

You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification 01837

FIRE CHIEF

DEFINITION

Under direction of a designated member of the local governing body, has charge of the fire department. Manages all fire department operations to ensure their timely, thorough, and cost-effective preparation conduct; does related work.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Write memos and Standard Operating Guidelines (SOGs) to officers to inform, instruct, or direct their activities.

Ensures all departmental, county, state and federal rules and regulations are followed at fire scene.

Reviews department training programs to ensure compliance with applicable regulations.

Reports to fires as determined by need, e.g., indicated in pre-planning Standard Operating Guidelines (SOGs) or upon request from incident commander.

Reviews and approves the final written form of Standard Operating Guidelines (SOGs) and departmental regulations.

Authorizes training courses for department staff..

Monitors monthly reports of sick time, vacation and overtime use so that budget allocation may be checked for compliance.

Terminates or recommends termination of employees based upon violations of departmental, county, state, or federal regulations.

Discusses pertinent matters with various union officials to promote harmonious relationship within the Department.

Recommends major disciplinary actions of uniformed personnel for violations of departmental, county, state, or federal regulations.

Refers personal problems of fire department personnel to proper resources for guidance/treatment.

Ensures offender's supervisor reviews Fire Department violations.

Reviews all monthly reports (overtime, apparatus, drills, and fuel) to initiate appropriate follow-up.

Provides information on equipment that requires capital

expenditures for budget consideration.

Ensures that all staff violations of Fire Department rules and regulations are documented.

Assists business manager or municipal fiscal officer in development of the fire department budget.

Provides equipment replacement schedule for budget consideration.

Approves expenditures for both budgeted and non-budgeted items.

Approves specifications for new equipment.

Reviews bid returns from potential vendors for compliance with specifications, and makes recommendations.

Ensures that discrepancies in background checks for prospective new firefighters are investigated.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from high school, vocational high school, or possession of an approved high school equivalency certificate.

EXPERIENCE:

For first and second class cities or other jurisdictions with a population of over 30,000 residents:

Fives (5) years of experience, three (3) years of which were in supervision of fireground suppression activities and two (2) years of which must include managerial experience such as budget preparation and policy or procedure development.

For all other jurisdictions:

Five (5) years of supervisory experience involving the extinguishing of fires.

CERTIFICATION

In accordance with NJAC 5:73-1.6(b), 8 & (d), effective February 17, 2000, applicants for this position must possess a valid Incident Management Level 1 certification issued by the New Jersey Division of Fire Safety, Department of Community Affairs.

AGE:

Not less than 18 nor more than 35 years of age at the announced closing date for filing applications for the position. In determining maximum age eligibility of veterans, the time spent in active military service during the periods specified in Civil Service Law and Rules will be deducted from the attained age.

NOTE: Age requirement does not apply in those jurisdictions whose members are not enrolled in the Police & Fire Pension System.

NOTE: When an applicant has reached his/her 35th birthday, (s)he is considered to be over 35 years old. Age limits are based on the announced closing date for filing Department of Personnel applications.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather

than employee mobility, is necessary to perform the essential duties of the position.

MEDICAL EXAMINATION

As a prerequisite for appointment, appointees may be required to pass a thorough medical and psychiatric examination to be administered by the appointing authority; any psychological, medical, or physical condition or defect which would prevent efficient performance of the duties of the position, cause the appointee to be a hazard to himself/herself or others, or become aggravated as a result of performance of these duties, will be cause for rejection.

KNOWLEDGE AND ABILITIES:

Knowledge of current technical issues, ideas and technology relating to the fire service.

Knowledge of supervisory techniques that support effective individual and team performance in a variety of work situations.

Knowledge of departmental policy regarding corrective and disciplinary action.

Knowledge of National Fire Protection Association (NFPA) standards, including Life Safety Code.

Knowledge of HAZMAT (e.g., hazardous materials and their effects, SOGs relating to HAZMAT, hazardous materials placards, symbols, names, and labels, etc.)

Knowledge of Incident Command System (ICS), including current legislation.

