



# Englewood

Human Resources  
Department

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 541-5424

## **FIREFIGHTER**

### **OVERVIEW:**

Under the direction of the Fire Officer, during an assigned tour of duty, protects citizens during emergencies, executes rescues, mitigates chemical spills, responds to alarms, responds to medical emergencies, and assists in extinguishing fires. Performs the necessary tasks to clean, sanitize and maintain fire headquarters, fire equipment, apparatus, building and grounds.

Subject to the terms and conditions of the IAFF 3260 collective bargaining agreement and of the City of Englewood Employee Handbook.

### **DUTIES AND RESPONSIBILITIES:**

- Drive or accompany the assigned driver in response to an alarm; operates and uses other equipment as required
- Perform rescue work; respond to calls concerning bomb threats and conducts bomb searches.
- Inspect fire hydrants, apparatus, pumps out cellars, etc.; notify Supervisor of necessary repairs
- Maintain watch-office during assigned shifts
- Assist in cleaning and maintaining fire headquarters, equipment and apparatus
- Provide information by completing reports as necessary
- Maintain technical knowledge by attending education workshops and studying publications; participate in training courses, programs and scheduled drills
- Performs special duties at theaters, schools, and other public gatherings to help maintain proper fire precautionary measures.
- Maintain operations by following policies and procedures; submit suggestions for needed changes

## **FIREFIGHTER**

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### **KNOWLEDGE, SKILLS, & ABILITIES:**

- Ability to walk/stand for extended periods of time, with heavy weighted apparatus, during inclement weather
- Ability to work in a collegial setting; must be punctual, reliable, polite, and cooperative
- Ability to effectively read, write, and communicate in English; multi-lingual a plus
- Ability to engage and to serve public patrons, including adults and children
- Ability to maintain quality, safety, and/or infection control standards
- Required to work 24 hour shifts, during assigned tour, to meet 365, 24/7 operation; including holidays.
- Employee may be ordered to work overtime, beyond their normal shift

### **QUALIFICATIONS/CRITERIA**

#### **Education, Experience, License**

- Must be a United States Citizen
- Residents of Englewood shall receive preference in accordance with City Ordinance #19-02 and City Code §68-1 through §68-5
- Must have High School Diploma or Graduate Equivalency Degree (GED)
- Must possess a valid New Jersey Driver's License
- Must be at least 18 years old and cannot be one day past their 35<sup>th</sup> birthday at the time of appointment (after graduation from the Fire Academy and successful completion of the one-year probationary period).
- Good health, sufficient to satisfy the New Jersey Police and Fire Retirement System (PFRS) Board of Trustees; required for eligibility of membership.

***Candidates must successfully complete and pass a written exam, interview, comprehensive physical agility test, medical examination, psychological evaluation, background investigation, the Fire Academy, and a one-year probationary period on the job.***

### **COVID-19 Considerations:**

*Safety measures have been implemented to educate, coach and protect team members and the general public. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. To ensure workplace health and safety guidelines are followed, you are encouraged to support awareness and to report all concerns and/or violations. Employees are required to follow any other job-related instruction and to perform any other job-related directives given by authorized personnel.*