

PAID FIREFIGHTER JOB DESCRIPTION

POLICY NO. 916
AUGUST 13, 2024
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I PURPOSE

Paid Firefighter Job Description.

II SCOPE

To all members.

III RULE

None.

IV POLICY

- A. Definition: The position of Firefighter is a classified position. They participate in suppression drills, train in firefighting skills and medical rescue techniques and take part in fire prevention activities. All employees of this class are expected to hold EMT-Paramedic or EMT Advanced qualifications to respond to emergency medical calls, and complete in timely order all paperwork generated on EMS and fire calls. A major amount of time is spent in the maintenance of equipment and apparatus as well as in the routine care of buildings and grounds.
- B. GENERAL STATEMENT OF DUTIES: A Firefighter operates under the direction and supervision of District Officers in completing daily assignments, station and equipment maintenance, special projects, training and other non-emergency work as well as participates in emergency medical and fire suppression activities. Firefighters are required, as an essential function of the position, to perform under hazardous conditions involving smoke, heat, and cramped surroundings requiring strenuous physical exertion and above average mobility. Firefighters are frequently outdoors regardless of the weather, in high places requiring the ability to lift and move over 50 pounds. Firefighters are also required to respond to the public welfare, dealing with individuals or groups under extreme stress frequently involving trauma, suffering and personal tragedy. This position is to be performed in accordance with well-defined procedures and regulations with and at times without supervision at both the fire station and at emergency scenes.

C. ESSENTIAL JOB FUNCTIONS:

1. Responds to alarms operating as a company; lays and connects hose lines; directs streams of water; raises and climbs ladders; uses specialized equipment in the suppression of fire, rescue, forcible entry, ventilation, property conservation, overhaul and clean-up. Lays and connects hose lines to hydrants or engines, directs the nozzle in a fog or water stream. Ventilates buildings and places salvage covers over furniture; operates a variety of power tools and equipment, provides emergency power and lighting and removes excess water and debris.
2. Performs a variety of rescue duties; will be required to drive and engineer all district apparatus; attends to the public under stressful situations; administers a variety of medical aid within certification limits to the sick and injured; performs advanced life support duties to the highest level of certification based upon existing district policy; extricates accident victims; may be required to search buildings and retrieve victims from the area or in other like hazardous situations; secures the scene and directs traffic as necessary.
3. Performs or assists in checking, testing, and maintenance of all fire and rescue apparatus, equipment and facilities including effecting the readiness for pre/post emergency equipment; is responsible for daily and weekly equipment and station checks following outlined and implied District Standard Policy and Procedure. Performs general maintenance work in cleaning, storing and reloading hose, cleans and maintains apparatus; equipment and fire hydrants; and in maintenance of station grounds.
4. Assumes responsibility of driver / pumper operator, as delegated; maintains assigned fire apparatus and equipment in a state of readiness.
5. Performs or assists with house chores including but not limited to floor maintenance, trash removal, kitchen upkeep, landscaping requirements, and general housekeeping and basic building preservation for all three stations.
6. Participates in pre-fire surveys and familiarization tours in preparation for fire suppression tactics.

7. Participates in continuing training and instruction programs by individual study or technical matters and attendance at scheduled training sessions including presence/participation at on-shift weekly drills. Attends specialized training conferences, schools, seminars and other training functions to keep abreast of new developments in fire suppression tactics and EMS training as the Fire District may direct or authorize.
8. Compiles, writes and submits required reports concerning fire suppression and emergency medical incidents for submission to District Officers as needed or when required which may include but are not limited to Firehouse-Alarm Reports, Grant Writing, Patient Care Forms, Non-Fire and Fire, Haz Mat and Maintenance Forms.
9. Responds to the general public regarding fire suppression and emergency medical incidents following district policies and procedures handling inquiries in a courteous and respectful manner reflecting a positive attitude.
10. Participates in and/or may be asked to prepare/direct critiques of emergency medical, hazardous materials and fire suppression incidents.
11. Responsible to maintain a high degree of competency and skill in fire protection and perform duties in a manner, which reflects positively on the Fire District.
12. Ability to get along with others.
13. Regular and predictable attendance.
14. The intent of the listing of "typical" tasks is to describe the essential functions of the job. The description shall not, however, be construed as a complete listing of all miscellaneous, incidental or substantially similar duties which maybe assigned during normal operations.

D. MINIMUM KNOWLEDGE, SKILLS AND ABILITIES

1. Must be 18 years of age
2. Minimum three (3) years documented structural firefighting experience (paid, volunteer, military, or a combination thereof).

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3. Must maintain certification at the Oregon Emergency Medical Technician level of EMT Paramedic or EMT Advanced, NFPA Operations Level Responder (HazMat) and NFPA Firefighter 1.
 4. Maintain the ability to physically accomplish the requirements of the district and to respond without notice to emergency incidents; to have above average mobility in confined, claustrophobic, hazardous areas frequently including high places, requiring the ability to lift and move over 50 pounds, regardless of weather and often outdoors with intermittent sitting, standing or stooping for long periods of time without interruption in a noisy environment.
 5. Ability to maintain composure, think clearly and interpret orders and directions under emergency conditions as well as in daily operations. Ability to understand and follow oral and written instructions. Ability to comprehend and apply a variety of fire suppression and prevention materials and information.
 6. Ability to routinely deal with the general public, public employees and officials, volunteers and staff in a courteous manner.
 7. Ability to perform a variety of mechanical operations.
 8. As a requisite to continued appointment in this fire district, a newly appointed fire fighter shall be an at will employee and is required to successfully complete a probationary period of one year before qualifying for classified employment.
- E. PROBATIONARY PERIOD:
Probationary period will be for a period of one (1) year. The time will start from the first day on the job.
- F. EDUCATION/CERTIFICATES:
1. High school diploma or equivalent.
 2. Oregon Drivers License (current).
 3. Current NFPA Operations Level Responder certification (Haz Mat)
 4. Current NFPA Fire Apparatus Driver/Operator or district equivalent.
 5. Current Oregon EMT Paramedic License or EMT Advanced in good standing.