Knowledge of procedures to establish line item budgets.

Knowledge of fire suppression & incident management (e.g., size-up factors, standardized building marking warning signals as adopted by NFPA/IFSTA/Community Affairs, fireground safety, proper sequence of fire attack, sensor cues that indicate the effectiveness of a fire attack, SOGs relating to ventilation, types and uses of extinguishing agents, search and rescue, etc.)

Knowledge of fire behavior and characteristics (e.g., fire spread and growth -- radiation, convection and conduction; characteristics of burning material; effects of fire or water on utilities; characteristics of smoke -- color, intensity, volume, odor, etc.)

Knowledge of building construction (e.g., collapse potential and characteristics, the results of water weight and fire damage on walls, floors, roof, shelving, equipment, merchandise, etc., structure design, construction, and construction materials and their effect on fire behavior, safety considerations dealing with structure design, construction, and construction materials and their effect on fire, fire load, etc.)

Ability to draw conclusions from a body of facts.

Ability to be flexible and change one's position, decision or compromise based upon new information.

Ability to interpret written reports (e.g., NJUFC reports, Division reports, etc.).

Ability to interview individuals to obtain accurate and complete information.

Ability to document activities, events in writing (e.g., Department report, journal).

Ability to evaluate incidents which might lead to discipline or additional training.

Ability to understand financial information (e.g., statements,

reports, contractual agreements).

Ability to draft policy and procedure statements.

Ability to recognize subordinates' performance deficiencies.

Ability to prioritize activities and assignments.

Ability to recognize subordinates' performance capabilities.

Ability to delegate.

Ability to set administrative goals for department.

Ability to give constructive criticism in a positive manner.

Ability to match assignments with abilities of subordinates.

Ability to resolve disputes among subordinates, and between self and others.

Ability to prepare line-item budget.

Ability to recognize when a subordinate or co-worker is behaving in an unusual (atypical) manner.

Ability to set performance goals for subordinates.

Ability to respond in a sensitive manner to emotionally distraught individuals.

Ability to give oral orders, instructions and directions clearly and concisely.

Ability to recognize hazardous or dangerous conditions, actions, or situations.

Ability to formulate a plan of action in an emergency situation.

Ability to recognize the significance of the sensory cues on the fireground (e.g., smoke, flames, sounds, odors, etc.).

Ability to anticipate changing circumstances conditions and outcomes in an emergency situation.

Ability to make command decisions quickly.

Ability to interact with citizens in a respectful manner.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG - 01837 CGS 3/07/00

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Job Specification 01506

DEPUTY FIRE CHIEF

DEFINITION

Under direction of the Fire Chief, assists in the management and discipline of the fire department designed to provide fire protection for persons and property; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

At fires, takes charge of responding companies, deploys firefighting forces, orders needed reinforcements, and supervises the use of firefighting forces, equipment, and apparatus.

Makes inspections of firefighting personnel and equipment to ensure efficient performance.

Inspects the quarters of department personnel for cleanliness/orderliness, and available equipment and materials for service ability.

Supervises fire prevention control.

Conducts training classes for subordinates, officers, and firefighters.

Makes investigations of violations of fire laws, ordinances, codes, and fire hazards, and institutes needed action.

Prepares reports.

Has charge of the fire department in the absence of the Fire Chief.

Supervises the establishment and maintenance of personnel and fire records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from high school, vocational high school, or possession of an approved high school equivalency certificate.

EXPERIENCE:

Four (4) years of supervisory fire experience involving the

extinguishing of fires.

CERTIFICATION

In accordance with NJAC 5:73-1.6(b), c & (d), effective February 17, 2000, applicants for this position must possess a valid Incident Management Level 1 certification issued by the New Jersey Division of Fire Safety, Department of Community Affairs.

AGE:

Not less than 18 nor more than 35 years of age at the announced closing date for filing applications for the position. In determining maximum age eligibility of veterans, the time spent in active military service during the periods specified in Civil Service Law and Rules will be deducted from the attained age.

