

# NORTH WHATCOM FIRE AND RESCUE

## FIRE DISTRICT POLICY

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**Number:** 400.009.01

**Date:** 5/10/05

**Area:** Personnel

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**Subject:** Job Description – Firefighter/Non-Exempt

**Approved:**

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### Policy 400.009.01

#### 1.0 General:

The non-exempt Firefighter is responsible for completing daily assignments, routine station and equipment maintenance, special projects, training and other non-emergency work. He/she also responds to emergency incidents to include but not limited to, emergency medical, rescue, fire suppression, hazardous materials, and public service incidents. Other duties may include fire prevention activities, medical rescue training, fire suppression training, pre-incident planning, inspections, and hydrant maintenance.

#### 2.0 Supervision Received:

The non-exempt Firefighter operates under the direction and supervision of the full paid Shift Officer.

#### 3.0 Supervision Exercised:

The non-exempt Firefighter does not have supervisor authority over other firefighters unless specifically assigned to a command position at an emergency incident scene, or when assigned as an interim officer for other circumstances. Non-exempt firefighters are encouraged to serve as “mentors” for volunteer personnel.

#### 4.0 Essential Duties and Responsibilities:

- 4.1 Drive fire apparatus, including fire engines, water tenders, ladder trucks, ambulances, and other support vehicles.
- 4.2 Operate apparatus on scene, including pumping and aerial ladder operations, and utilizes tools and small equipment
- 4.3 Perform fire suppression and rescue activities, including entering burning structures, directing fire streams, searching and extricating
- 4.4 Perform emergency medical activities, including patient evaluation, trauma treatment, CPR, defibrillation, and insertion of combi-tubes
- 4.5 Respond to hazardous materials incidents at the First Responder-Operations level to perform defensive operations
- 4.6 Assist in fire investigations

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**Replaces:**

**Reviewed:**

**Revised:** 04/21/11

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- 4.7 Respond to public service incidents such as water flow problems, smoke investigations, and public assistance.
- 4.8 Assist in training volunteers and paid firefighters to develop and maintain skills related to fire suppression, medical, rescue, and hazardous materials response
- 4.9 Assist in lesson-plan, training aid, and test development
- 4.10 Conduct public education to inform citizens about maintaining a fire-safe home and workplace
- 4.11 Participate in department, station, company, shift, and, volunteer training classes
- 4.12 Maintain records and prepares incident reports
- 4.13 Assist with developing pre-incident plans
- 4.14 Assist with fire prevention company inspections
- 4.15 Assist with Making purchasing recommendations and preparing bid specifications
- 4.16 Assist in placing new apparatus and equipment in service, including development of draft procedures
- 4.17 Operate computer and office equipment
- 4.18 Perform assigned collateral duties
- 4.19 Conduct periodic safety audits in assigned areas of operational responsibility
- 4.20 Make recommendations for operational changes to ensure compliance with safety regulations
- 4.21 May participate in safety committee meetings and related activities
- 4.22 Conduct periodic inspections of apparatus and equipment to ensure readiness for emergency response
- 4.23 Conduct inspections, minor maintenance and painting of fire stations and related equipment

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- 4.24 Clean fire stations, apparatus, and equipment as part of the regular maintenance program
- 4.25 Assist with Performing maintenance, repairs, annual testing, and fit testing of SCBA equipment
- 4.26 Maintains equipment inventories on apparatus and conducts periodic inspections to prevent shortage
- 4.27 Perform other duties as assigned by the immediate supervisor.

### **5.0 Peripheral Duties and Responsibilities:**

(TBA)

### **6.0 Minimum Qualifications:**

- 6.1 Must be 21 years of age at time of appointment.
- 6.2 Must be a graduate from an accredited high school or have a GED equivalency.

### **7.0 Knowledge, Ability, and Skills:**

- 7.1 Ability, including strength, endurance, and dexterity and skills to safely and effectively use all fire suppression, medical, rescue and hazardous materials apparatus and equipment.
- 7.2 Ability to follow directions, and function safely under general supervision
- 7.3 Ability to assess situations, make decisions independently under pressure, and prioritize tasks and coordinate resources to accomplish objectives, whether at an emergency scene or in the fire station
- 7.4 Ability to effectively communicate with the public during emergencies, as well as routinely when handling questions, complaints, and requests for public service
- 7.5 Skills to effectively communicate, both verbally and in writing, with fire service personnel at all levels of knowledge and competency
- 7.6 Ability to lead volunteers to achieve objectives positively, efficiently and safely

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- 7.7 Ability to operate computer equipment for data entry, word processing, report writing, graphics, and e-mail
- 7.8 Ability to analyze records and use the data to produce reports
- 7.9 Knowledge of public education methods, and skills to create and deliver programs that effectively educate citizens of all ages
- 7.10 Knowledge of Fire District occupancies, ability to recognize potential hazards, and skill to develop comprehensive, understandable pre-incident plans
- 7.11 Knowledge of safety regulations and practices applicable to the Fire District, including those for fire fighting, EMS, rescue and hazardous materials
- 7.12 Ability to recognize unsafe work practices and make timely corrections to ensure continued compliance with safety standards
- 7.13 Knowledge and skills to effectively maintain fire stations, grounds, apparatus, and equipment in a condition that ensures maximum operational readiness for service
- 7.14 Knowledge and ability to determine the best type of apparatus and equipment for the needs of the District
- 7.15 Ability to accept challenging or unusual assignments, and skills to apply education and experience to complete assignment objectives
- 7.16 Knowledge of fire investigations techniques, and ability to assist a fire investigator

