental defects which would hinder the performance of a firefighter/EMT in required duties.

Weight and height must be proportional. Hearing must be normal. Vision must not be less than 20/100 in each eye, corrected to 20/20. Candidates must have normal color vision. These determinations shall be made by a physician.

Those applying must not have been convicted of any felony crime or possess an extensive history of traffic violations. Any history of drug abuse will handicap a candidate for the fire service.

All applicants must possess a valid Maine driver's license or be able to obtain one within six months of hire.

EXAMINATION STEPS: Include completion of all application materials, written tests, medical evaluation, interview, thorough background investigation, and a physical agility test. Upon receipt of your completed application material, you will be scheduled to start the examination process for the position. All semi-finalists will appear before an Oral Board which will be conducted by the City of Bath's Personnel Service Commission. Successful applicants will receive oral interviews with the Fire Chief. Details concerning the remainder of the screening process will be provided at that time.

The City of Bath reserves the right to accept or reject any applications which are not completed in their entirety.

Be sure to submit all of the required material:

- 1) completed application
- 2) signed accident waiver
- 3) signed background check authorization form
- 4) photocopy of EMT license (EMT-I required within six months of hire)
- 5) photocopy of Firefighter II certification (if available)
- 6) photocopy of current driver's license

Please submit your complete application packet to the address below:

City Clerk's Office
Bath City Hall
55 Front Street
Bath, Maine 04530

Again, thank you for considering our City and good luck!

Sincerely,
Mark Westrum, chairperson
Personnel Service Commission

Firefighter/EMT

City of Bath

The City of Bath is accepting applications to establish and maintain an eligibility list for the position of Firefighter/EMT. This list will be used to fill current and future openings in the bath Fire Department.

Qualifications: High school graduate or GED, possess a current valid Maine driver's license and be in good physical condition. Applicants must also have fire fighting experience and at least a current basic Emergency Medical Technician (EMT) license. Applicants who possess a Paramedic or EMT-I license are preferred. Candidates will be required to take written exam, a physical agility exam, as well as an oral interview. Successful applicants will be required to become licensed EMT-I within the first six (6) months from the date of hire.

To Apply: Obtain applications on line at www.Cityofbath.com under City Employment Opportunities or from the Bath City Clerk's Office, 55 Front Street, Bath, Maine 04530, or call (207) 443-8332 to have an application sent to you. Completed application packets MUST BE RECEIVED at the City Clerk's Office no later than 4:30pm, Monday, Friday August 6, 2010.

For More Information: Contact the office of the Fire Chief at 207-443-5034.

*Mark Westrum, chairman
Personnel Service Commission*

The City of Bath is an Equal Opportunity Employer
The City of Bath reserves the right to accept or reject any application.

**CITY OF BATH, MAINE
POSITION DESCRIPTION**

CLASS TITLE:	Firefighter, EMT	CODE NUMBER:	302
DEPARTMENT:	Fire	GRADE NUMBER:	
UNION:	Local 1611AFL-CIO	STATUS:	Non-Exempt
DATE:	July, 2010		

GENERAL PURPOSE:

Protects life and property by performing fire fighting, emergency aid, hazardous materials, and fire prevention duties. Maintains fire equipment, apparatus, and facilities.

SUPERVISION RECEIVED:

Works under the general supervision of a Shift Supervisor.

SUPERVISION EXERCISED:

May assist to coordinate, instruct, or supervise the work of volunteer firefighters, new recruits, or other part-time department personnel, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs emergency and non-emergency medical aid activities including administering first aid, transfer services, family support, patient training, writing incident reports, and providing other assistance as required. Prepares all EMS reports, licensing reports, patient care reports, SCBA reports, keep track of all CEH's certification and expirations of CPR, PHTLS. Paramedics responsible for Drug Box checks, ACLS and PALS records for re-licensing.

Performs fire fighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment, gas spills and extinguishment tasks. Receives and relays fire calls and alarms. Operates radio and other communication equipment.

Participates in fire drills, inspection of buildings, hydrants, attends classes in fire fighting, emergency medical, hazardous materials, and related prevention programs.

Maintains fire equipment, apparatus and facilities. Performs minor repairs to departmental equipment. Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs, maintains and tests apparatus and equipment.

Presents programs to the community on safety, medical, and fire prevention topics. Completes municipal errands and pre-plan of new construction. Public Service activities such as burn permits, extinguisher training, air bottle training and preparation, and general public service.

Ensured compliance on EMS calls, EMS advanced life policies and procedures as applied to the department, verbal contact with medical control, initiation of new procedures as spelled out in state protocols.

Performs other related duties as required.

PERIPHERAL DUTIES:

Training for fire fighting, medical emergency and hazardous material and other related topics are done on the firefighter time off duty.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) High school diploma or GED equivalent;

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of driver safety; working knowledge of first aid;

(B) Ability to learn the operation of fire suppression and other emergency equipment; Ability to learn to apply standard fire fighting, emergency aid, hazardous materials, and fire prevention techniques; Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time; Ability to act effectively in emergency and stressful situations; Ability to follow verbal and written instructions; Ability to communicate effectively orally and in writing; Ability to establish effective working relationships with employees, other agencies, and the general public; Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS:

- (A) Must possess an EMT certification;
- (B) Must be able to read and write the English language;
- (C) Desirable course work for Firefighter - EVOC, FF I & II;

* Intermediate PHTLS, EVOC, FF I & II; ** Paramedic - same as Intermediate + ACLS and PALS; Other desirable course work for Rescue Specialist such as FEMA USAR, Technical Rescue Specialist and Rope Repelling Rescue.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:		Approval:	
	Supervisor		Appointing Authority
Effective Date:		Revision History:	

BATH FIRE DEPARTMENT
ACCIDENT WAIVER

WHEREAS, _____, the undersigned has applied for employment as a Firefighter/EMT and has agreed to be tested for said position through the Bath Fire Department Hiring Process, and;

WHEREAS, the above mentioned agency requires all applicants to take a physical agility test, and in consideration of the acceptance of my application for employment by the above agency and the administering of various test and procedures to process said application by the Bath Fire Department, I do myself, my heirs, executors and administrators, certify to the Bath Fire Department that I am in good health and know of no physical or medical reason why I should not take said physical test and I do release and discharge the Bath Fire Department, it's officers, employees, servants and agents, of and from all claims, demands, actions and suits at law or in equity for and on account of any and all injuries, disabilities, physical and mental diseases, damages, losses and expenses that may be sustained by me now or hereafter as a result of my taking said agility test.

IN WITNESS WHEREOF, signed this ____ day of _____, _____.

APPLICANT _____

WITNESS _____

BATH FIRE DEPARTMENT
BACKGROUND CHECK AUTHORIZATION

I do understand that before concluding the assessment of my qualifications for the position of Firefighter/EMT with the Bath Fire Department a background investigation will become necessary. I therefore authorize the City of Bath or it's agents to conduct such an investigation for this use involving such things but not limited to, driving history checks, criminal record checks, contacting agencies where I have been employed pertaining to performance, contacting personal references, and verifying educational attainment.

I hereby authorize all my present and previous employers or their successors and/or references to release and furnish information concerning my personal character, habits, or employment performances. I also authorize schools that I have attended to release and provide such records and information as may pertain to my attendance and performance.

Applicants Signature - Date