NOTE: The age requirement does not apply in those jurisdictions whose members are not enrolled in the Police & Fire Pension systems.

NOTE: When an applicant has reached his/her 35th birthday, (s)he is considered to be over 35 years old. Age limits are based on the announced closing date for filing Department of Personnel applications.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

MEDICAL EXAMINATION

As a prerequisite for appointment, appointees may be required to pass a thorough medical and psychiatric examination to be administered by the appointing authority. Any psychological, medical, or physical condition or defect which would prevent efficient performance of duties of the position, cause the appointee to be a hazard to himself/herself or others, or become aggravated as a result of performance of these duties, will be cause for rejection.

KNOWLEDGE AND ABILITIES:

Knowledge of laws and ordinances which are significant from the fire prevention point of view.

Knowledge of methods of fighting various types of fires.

Knowledge of the use of firefighting equipment and apparatus.

Knowledge of the location of schools, large buildings, streets, and fire alarm boxes in the municipality after a period of training.

Knowledge of the types of communication available for departmental use.

Knowledge of procedures likely to be effective in enlisting support of citizens and others in taking fire preventative measures.

Ability to analyze and interpret laws, ordinances, rules, regulations, standards, and procedures, and to apply them to specific situations and cases.

Ability to supervise the maintenance and repair of fire department buildings/equipment.

Ability to note and initiate action and to obtain new/improved equipment, materials, and supplies.

Ability to remain calm/decisive/alert in emergency situations.

Ability to supervise the efficient performance of firefighters at fires, and the use of equipment and apparatus.

Ability to speak effectively before groups on subjects relating to fire prevention, and procedures used in fighting fires.

Ability to make investigations of fire hazards and violations of fire laws.

Ability to prepare clear, sound, accurate, and informative reports.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG-01506

CGS

3/07/00

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Job Specification 01836

FIRE CAPTAIN

DEFINITION

Under direction, has charge of a fire department company intended to assist in the extinguishing of fires; does other related duties.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Takes the lead in fighting fires and exercises considerable independent judgment in deciding the best way to extinguish a fire.

Takes command at fires until the arrival of superior officers.

Directs the work of firefighters engaged in extinguishing fires.

Preserves order and discipline among subordinates.

Gives assignments and instructions, and provides staff with needed advice and assistance when difficult and unusual problems arise.

Checks the work of subordinates to see that proper procedures are followed, that reasonable standards of workmanship, conduct, and output are maintained, and that desired objectives are achieved.

Makes daily inspections of the company and its equipment.

Supervises the cleaning and maintenance of the building, rooms, and equipment.

Manages work operations and/or functional programs, and has responsibility for employee evaluations and for effectively recommending the hiring, firing, promoting, demoting, and/or disciplining of employees.

Assigns firefighters to inspect schools, theaters, offices, and other buildings to ensure that proper fire precautionary measures are maintained at public gatherings.

Prepares reports of fires, equipment, and personnel.

Keeps essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from high school, vocational high school, or possession of an approved high school equivalency certificate.

EXPERIENCE:

One (1) year of supervisory fire experience involving the extinguishing of fires.

CERTIFICATION

In accordance with NJAC 5:73-1.6(b), c & (d), effective February 17, 2000, applicants for this position must possess a valid Incident Management Level 1 certification issued by the New Jersey Division of Fire Safety, Department of Community Affairs.

AGE:

Not less than 18 nor more than 35 years of age at the announced closing date for filing applications for the position. In determining maximum age eligibility of veterans, the time spent in active military service during periods specified in Department of Personnel Law and Rules will be deducted from the attained age.

NOTE: Age requirement does not apply in those jurisdictions whose members are not enrolled in the police and fire pensions systems.

NOTE: When applicants have reached their 35th birthday, they are considered to be over 35 years old. Age limits are based on the announced closing date for filing applications.

