

Town of Windsor Locks
WINDSOR LOCKS FIRE DEPARTMENT



2 Volunteer Drive
Windsor Locks, CT 06096
Tel.: (860) 627-1468 Headquarters, (860) 627-1461 Dispatcher
Fax: (860) 292-6811

Job Description

Part-Time Fire Service Coordinator

Position Title: Part-Time Fire Service Coordinator

Direct Supervisor: Fire Chief, Asst Fire Chief & Deputy Fire Chief

Location: Windsor Locks Fire Department, 2 Volunteer Drive, Windsor Locks, CT

Salary: Up to \$22.00 per hour

The Windsor Locks Fire Department is looking for experienced Firefighters for part-time positions, to work with a team of experienced professionals that are dedicated to saving lives and protecting the property & residents of the Town of Windsor Locks.

Job Description

Windsor Locks Fire Department Part Time Fire Service Coordinator

The Windsor Locks Fire Department will be accepting applications for Fire Service Coordinator to staff positions on a Part-Time basis. An hourly rate will be offered to cross trained personnel who meet the minimum requirements stated below. Successful candidates will be required to complete a (6) month probationary period. Part-Time Fire Service Coordinators will be required to commit to a minimum of 32 hours per month. The selection process will entail the following:

- Completion of a Windsor Locks Fire Department Employee Application Pack or Town of Windsor Locks Online Application.
- Successfully pass a pre-employment physical & drug screening.
- Criminal And Motor Vehicle Background Check
- Submission of current resume.
- Submission of Pre-Requisite Certifications
- List of at least (2) letters of references
- Oral Objective evaluation conducted by Chief of the Department.

Required Pre-Requisites

- Firefighter I & Hazardous Materials Operations Certification in accordance with NFPA 1001 and NFPA 472 or 1072 with at least 6 months experience as a firefighter.
- Interior Firefighter Qualified and Fit Tested.
- Valid American Heart Association – CPR- BLS Provider (Within 3 months of employment).
- Valid Connecticut Driver's License.

Preferred Requisites

- State of Connecticut Emergency Medical Technician (EMT) Certification with at least 1 year experience as an EMS Technician for a medical service
- Firefighter 2 & Hazardous Materials Technician Certification in accordance with NFPA 1001 and NFPA 472 or 1072 with at least 1 year experience as a firefighter.
- Valid Connecticut Driver's License with a "Q" or "CDL" endorsement (within 6 months of employment).
- Qualified to drive all WLFD Engines.

Part-Time Firefighter Responsibilities

- Respond to emergency and non-emergency incidents to provide appropriate services as required including emergency rescue and fire suppression, search & rescue of trapped or injured persons, perform emergency medical and first aid services, preparing reports regarding emergency incidents as needed.
- Possibly drive department apparatus and/or operate on emergency calls or at incident scene.
- Operate numerous types of rescues, emergency and fire suppression equipment and apparatus as necessary; operate, inspect, repair, and perform other technical tasks related to maintaining the apparatus, equipment, and facilities in the area of assignment.
- Participate in a variety of fire prevention operations, activities, and programs.
- Respond to a variety of hazardous materials incidents, to perform defensive or offensive activities which will be dependent upon levels of certification in accordance with state and federal regulations.
- Use departmental computer equipment to input, review and access records, information and other various data.

- Perform other related job duties and related job tasks as assigned by upper-level supervisory staff.
- Must be able to wear proper safety equipment as determined by the department head in accordance with established OSHA regulations

Part-Time Firefighter Abilities

- Work under stress and use good judgement in emergency situations
- Professionally respond to requests and inquiries from the public
- Operate specialized emergency communications equipment
- Participate in providing the full range of emergency medical services and use a variety of specialized medical equipment
- Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals
- Establish and maintain cooperative-working relationships with those contacted in the course of work including city and other government officials, community groups and the public
- Interpret and apply federal, state, and local policies, procedures, laws, and regulations
- Work irregular hours including extended hours in emergency, disaster or other situations influenced by workload or staffing difficulties
- Communicate clearly and concisely, both orally and in writing
- Sufficiently wear/use any personal protective equipment provided by the Windsor Locks Fire Department

Work Hours:

- Monday through Friday – 8 Hour Shifts
- 2 Daily Shift Slots
 - 7am – 3pm
 - 8am – 4pm

Please direct questions regarding this position to blong@wlocks.com