

FREDERICK-FIRESTONE FIRE PROTECTION DISTRICT STANDARD OPERATING GUIDELINES

Section 100.5.5.4

Employee Job Descriptions

POSITION DESCRIPTION

POSITION TITLE: RESERVE FIREFIGHTER/EMT
JOB STATUS: VOLUNTEER

The following position description is established by the Board of Directors of the Frederick-Firestone Fire Protection District to outline the basic requirements, duties, and responsibilities of the Reserve Firefighter/EMT. This position is “at-will,” which means that the Fire District or the employee may terminate the employment relationship at any time and for no reason.

Position Summary:

Under the supervision and direction of the Fire District's command structure, the Firefighter performs a variety of duties associated with the Fire District's training and emergency response programs. The programs provide for all emergent and non-emergent responses for fire suppression, rescue, hazardous materials mitigation, and emergency medical assistance. The Reserve Firefighter of the Fire District may on occasion be responsible for public services related to enforcement and education of all appropriate codes and standards, operational preplanning, and public education as related to life and property safety within the community. The position involves extensive training in, and primary responsibility for, responding to and resolving emergent and non-emergent fire suppression, rescue, hazardous materials mitigation, and medical emergencies.

Supervisor: Shift Officer

Essential Duties:

Firefighting requires skills in combating, extinguishing and preventing fire and other emergencies, and in responding to emergency alarms. The Reserve Firefighter's work requires extensive training in the performance of firefighting, rescue, hazardous materials, and emergency medical assistance. The primary duties and responsibilities of a Reserve Firefighter include, but are not limited to:

1. Consistently promote a professional image of the Fire District during performance of all duties.
2. Successfully complete all required training as necessary to meet the duties of the position.
3. Understand and follow detailed oral and written instructions of superior officers.
4. Clearly and concisely communicate, both verbally and in writing, information necessary to successfully complete all duties and responsibilities.
5. Interact and cooperate in a positive and professional manner with other personnel, career or volunteer, of the Fire District.
6. Maintain awareness of, and compliance with, all rules, policies and procedures of the District.
7. Maintain a current awareness of all streets, roads, and address systems within the District's jurisdiction.
8. Participate in and respond to fire and other emergency alarms, in accordance with prescribed training and safety practices to minimize public and personal hazards.
9. Participate effectively in after fire clean up, salvage, and construction work as required.
10. Administer first aid in emergency situations in accordance with prescribed emergency medical care procedures.
11. Take proper safety precautions, anticipate unsafe circumstances, and act accordingly to prevent accidents. Responsible for safety of self, others, materials and equipment. Use all safety equipment.
12. Maintain all Fire District-required certifications and training requirements
13. Participate in all required training.
14. Assist in maintaining current equipment inventories.
15. Assisting in maintaining all equipment in good working condition.
16. At the completion of each incident response, return apparatus and equipment to the assigned station and location, and insure that the apparatus and equipment are ready for the next incident response.
17. Inspect Fire District apparatus and equipment to insure that all apparatus and equipment are in good working order.

18. Perform routine maintenance and minor repairs on equipment and apparatus. Report all repairs performed, or required but not performed, immediately to the Shift Officer. Perform other tasks as may be assigned from time to time.
19. Maintain an “average” rating as directed in the Fire District Physical Fitness Standards Program.

Education, Training, Experience and Other Requirements:

1. Possess and maintain current knowledge of the streets and road systems of the Fire District.
2. Possess and maintain knowledge of the general physical layout of the Fire District and its boundaries.
3. Possess the knowledge and skills to perform a variety of fire suppression duties and methods.
4. Possess the knowledge and skills to perform a variety of rescue duties and methods.
5. Possess the knowledge and skills to perform and/or assist in medical emergency duties and methods.
6. Ability to competently and safely operate Fire District vehicles, apparatus and equipment as appropriately trained and assigned.
7. Ability to perform or assist in minor maintenance of Fire District vehicles, apparatus, equipment, and facilities, and perform appropriate maintenance as trained and assigned.
8. Respond to alarms and perform according to established Fire District training standards, and basic firefighting, rescue and medical guidelines and protocols.
9. Perform all related duties and assignments as directed from time to time.
10. Ability to communicate clearly and concisely both verbally and in writing.
11. Ability to demonstrate effective problem solving skills through a systematic approach
12. High school diploma or a G.E.D. equivalent.
13. Must possess and maintain a valid Colorado Drivers License and a safe driving record.
14. Obtain State of Colorado Firefighter II certification within three years of original hire date.

15. Colorado Hazardous Materials Certification – Operations Level
16. Colorado State EMT-Basic, EMT-Intermediate or EMT-Paramedic Certification.
17. American Heart or equivalent Certification – CPR.

Working Environment/Physical Requirements:

This position requires work in a variety of locations and conditions, including but not limited to, the fire station and other similar inside work areas, and emergency scenes of every type.

1. Strenuous physical activity under extreme adverse conditions is required.
2. Must possess the ability to lift items in excess of one hundred fifty (100) pounds occasionally and up to sixty (60) pounds frequently.
3. This position requires standing, walking, stooping/bending, lifting, crawling, jumping, sliding, climbing, and repetitive motion.
4. Work is performed in all weather conditions and in extreme temperatures below twenty degrees (20°) Fahrenheit and in excess of one hundred degrees (100°) Fahrenheit.
5. Work is performed under hazardous and adverse conditions, including but not limited to, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
6. Work may result in exposure to smoke, gases, chemicals, fumes, odors, mists and dusts, which can affect the respiratory system or skin.
7. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
8. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
9. This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job

I, Hereby Acknowledges Receipt Of This Reserve Firefighter/EMT Position Description,
I Have Read It And Agree To Accept The Above Captioned Position Of Reserve
Firefighter/EMT Subject To The Provisions Contained Herein.

Person Excepting Position

____/____/____

Fire Chief

____/____/____