### **8.0 Special Requirements:**

- 8.1 Must have successfully completed all entrance examinations and other testing to include written examination, physical ability testing, oral interview, psychological evaluation, drug screen, background check, and driver history check.
- 8.2 Must possess a valid Washington State driver license without any record of suspension or revocation in any state.
- 8.3 Must have current Commercial Endorsement or complete Emergency Vehicle Accident Prevention Program endorsement within probationary period.
- 8.4 Must not have had any felony convictions or disqualifying criminal histories.

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- 8.5 Ability to speak, read, and write the English language and communicate effectively in a manner consistent with the requirements of a company officer.
- 8.6 Ability to meet the fire district physical standards.
- 8.7 Must be IFSAC Firefighter 1 certified at time of submitted application.
- 8.8 Must be Washington State EMT (Emergency Medical Technician) certified at time of application or if licensed or certified nationally or in another state must complete Washington State EMT certification within 90 days after completion of Firefighter Recruit School Training.
- 8.9 Must successfully complete within one-year probationary period and prior to being classified as an Entry Level Firefighter an approved Firefighter Recruit School Training Program determined by the Fire Chief or designee.
- 8.10 Must successfully complete one-year probationary period.

### **9.0 Physical Requirements:**

- 9.1 The physical requirements described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- 9.2 While performing the duties of this job, is frequently required to walk, stand use his/her hands and fingers to operate objects, tools, or controls and to reach with arms and hands. Occasionally required to sit, climb, or balance, stoop, kneel, crouch, or crawl. Must be able to speak, hear, see, taste and smell.
- 9.3 Capable of frequently lifting and/or moving up to 25 pounds and occasionally lifting or moving up to 175 pounds. Specific vision abilities required by the job include close vision, depth perception and the ability to adjust focus. Corrected vision is permitted.

### **10.0 Work Environment:**

- 10.1 Work is performed primarily in an office, in vehicles, and/or in outdoor settings in all weather conditions, including temperature extremes, during daytime and at night. Work is

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often performed in emergency and stressful situations. Exposure to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils can occur.

10.2 On occasion works near moving mechanical parts in high precarious places and is occasionally exposed to wet and or humid conditions, extremes in temperatures, fumes or airborne particulate, toxic or caustic chemicals, the risk of electrical shock and vibrations.

10.3 The noise level in the work environment is usually quiet in the office setting and loud at the emergency scene.

10.4 The duties and responsibilities, physical requirements, and work environment outlined herein are intended only as illustration of the various types of work that may be performed and the various working conditions that may prevail. The omission of specific statements of duties or working conditions does not exclude them from this position, if the work is similar, related, or a logical assignment for the position.

Approved: \_\_\_\_\_  
Chairman, Board of Fire Commissioners  
North Whatcom Fire & Rescue

Date: \_\_\_\_\_

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Name	Title	Classification	Supervisor
	Firefighter	Non-Exempt	Shift Officer

Position Purpose
<p>The primary purpose of this position is to respond to emergency incidents and to prepare for and ensure competency in incident mitigation as well as in other non-emergency functions and operations. The position also performs duties associated with fire prevention, training, pre-fire planning, inspections, hydrant maintenance, and the maintenance of apparatus, equipment and facilities. The individual in this position also performs administrative assignments as assigned to include information analysis and report development.</p>

Special Conditions of Employment
<p>Work is performed independently under general supervision of a shift officer. Work and decisions are expected to follow Fire District guidelines, which include policies and procedures of the district as well as professional and technical manuals.</p> <p>Persons in this position must possess and maintain a valid Washington State drivers license, and must be certified at the Firefighter I and Emergency Medical Technician Level of competency.</p> <p>Persons assigned to this position must be willing and able to work as follows:</p> <ul style="list-style-type: none"> <li>• work on a schedule that may fluctuate due to the nature of assignments or emergencies.</li> <li>• work in all types of conditions (for example, outside or inside rainy or hot weather, day or night)</li> <li>• work under pressure during emergencies or in daily work</li> <li>• work on ladders and on the outside of structures at heights well above ground level</li> <li>• work in conditions of limited or obscured vision and In confined space while wearing self-contained breathing apparatus.</li> </ul>

Employee Signature	Fire Chief Signature
<p>I have read this position description, understand its content, and acknowledge that it will be used as the basis for evaluating my performance while serving in this position.</p> <p>_____</p> <p style="text-align: center;">Employee Signature</p> <p>_____</p> <p style="text-align: center;">Date</p>	<p>This position description accurately describes the essential functions assigned to this position.</p> <p>_____</p> <p style="text-align: center;">District Fire Chief Signature</p> <p>_____</p> <p style="text-align: center;">Date</p>

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