

CITY OF NORWICH
CIVIL SERVICE COMMISSION
Meeting Minutes

July 15, 2020
8:30 a.m.
City Hall

PRESENT

Brian Wessels
Sue Mirabito

ALSO

Lynn Murray
Mayor Sastri

Commissioner Wessels called the meeting to order at 8:30 a.m.

Approval of revised Job Description Fire Fighter

Commissioner Mirabito made a motion to accept the changes for minimum qualification on the Fire Fighter positions. Commissioner Wessels seconded. All ayes.

Fire Fighter

Distinguishing Features of the Class: This is a standardized manual work of a hazardous nature involving controlling and extinguishing fires, protecting life and property, performing various fire prevention duties and maintaining equipment. Instructions are usually received from an assigned supervisor, but there is considerable independent responsibility for the exercise of sound judgment in emergencies. Routine maintenance and custodial work on station and equipment is performed under general supervisor. Performs related work as required.

Typical Work Activities:

Responds to fire alarms and medical emergency calls;
Lays and connects hose line and nozzles;
Turns water supply on and off;
Handles fire hose and directs the stream;
Operates pumps and related equipment;
Drives and operates motor driven firefighting equipment;
Places and climbs ladder and enters burning buildings when necessary;
Makes openings in burning buildings;
Performs salvage operations at scene of fire such as covering furniture with tarpaulins and removing debris;
Performs fire prevention duties and inspections;
Answer telephone and radio calls;
Performs miscellaneous clerical work as required;
Assists in giving emergency first aid to injured persons;
Cleans and maintains firefighting equipment in good operating condition;
Performs a variety of routine tasks in connection with the maintenance and repair of buildings and grounds;
Attends on duty and all in-training classes as required.

Full Performance knowledge, skills, abilities and personal characteristics:

Candidates must have mental alertness;
Good knowledge of the geography of the area;
Working knowledge of modern fire control and prevention methods;
Working knowledge of the operation of fire and emergency vehicles, equipment and apparatus;
Ability to operate heavy motor equipment;
Mechanical aptitude;
Ability to get along well with others;
Ability to follow oral and written instructions;
Conscientiousness and dependability;
Willingness to respond quickly to emergencies;
Willingness to perform any task assigned;
Physical condition commensurate with the demands of the position.

Minimum Qualifications:

1. Graduation from high school or possession of a high school equivalency diploma; and
2. Current certification as an Emergency Medical Technician – Basic (EMT-B) as issued by the New York State Department of Health-Emergency Medical Service Bureau. Preference will be given for possession of an Advanced Life Support Certification must be completed within 90 days of appointment and maintained during employment as a fire fighter; and
3. Possession of a valid New York State Driver's license at time of appointment and maintain it during employment as a Firefighter.

Revised & approved 7/15/2020

Set next meeting, tentative: September 22, 2020 at 8:30 a.m,

Commissioner Wessels **moved** to adjourn at 8:32 a.m. Seconded by Commissioner Mirabito approved ayes all.