

*Dunn's Corners Fire District*  
*Serving Westerly & Charlestown Since 1942*

**Job Description – Fire Marshal / Firefighter**

**CLASS TITLE:** Fire Marshal / Firefighter

**SALARY:** \$42,500 – 50,000 Hiring Range DOQ, plus excellent benefits package

**SUPERVISION:** Reports Directly to the District Chief

**JOB FUNCTIONS:**

1. Responding to all emergency incidents, and calls for service as directed by the District Chief.
2. Be prepared to take an active role in all types of emergency incident including but not limited to: fire suppression, motor vehicle accidents, Hazardous Material incidents, searches, technical rescues, and medical emergencies.
3. Respond to emergency and non-emergency incidents; provide appropriate services as required including emergency rescue and fire suppression; perform search and rescue for trapped or injured persons; perform emergency medical and first aid services as needed; prepare reports regarding emergency incidents as assigned.
4. Drive fire apparatus and/or operate fire apparatus on emergency calls or at incident scene
5. Perform daily checks of apparatus to ensure a state of readiness
6. Operate, Maintain, and understand the operation of both wet barrel and dry fire hydrants. Have an understanding of the town water system.
7. Oversees District smoke alarm programs for one/two family dwellings
8. Represents District at State Board of Appeal and Review Board hearings
9. Schedule and conduct inspections of existing structures and new construction for compliance with fire codes
10. Review and approve construction plans for code compliance
11. Calculates water flow requirements for buildings
12. Respond to complaints regarding fire and life safety code violations
13. Issue permits/applications in accordance with District guidelines
14. Assess fees for plan review as allowed by District guidelines
15. Maintain data and records regarding inspection
16. Assist in other District activities as assigned
17. Assists with development of pre-plans on new and existing occupancies
18. Performs residential and business inspections
19. Performs residential and business plan reviews
20. Programs and inspects radio box notification system
21. Attends conferences, schools, and various meetings to keep abreast of new developments in firefighting, fire prevention, and training.
22. Participate and direct fire prevention activities.
23. Performs all other duties deemed necessary by the District Fire Chief.

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### **EQUIPMENT:**

Equipment essential to the job: Turnout Gear, professional journals, pager, mobile radio, motorized fire apparatus, fire equipment and appliances, blueprints, fax machine, telephone, light vehicles, calculator, fire pre-plans, Uniform Fire Code, NFPA Life Safety Code, and Rhode Island State Fire Code.

Other Equipment used on the job: Computers and mainframe based programs, word processing, spreadsheets, database, and computer calendar software; computer printer, personnel policies manual, U.L. listed appliances and equipment, OSHA/NFPA regulations, fire department equipment manuals.

### **PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS:**

**Required Physical Activities:** Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, repetitive motions.

**Physical Characteristics of Work:** Physical work requiring up to 75 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. The work involves standing most of the time. Sitting is required only occasionally.

**Vision Requirements:** The minimum standard for use with those whose drive, operate, and maintain fire apparatus.

**Environmental Conditions:** The work is performed inside and outside and includes being exposed to cold, heat, noise, vibration, mechanical or electrical hazards, atmospheric conditions that affect the respiratory system, oils, and use of Self-Contained Breathing Apparatus.

### **EMPLOYMENT STANDARDS:**

#### **Education and Experience:**

- Five (5) years of firefighting experience.
- Possession of a high school diploma or G.E.D.
- Must be a United States Citizen, and furnish a copy of your birth certificate.
- Must pass post selection pre-employment Drug Screen, Physical Examination, and a BCIC background check. Applicant needs to provide all addresses they resided for the last 10 years.

#### **Licenses and Certificates:**

- Valid driver's license required. Must provide a recent certified copy of your driving record, obtained from the Division of Motor Vehicles Operator Control Office of the state in which you reside.
- Fire Fighter I and Hazmat Operations required, Fire Fighter II must be obtained within one year from hire date.
- Must possess a current Rhode Island Assistant Deputy State Fire Marshal card.
- Current C.P.R., First Aid and RI Emergency Medical Technician (basic) certificate required from a national recognized institution.
- Equivalent combinations of education and experience may be considered for hiring or recruitment purposes.

**Station # 1**  
**1 Langworthy Road**  
**Westerly, R.I.**  
**02891**

[www.dunnscornersfire.com](http://www.dunnscornersfire.com)  
**Tel: (401) 322-0577**  
**Fax: (401) 322- 9304**

**Station #2**  
**5664 Post Road**  
**Charlestown, R.I.**  
**02813**

*Michael J. Frink*  
*Chief*

*Matthew Thomsen*  
*Moderator*

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### **KNOWLEDGE, SKILLS AND ABILITIES NECESSARY TO PERFORM ESSENTIAL FUNCTIONS:**

Strong understanding of the department operations and standard operating guidelines. Working knowledge of interpersonal communication skills. Working knowledge of firefighting techniques and equipment capabilities and limitations including those involved in industrial, commercial, and residential structures and in large fuel fires. Ability to direct and supervise various levels of volunteer firefighters. Skills in the application of modern fire prevention and suppression techniques and methods. Knowledge of building, sanitation, and life safety codes and knowledge of fire alarm transmission, equipment maintenance and drill procedures.

Ability to communicate effectively verbally and in writing. Be able use computers including Microsoft Word and Excel software programs. Ability to develop an effective working relationship with the District Chief, Department Officers, firefighters, area Industries, area businesses and the general public.

Ability to play a key role in the Fire District's daily operations.

### **BENEFIT PACKAGE:**

- 401 plan.
- 80% Hospitalization, family plan or single plan, and remainder 20% to be paid by employee. The District shall cover said employee with a Firemen's Accident and Sickness Plan, Term Life Insurance and personal counseling service.
- Ten (10) working days' vacation
- Paid Holiday – All State of RI & Federal
- Clothing allowance of \$1000 per annum
- Five (5) working sick leave time for a year
- Training & Call back allowance

Please submit, Application, Resume, Certificates and Supporting Documentation for this posting to the address below. You may submit by mail or hand deliver no later than 5:00pm on Monday May 15, 2017.

Dunn's Corners Fire District  
Chief of the Department  
1 Langworthy Rd  
Westerly, R.I. 02891

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