MEDICAL EXAMINATION

After certification from civil service lists, appointees may be required to pass a thorough medical and psychiatric examination to be administered by the appointing authority. Any psychological, medical, or physical condition or defect which would prevent efficient performance of the duties of the position, cause the appointee to be a hazard to himself/herself or others, or become aggravated as a result of performance of these duties, will be cause for rejection.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of laws and ordinances which are significant from the fire point of view.

Knowledge of methods likely to be effective in fighting various types of fires.

Knowledge of varied kinds of firefighting equipment and apparatus.

Knowledge of the location of schools, large buildings, streets, and fire alarm boxes in the municipality.

Knowledge of types of fire alarm communications that are useful and feasible in the fire department.

Knowledge of procedures likely to be effective in enlisting the support of citizens and others in taking fire precautionary

measures.

Ability to analyze and interpret laws, ordinances, rules, regulations, standards, and procedures and apply them to specific situations and cases.

Ability to organize the work of an assigned company so as to make the best available use of personnel, funds, and equipment.

Ability to give assignments to firefighters.

Ability to provide periodic training programs.

Ability to take a leading part in establishing and maintaining cooperative and helpful relationships with citizens and others.

Ability to supervise the cleaning, maintenance, and minor repair of the building, rooms, trucks, and equipment.

Ability to take immediate and correct action when a fire alarm is sounded, and to direct firefighters at a fire.

Ability to remain cool and decisive in emergency situations.

Ability to prepare clear, sound, accurate, and informative reports.

Ability to establish and maintain records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: 01836

CGS

3/07/00

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Job Specification 01843

FIRE LIEUTENANT

DEFINITION

Under direction of a Fire Captain, has charge of a fire department company or a platoon intended to assist in the extinguishing of fires; does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Takes command at fires until arrival of superior officers.

Directs work of firefighters engaged in extinguishing fires.

Preserves order and discipline among subordinates.

Gives assignments and instruction to subordinates, provides them with needed advice and assistance when difficult and unusual problems arise, and checks their work to see that proper procedures are followed.

Ensures reasonable standards of workmanship, conduct, and output are maintained and that desired objectives are achieved.

Acts in the place of a Fire Captain in his/her absence.

Supervises cleaning and maintenance of buildings, rooms, and equipment.

Assigns firefighters to inspect schools, theaters, offices, and other buildings and to ensure that proper fire precautionary measures are maintained at public gatherings.

Prepares reports of fires, equipment, and personnel.

Keeps records and files.

May be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from high school, vocational high school, or possession of an approved high school equivalency certificate.

EXPERIENCE:

Three (3) years of experience involved in the extinguishing of fires.

CERTIFICATION

In accordance with NJAC 5:73-1.6(b), c & (d), effective February 17, 2000, applicants for this position must possess a valid Incident Management Level 1 certification issued by the New Jersey Division of Fire Safety, Department of Community Affairs.

AGE:

Not less than 18 nor more than 35 years of age at the announced closing date for filing applications for the position. In determining maximum age eligibility of veterans, time spent in active military service during periods specified in Civil Service Law and Rules will be deducted from the attained age.

NOTE: Age requirement does not apply in those jurisdictions whose members are not enrolled in the Police and Fire Pension System.

NOTE: When applicants have reached their 35th birthday, they are considered to be over 35 years old. Age limits are based on the announced closing date for filing Department of Personnel applications.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

MEDICAL EXAMINATION

As a prerequisite for appointment, appointees may be required to pass a thorough medical and psychiatric examination to be administered by the appointing authority. Any psychological, medical, or physical condition or defect which would prevent efficient performance of duties of the position, cause the appointee to be a hazard to himself/herself or others, or become aggravated as a result of performance of these duties will be cause for rejection.

KNOWLEDGE AND ABILITIES:

Knowledge of laws and ordinances which are significant from the fire point of view.

Knowledge of methods likely to be effective in fighting fires of various types.

Knowledge of varied kinds of firefighting equipment and apparatus.

Knowledge of the location of schools, large buildings, streets, and fire alarm boxes in the municipality.

Knowledge of types of fire alarm communications that are useful and feasible in the fire department.

