

# BOROUGH OF SAYRE



## JOB DESCRIPTION - PER DIEM APPARTUS DRIVER

### About The Sayre Fire Department

The Sayre Fire Department is comprised of three fire companies Engine Company # 1 which is located at the Boro hall 110 W Packer Ave, Howard Elmer Hose Company #4 which is located at 509 Powell St, and J.E. Wheelock Hose Company #5 which is located at 217 Frank St. in Milltown. The fire departments apparatus consists of a 1996 KME 100 ft. Aerial Quint (*to be replaced with 100' 2022 Pierce Tower/Platform Quint in July 2022*), 2000 Pierce Saber 1750 GPM Fire Engine, 2013 Marion Spartan 2250 GPM Fire Engine, and 2014 Ford F350 Squad.

The membership of the department consists of 40 men and women who are all volunteers. The department has a full time driver located at the Borough Hall who responds to all alarms with the 100' aerial truck.

### DEFINITION OF RESPONSIBILITY:

This position is responsible for driving and operating all SFD apparatus and equipment. The work includes driving and operating fire apparatus in emergency and non-emergency situations; inspecting assigned apparatus and equipment to ensure proper order and working condition; issuing tools and equipment to fire personnel during emergencies. Other major responsibilities include working in coordination with chief's and station captain to perform certain maintenance and minor repairs of assigned apparatus, including fire pumps, aerial equipment, and portable tools and equipment carried on apparatus and equipment. The position also assists in the training and direction of personnel in the skills necessary for future filling of the position. The position requires working in a hazardous atmosphere both in an individual capacity as well as a team member. The position works under the direct supervision of the Fire Chief and the general supervision of the Borough Manager.



## **Essential Job Functions**

- Safely and efficiently drives apparatus to fire, rescue, and MVA calls.
- Safely and efficiently positions, sets ups, and operates fire apparatus with and without direction.
- Performs a variety of technical and manual labor activities and duties as required to operate fire pumps, aerial devices, generators, portable power and hand equipment and tools, connecting hoses to nozzles, apparatus, fire hydrants, appliances, and facility fire control devices, applying visual, sensory, technical and judgmental skills to identify and evaluate fire and rescue considerations and working with various hand and power tools.
- Uses advanced technical knowledge of hose practices, performs complex hydraulic formulas for fire flows and friction loss equations etc. and applies in emergency settings.
- Inspects, maintains, cleans, stocks, and loads various firefighting, tools on department apparatus, units, and vehicles.
- Performs daily, weekly, and monthly apparatus and equipment inspections and tests and completes record keeping measures of inspection, test completions.
- Uses, wears, and maintains various types of personal protective clothing and gear including self contained breathing apparatus, safety gear including helmets, gloves, pants, coats and boots.
- Uses various communications equipment in both emergency and non-emergency environments including two way radios, telephones, cell phones, computers, etc.
- Participates in and ensures apparatus and equipment is properly returned to service after incidents, usage, and or training events.
- Participates in training classes and drills to maintain and enhance firefighting and emergency. Participates in and may instruct “in station” training activities.
- Works with computers to write reports etc. as required.

## **Other Job Functions**

- Assist in delivering public fire and life safety education programs, tours, lectures, etc.
- Cleans, maintains, and performs minor repairs to fire stations and grounds.
- Assist in planning and instructing the fire prevention program
- Conduct and maintain the fire department inventory program
- Plan and instruct the Bulex fire extinguisher program
- Calibrate department gas detectors
- Test and maintain records on department fire hose
- Assist with the junior membership fire program
- Clean snow away from hydrants in the winter
- Building & Property Maintenance
- Performs other duties as assigned by superiors

(NOTE: The duties and responsibilities listed above are for the purpose of determining a common set of minimum qualifications for all positions in this class. They may not include all of the essential job functions of each position in the class. Each position may not be required to perform the entire essential job functions listed above).

## Minimum Qualifications

### Training and Experience:

1. Must be able to drive, position, pump, and operate all fire department apparatus
2. Minimum of five years of active membership in the fire service (must be proven through training certificates, and letters of recommendation from a chief fire officer)
3. Pump Operations I
4. Aerial Apparatus Practices
5. Emergency Vehicle Operators Class
6. Delmar Firefighting or equivalent
7. Valid Driver's License - CDL Preferred
8. Hazardous Materials awareness
9. NIMS 100 (Must complete within 30 days of hire)
10. NIMS 200 (Must complete within 60 days of hire)
11. NIMS 700 (Must complete within 90 days of hire)
12. NIMS 800 (Must complete within 120 days of hire)

### Knowledge, Skills, and Abilities (Entry Level):

- Knowledge of the principles and practices of fire suppression, fire prevention.
- Knowledge of the operation and maintenance of department vehicles, apparatus, and equipment.
- Knowledge of the types, causes, character, and behavior of fires.
- Knowledge of the street and hydrant locations in Sayre Borough.
- Skill in performing physically strenuous work such as lifting, carrying, and dragging ladders, hoses, and other firefighting equipment.
- Skill in operating departmental vehicles, apparatus, and equipment.
- Skill in participating and conducting fire safety programs.
- Skill in maintaining records.
- Ability to operate aerial truck, fire engines, and other fire emergency apparatus.
- Ability to maneuver apparatus at emergency scenes. Ability to perform hydraulic calculations.
- Ability to operate fire pumps.
- Ability to perform minor repairs and preventative maintenance of equipment.
- Ability to act calmly and decisively in emergency situations.
- Ability to maintain effective working relationships.
- Ability to communicate effectively.
- Ability to perform routine maintenance & winterization of building heating system.

