

# NORTH WHATCOM FIRE AND RESCUE

## FIRE DISTRICT POLICY

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**Number:** 400.010.00

**Date:** 11/8/05

**Area:** Personnel

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**Subject:** Job Description – Firefighter, Volunteer

**Approved:**

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### Policy 400.010.00

#### 1.0 General:

The Firefighter-Volunteer is responsible for completing routine station and equipment maintenance, special projects, training and other non-emergency work. He/she also responds when available to most emergency incidents to include but not limited to, emergency medical, rescue, fire suppression, hazardous materials, and public service incidents. Other duties include fire prevention activities, medical rescue training, and fire suppression training.

#### 2.0 Supervision Received:

The Firefighter-Volunteer operates under the direction and supervision of the Station Lieutenant to which he/she is assigned.

#### 3.0 Supervision Exercised:

The Firefighter-Volunteer 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.

#### 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 utilize tools and small equipment
- 4.3 Perform fire suppression and rescue activities, including entering burning structures, directing fire streams, searching and extricating, salvaging, and overhaul
- 4.4 Perform emergency medical activities, including patient evaluation, trauma treatment, CPR, and defibrillation
- 4.5 Respond to hazardous materials incidents at the First Responder-Operations level to perform defensive operations
- 4.6 Assist in fire investigations as directed

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- 4.7 Respond to public service incidents such as water flow problems, smoke investigations, and other public service assistance.
- 4.8 Regularly participate in department, station, and company training classes as a volunteer firefighter to develop and maintain skills related to fire suppression, medical, rescue, and hazardous materials response
- 4.9 Conduct public education to inform citizens about maintaining a fire-safe home and workplace
- 4.10 Maintain records and prepares incident reports
- 4.11 Assist with developing pre-incident plans
- 4.12 Assist in placing new apparatus and equipment in service, including development of draft procedures
- 4.13 Operate computer and office equipment
- 4.14 Perform assigned collateral duties
- 4.15 Conduct periodic safety audits in assigned areas of operational responsibility
- 4.16 Make recommendations for operational changes to ensure compliance with safety regulations
- 4.17 Participate in safety committee meetings and related activities
- 4.18 Conduct periodic inspections of apparatus and equipment to ensure readiness for emergency response
- 4.19 Clean fire stations, apparatus, and equipment as part of the regular maintenance program
- 4.20 Maintain equipment inventories on apparatus and conduct periodic inspections to prevent shortages
- 4.21 Prepare maintenance request forms identifying apparatus and/or equipment deficiencies.
- 4.22 Other duties and responsibilities as assigned by officer personnel.

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**5.0 Peripheral Duties and Responsibilities:**

(None)

**6.0 Minimum Qualifications:**

- 6.1 Must be a minimum age of 21 years of age.
- 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 operate computer equipment for data entry, word processing, report writing, and e-mail
- 7.7 Knowledge of Fire District occupancies, ability to recognize potential hazards, and skill to develop comprehensive, understandable pre-incident plans
- 7.8 Knowledge of safety regulations and practices applicable to the Fire District, including those for fire fighting, emergency medical care, rescue, and hazardous materials
- 7.9 Ability to recognize unsafe work practices and make timely corrections to ensure continued compliance with safety standards
- 7.10 Knowledge and skills to effectively maintain fire stations, grounds, apparatus, and equipment in a condition that ensures maximum operational readiness for service

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7.11 Knowledge and ability to determine the best type of apparatus and equipment for the needs of the District

7.12 Ability to accept challenging or unusual assignments, and skills to apply education and experience to complete assignment objectives

7.13 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 agility testing, oral interview, 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 Emergency Vehicle Accident Prevention Program endorsement.

8.4 Must not have had any felony convictions or disqualifying criminal histories.

8.5 Ability to speak read and write the English language and communicate effectively in a manner consistent with the requirements of a firefighter

8.6 Ability to meet the fire district physical standards.

### **9.0 Physical Requirements:**

9.1 The physical requirements described herein are representative of those that must be satisfied 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.

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- 9.3 Capable of frequently lifting and/or moving up to 10 pounds and occasionally lifting or moving up to 150 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 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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