Knowledge of procedures likely to be effective in enlisting support of citizens and others in taking fire precautionary measures.

Ability to analyze and interpret laws, ordinances, rules, regulations, standards, and procedures and apply them to specific situations and cases.

Ability to organize work of an assigned company so as to make best available use of personnel, funds, and equipment.

Ability to give assignments to firefighters.

Ability to provide periodic training programs.

Ability to take a leading part in establishing and maintaining cooperative and helpful relationships with citizens and others.

Ability to supervise cleaning, maintenance, and minor repair of buildings, rooms, trucks, and equipment.

Ability to take immediate, correct action when a fire alarm is sounded to direct firefighters at a fire.

Ability to remain cool and decisive in emergency situations.

Ability to prepare clear, sound, accurate, and informative reports.

Ability to direct the establishment and maintenance of records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG - 01843 CGS 3/07/00

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Job Specification

FIRE FIGHTER

DEFINITION

During an assigned tour of duty, extinguishes fires; performs rescue operations; aids in emergency situations involving hazardous or toxic materials; administers emergency medical treatment; maintains all related equipment, buildings and grounds; does related work.

NOTE:The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

NOTE: Appointments may be made to positions requiring bilingual skills.

05959 - Bilingual in Spanish and English

SPECIAL SKILL

Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

EXAMPLES OF WORK:

Attends daily roll call and briefing.

Extricates victims from entrapment.

Performs rescue operations such as searching for victims, identifying searched areas, and guiding or carrying victims.

Aids victims at scene of emergency by administering emergency medical treatment such as first aid, CPR or EMT treatment.

May request advice from hospital physician or emergency department.

Radios the dispatcher for additional help if needed.

Reports to the dispatcher the nature and extent of injuries to ensure prompt medical care on arrival.

Prepares victims for transportation in an ambulance.

May be required to transport victims to hospital or other emergency treatment facility.

Loads and unloads equipment.

Selects best route to scene of emergency.

Drives and maneuvers fire apparatus for optimal firefighting position.

Maintains radio communications with emergency personnel and relays information to facilitate firefighting and rescue operations.

Identifies fire source and type and anticipates fire behavior.

Searches for indications of fire cause and protects this evidence for later scrutiny.

Interviews persons at scene of fire and writes down responses.

Shuts off utilities at fire scene.

Lays and connects hose to hydrants, standpipes, and intake and discharge valves.

Directs water stream at or as near as possible to source of fire or other target to extinguish fire or to cool given target, and to prevent ignition.

Transports tools, equipment, and/or people by specialized rope harnesses.

Performs preparatory operations for the delivery of water to discharge lines and determines required pump pressure to provide appropriate pressure.

Replaces and/or makes temporary repairs to damaged hoses and other apparatus.

Locates and exposes hidden structural fires.

Raises, lowers, positions and stabilizes straight ladders, aerial ladders or basket trucks.

Operates master stream appliance or deluge gun.

Operates portable generating equipment.

Identifies and removes, or provides special protection from, flammable or hazardous materials.

Removes or reinforces weakened structural parts.

Secures or covers openings created by fire or firefighters.

Removes water and pumps out flooded buildings and structures to prevent potential health and safety hazards and further structural damage.

Covers or removes petroleum products on roadway to reduce fire hazard and slippery road conditions.

Tours site and notes locations of firefighting resources, corridors, exits, and hazardous materials.

Makes periodic inspections and issues citations to ensure compliance with safety regulations.

Maintains records and files.

Processes telephone and box alarms and determines nature of emergency, alarm box nearest the scene, and company responsibilities; records information.

Monitors radio frequencies and relays relevant information.

Maintains daily log of all house activities, such as time and nature of alarms, units responding, arrival and departure times, names of visitors, time and nature of phone calls, and time and nature of any unusual events.

Inspects and inventories equipment such as first aid supplies, foam supply, batteries, and hand tools, and prepares replacement or repair lists.

Promotes community fire prevention activities such as conducting and timing school fire drills, demonstrating apparatus at schools, parades, and other community events, serves as resource person.