### **Knowledge, Skills, and Abilities (Full Performance):**

1. Pump II
2. CDL Driver's license (preferred)
3. Aerial Apparatus Extended
4. Apparatus Preventive Maintenance
5. Arson Awareness
6. Fire inspection code
7. Knowledge of the operation of aerial trucks and fire engines.
8. Knowledge of the operation of water supply lines, hoses, and nozzles.
9. Knowledge of advanced fire ground hydraulics.
10. Knowledge of hook-up procedures at hydrants.
11. Knowledge of the principles and practices of pumping operations and equipment.
12. Knowledge of departmental Standard Operating Guidelines (SOG's) regulations, policies and operating procedures.
13. Skill in the operation of aerial truck and fire engines.
14. Skill in maneuvering apparatus at emergency scenes.
15. Skill in performing hydraulic calculations.
16. Skill in the operation of fire pumps.
17. Skill in performing minor repairs and preventative maintenance of equipment.
18. Skill in investigating the causes of fires and in inspecting structures with the code enforcement officer for compliance with the Fire Code.
19. Ability to perform hydraulic calculations.

### **SUPPLEMENTAL INFORMATION:**

**Physical and Environmental Conditions:** The work of this classification entails the performance of heavy physical labor involving fire suppression, rescue, and emergency medical operations. Work requires exposure to potentially hazardous public safety activities.

**Conditions of Employment:** Employees in this classification may be assigned to work on a rotating or fixed shift basis, which will include nights, evenings, weekends, and/or holidays. Employees in this classification are subject to call to duty in emergencies, and may be required to work overtime with little or no notice.

**Character Requirements:** Persons appointed to this classification must be of good moral character and emotionally stable as determined by a comprehensive background investigation and a drug test.

Employees must maintain required licenses and certifications throughout their employment.

Candidates don't have to be members of the SFD. If they belong to another dept and are active in that dept they aren't allowed to be an active member in the SFD. If a candidate wants to join the SFD that person may join any one of the companies.

Drivers will have to be qualified to operate the equipment. The fire chief or his designee(s) will qualify the driver by testing his knowledge of the streets and hydrants, driving test, and operation of the pumps and aerial device operation.



**BOROUGH OF SAYRE  
110 WEST PACKER AVENUE  
SAYRE, PA 18840  
(An Equal Opportunity Employer)**

**GENERAL INSTRUCTIONS:** Each section must be completed in order for the Borough of Sayre to accept this application as complete. Print, DO NOT TYPE, answers to every question. If a particular question does not apply to you, please mark "N/A." If space available is insufficient, use the reverse side and precede with the number of the referenced block. Do not misstate or omit material fact since the statements made herein are subject to verification to determine your qualifications for employment.

**QUESTIONNAIRE**

_____	_____
Name	<b>NOT APPLICABLE</b> Social Security Number
_____	_____
Address	Telephone

**Give the following information concerning any vehicle operator's license you have held or now hold:**

Type of License	License Number	State	Expiration
_____			
_____			

Have you had your license suspended or revoked? Yes \_\_\_ No \_\_\_

**Have you ever been convicted of a misdemeanor, felony, or greater criminal violation? If yes, state violation, court of jurisdiction, and date of conviction.**

\_\_\_\_\_

\_\_\_\_\_

**Education.** List junior high, senior high, college, business or trade schools attended.

	City/State	Highest Grade Completed	Did you graduate? (Yes / No)	Degree
High School				
Technical, Business or Other Schools				
College, University, or Professional School				

**Employment.** Provide information about your current or most recent job including fulltime, part-time, temporary, or seasonal employment.

From:	Name & Address	Job Title
Mo/Yr		
To:		
Mo/Yr		

From:	Name & Address	Job Title
Mo/Yr		
To:		
Mo/Yr		

From:	Name & Address	Job Title
Mo/Yr		
To:		
Mo/Yr		

**Military Status:**

	Yes	No
Have you served in the U.S. Armed Forces? If yes, attach a copy of your discharge/separation.	_____	_____
Do you claim veteran's preference?	_____	_____
While in military service, were you ever convicted for any crime graded as a misdemeanor, felony, or greater offense? If yes, give date, place, law enforcing authority, or type of court or court martial, charge, and action taken for each incident using a separate sheet to record this information.	_____	_____
Are you presently a member of a U.S. Reserve or State Guard organization?	_____	_____

**Department References:** List at least five department references who have definite knowledge of your qualifications for the position of this application. Do not list relatives.

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**Remarks:**

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers and that the entries made by me above are true, complete, correct to the best of my knowledge and belief, and made in good faith.

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date