



JOB DESCRIPTION – FIRE 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 Borough 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 department's current apparatus consists of a 1996 KME 100 ft. Aerial Quint, 2000 Pierce Saber 1750 GPM Fire Engine, 2013 Marion Spartan 2250 GPM Fire Engine and a 2014 Ford F350 Squad, and a 2022 Pierce Quint.

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 and responds to calls with the 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 an Chief Officer 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
- Assist with snow removal as directed including away from hydrants in the winter
(Updated - January 2022)
- 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:

- Must be able to drive, position, pump, and operate all fire department apparatus
- 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)

- Pump Operations I
- Aerial Apparatus Practices
- Emergency Vehicle Operators Class
- Delmar Firefighting or equivalent
- Valid Driver's License – CDL Preferred
- Hazardous Materials awareness
- NIMS 100 **(Must complete within 30 days of hire)**
- NIMS 200 **(Must complete within 60 days of hire)**
- NIMS 700 **(Must complete within 90 days of hire)**
- 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.

Knowledge, Skills, and Abilities (Full Performance):

Training and Experience

- Pump II
 - CDL Driver's license
 - Aerial Apparatus Extended
 - Apparatus Preventive Maintenance
 - Arson Awareness
 - Fire inspection code
1. Knowledge of the operation of aerial trucks and fire engines.
 2. Knowledge of the operation of water supply lines, hoses, and nozzles.
 3. Knowledge of advanced fire ground hydraulics.
 4. Knowledge of hook-up procedures at hydrants.
 5. Knowledge of the principles and practices of pumping operations and equipment.

6. Knowledge of departmental Standard Operating Guidelines (SOG's) regulations, policies and operating procedures.
7. Skill in the operation of aerial truck and fire engines.
8. Skill in maneuvering apparatus at emergency scenes.
9. Skill in performing hydraulic calculations.
10. Skill in the operation of fire pumps.
11. Skill in performing minor repairs and preventative maintenance of equipment.
12. Skill in investigating the causes of fires and in inspecting structures with the code enforcement officer for compliance with the Fire Code.
13. Ability to perform hydraulic calculations.

Physical Requirements: Persons appointed to this classification must be able to safely perform the duties of the position without posing a threat to the health or safety of themselves or others.

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.

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.

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 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.

Drivers will be required to wear duty uniforms.



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

1. _____ 2. NOT APPLICABLE
Last Name First Name M.I. Social Security Number

3. _____
List any other names you may have used.

3(a). _____
Home Phone Message Phone

4. _____
Present Address

5. _____
U.S. Citizen? (Yes/No)

6. List all residences for the past ten years, beginning with the most current.

Month & Year

From To Address

7. 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 ___

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

9. **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				

10. **Employment.** Begin with your most recent job and list your work history for the past ten years including fulltime, part-time, temporary, or seasonal employment, and all periods of unemployment.

From:	Name & Address	Job Title
Mo/Yr		
To:		
Mo/Yr		
Salary	Name of Supervisor	
\$		
Duties:		

From:	Name & Address	Job Title
Mo/Yr		
To:		
Mo/Yr		
Salary	Name of Supervisor	
\$		
Duties:		

From:	Name & Address	Job Title
Mo/Yr		
To:		
Mo/Yr		
Salary	Name of Supervisor	
\$		
Duties:		

If you need to supply additional employer information, please use the back of this sheet.

Have you ever been: discharged, furloughed, asked to resign, put on inactive status for cause, subject to disciplinary action while in any position (except military)? If yes, state reason:

Have you ever resigned after being informed your employer intended to discharge you for any reason? If yes, explain, giving name and address of employer, approximate date, and reasons in each case.

12. Are there any incidents not mentioned herein which may reflect upon your suitability to perform the duties that you may be called to take or that might require further explanation? If yes, explain.

13. Have you ever applied for a position with the Borough of Sayre in the last five years? If yes, explain.

14. 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

NOTIFICATION PROCEDURE RELEASE

In the processing procedure required for applicants, it may become necessary to contact the applicant in the event they are being given further consideration for the position of Public Works Laborer with the Borough.

If conventional methods fail in attempting to contact the applicant, a certified registered letter will be sent to the applicant's address listed on the application. Should the registered letter be returned indicating that it was unclaimed or undeliverable, the applicant will be eliminated from further processing and consideration.

It is the applicant's responsibility to notify the Borough, in writing, of an address change. By affixing your signature to this form, the applicant acknowledges that you have read and understood the contents of this procedure.

Date

Signature of Applicant

WAIVER AND RELEASE FOR BACKGROUND INVESTIGATION

I, _____ (Applicant Name), hereby give the Borough of Sayre the right to make a thorough investigation into my background, previous employment, education, and references in order to ascertain my suitability for service as a Public Works Laborer. I release from all liability and claims, all persons, companies, and corporations (public and private) supplying any information whatsoever to representatives of the Borough of Sayre. This includes, and is not limited to, parties with whom I have entered into a written or oral agreement that contains a confidentiality clause. I release, indemnify, and hold harmless the Borough of Sayre, its officials, officers, and employees from and against all liability that might result from conducting such an investigation.

Date

Signature of Applicant

VERIFICATION

I understand that this application has been completed subject to the penalties of 18 PA C.S. 54904 relating to unsworn falsification to authorities.

Date

Signature of Applicant

**PLEASE RETURN COMPLETED APPLICATION TO: ADMINISTRATION OFFICE
SAYRE BOROUGH HALL
110 WEST PACKER AVENUE
SAYRE, PA 18840**