Explains firefighting activities and fire prevention practices.

Maintains and makes minor repairs to firehouse and grounds and performs typical household tasks.

Maintains apparatus, tools, equipment, and protective gear in proper working order and satisfactory condition.

Maintains and performs minor repairs on fire vehicles.

Checks all tools and equipment on fire apparatus at start of shift and on return to quarters from emergency.

Inspects and maintains air pack, hoses and other fire apparatus.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from high school, vocational high school, or possession of an approved high school equivalency certificate.

AGE:

Not less than 18 nor more than 35 years of age at the announced closing date for filing applications for the position. In determining maximum age eligibility of veterans, time spent in active military service during periods specified in the Department of Personnel laws and rules will be deducted from the attained age.

NOTE: When applicants have reached their 35th birthday, they are considered to be over 35 years old. Age limits are based on the announced closing date for filing Department of Personnel applications.

NOTE: In accordance with NJSA 40A:14-45, following is an exception to the 35 year age limit.

Applicants who are qualified firefighters having served in a volunteer fire company or force of the municipality for at least two (2) years preceding appointment may be not less than 21 years of age, nor more than 40 years of age.

CITIZENSHIP:

Must be a citizen of the United States.

LICENSE:

Appointees must complete a firefighting training program approved by the New Jersey Department of Community Affairs, Division of Fire Safety, within the timeframe specified by the Appointing Authority. Appointees are not permitted to participate in firefighting activities prior to completion of this training.

For some jurisdictions, once appointed, employees may be required to successfully complete an approved Emergency Medical Technician Program and maintain certification while employed as a Fire Fighter.

For some jurisdictions, once appointed, employees may be required to successfully complete CPR training and maintain a certification from the American Red Cross or the American Heart Association while employed as a Fire Fighter.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

MEDICAL EXAMINATION:

As a prerequisite for appointment, appointees may be required to pass a thorough medical and psychiatric examination to be administered by the appointing authority. Any psychological, medical, or physical condition or defect which would prevent efficient performance of the duties of the position, cause the appointee to be a hazard to himself/herself or others, or become aggravated as a result of performance of these duties will be cause for rejection.

KNOWLEDGE AND ABILITIES:

Ability to use and maintain firefighting equipment and to learn the theory necessary for effective firefighting and equipment operation, after a period of training.

Ability to apply basic techniques of fighting fires, after a period of training.

Ability to perform strenuous physical activities such as lifting heavy firefighting equipment, climbing standard and aerial ladders, lifting, and carrying people and equipment for rescue and salvage.

Ability to work under conditions of heavy physical exertion in extreme heat and dust, in high and confined areas and smoke filled spaces, and in all kinds of weather, and to maintain physical activity for prolonged periods of time.

Ability to understand and apply principles of emergency medical and first aid treatment after a period of training.

Ability to administer first aid, CPR and other emergency medical care, after a period of training.

Ability to prioritize emergency medical treatment needs, after a period of training.

Ability to understand and apply techniques used to administer pulmonary and cardiac resuscitation, after a period of training.

Ability to understand and apply techniques used to administer oxygen, after a period of training.

Ability to apply appropriate emergency treatment depending on the patient's condition, after a period of training.

Ability to think clearly and to apply knowledge under stressful conditions and to handle more than one task at a time.

Ability to remain calm in emergency situations.

Ability to establish rapport with patients.

Ability to understand and carry out instructions.

Ability to record information in written form.

Ability to function independently and without direct supervision.

Ability to work closely with people, including functioning as a team member, and to exercise tact or diplomacy and display compassion, understanding, and patience.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code(s) which are different work week or work month and/or variants of the job class title:

Job	Variant	State,	Class of Work	State	Local	Salary	Note
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Spec Code		Local or Common	Service	Week	Class Code	Class Code	Range
01839		L	C		N/A	00	-
05959	Bilingual In Spanish And English	L	C		N/A	00	-

This job specification is for **local** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

11/2/2007
