

# East County Fire & Rescue

## Firefighter

(Career and Volunteer)

### Job Description

POSITION: Firefighter

REPORTS TO: Shift Officer or Chief Officer

FLSA STATUS: Non-Exempt

### **JOB DESCRIPTION**

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The firefighter is responsible for fire suppression, Emergency Medical response and general service consistent with stated organizational goals and objectives. In addition, the firefighter is responsible for performing independently or as a member of a team. The areas of responsibility include but are not limited to: fire suppression, emergency medical service, specialized firefighting duties in connection with the operation of vehicles and equipment enroute and at the scene of an incident, training, public education, fire prevention activities, facilities and equipment maintenance, and other related areas as assigned by supervisors.

### **GENERAL DUTIES**

1. Responsibilities may include fire suppression, fire prevention, public education, emergency medical services, hazardous materials response, and other duties as assigned. May be assigned as a nozzle person, engineer, incident commander or other functional title in the Incident Command System.
2. Special rescue techniques such as water rescue, rope rescue, auto extrication, and other activities as deemed necessary.
3. Assumes responsibility of the Shift Leader in the absence of an On-Duty Officer.
4. Performs apparatus checks, and reports repair and safety needs to the Shift Leader or Assistant Chief.
5. Performs cleaning chores and general maintenance of facilities, apparatus, and equipment.
6. Performs as a Project Manager under the direction of the Shift Leader or Assistant Chief as necessary.
7. Maintains operational readiness of equipment.
8. Performs as a team member.
9. Complies with Fire District Policies and Procedures, Rules and Regulations, and Standard Operating Guidelines.

10. Informs supervisor of situations or conditions that exist which might be hazardous or which might be counter to the goals and objectives of the Fire District.
11. Completes all required reports and documentation in a timely and precise manner.
12. Carries out assignments as directed within set guidelines and deadlines.
13. Performs other related Fire District duties as assigned.

## **EMPLOYMENT REQUIREMENTS**

1. Must possess and maintain a Washington State Emergency Medical Technician B certification.
2. Must be a high school graduate, possess a G.E.D. or equivalent.
3. Must be a U.S. citizen and possess a written and spoken command of the English language.
4. Must be at least 21 years of age at the time of appointment.
5. Must pass a medical examination based on the Minimum Medical Standards for Firefighters in Washington Cities and Fire Districts.
6. Must possess a current, clear, and valid driver's license from Washington or Oregon, whichever is your place of residence.
7. Obtain and maintain certification as a C.P.R. instructor.
8. Obtain and maintain an IFSAC Instructor Level I certification by the end of the second year of employment.
9. Obtain and maintain certification as an Emergency Vehicle Incident Prevention instructor by the end of the second year of employment.
10. Obtain and maintain a Hazardous Materials Operations First Responder Level certification.
11. Obtain and maintain certification as a NWCG Wildland Firefighter 1 by the end of the second year of employment.
12. Must pass a probationary examination at the end of the first 12 months of employment. (Ref: NFPA 1001 3-1.1.1, 2007 Edition)

## **SUPERVISION EXERCISED**

1. May assist to coordinate, instruct, or supervise the work of other firefighters, new recruits, or part-time District personnel, as assigned.
2. May be assigned specialized projects. Must be able to demonstrate leadership and delegation skills for successful management and completion of assigned projects.

## **A. ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks.
2. Performs emergency medical activities including administering first aid and providing other assistance as required.

3. Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects.
4. Operates radio and other communication equipment.
5. Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs and pre-fire planning.
6. Maintains fire equipment, apparatus and facilities. Performs minor repairs to District equipment as directed.
7. Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment; does general station upkeep, empties garbage, washes windows, mops floors, cleans bathrooms, and dusts.
8. Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency medical activities.
9. Presents programs to the community on safety, medical, disaster preparedness, and fire prevention topics.
10. Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.
11. Shall perform any other work, duties, special projects, or assignments as directed by the Fire Chief or Chief staff.

**B. PERIPHERAL DUTIES**

1. Assists in District supervisory and administrative activities as assigned.
2. Assists in supervising other firefighters as required. Assists in training new personnel as assigned.

**C. KNOWLEDGE, ABILITY AND SKILLS**

1. Demonstrate an ability to meet and deal with the public and personnel in a courteous and professional manner and promote a positive image of the Fire District.
2. Be able to learn the operation of fire suppression and other emergency equipment.
3. Demonstrate an ability to learn and apply current firefighting, emergency medical, hazardous materials, and fire prevention techniques.
4. Be able to perform strenuous or peak physical effort during emergency and training activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
5. Act effectively in emergency and stressful situations.
6. Be able to follow verbal and written instructions.
7. Communicate effectively orally and in writing.
8. Establish effective working relationships with District volunteers,

- employees, other agencies, and the general public.
9. Meet all of the job performance requirements as defined in Chapter 3 (Firefighter I) of NFPA 1001 *Firefighter Qualifications*.
  10. Shall have **general knowledge** of:
    - (a) The role of the firefighter in the organization of the Fire District;
    - (b) The chain of command within the Fire District;
    - (c) Mission Statement of the Fire District;
    - (d) Code of Conduct and Code of Ethics;
    - (e) The District's Policies and Procedures, Tactical Operations Guidelines (SOPs), and Rules and Regulations;
    - (f) Awareness of OSHA, WISHA, L&I, and critical aspects as outlined in NFPA 1500 regulations and requirements as they apply to the fire service;
    - (g) Basic rope and knot work.
  11. Shall be able to demonstrate and perform the following **general skills**:
    - (a) Ability to don personal protective clothing within one minute;
    - (b) Use Fire District suppression, extinguishment, overhaul, ventilation, forcible entry, wildland equipment, and other equipment and tools as listed below;
    - (c) Properly don SCBA over personal protective clothing, establishing and maintaining correct facial seal within one minute;
    - (d) Demonstrate proper SCBA controlled breathing techniques, low air warnings recognition, and emergency procedures if SCBA fails;
    - (e) Able to wear and use SCBA in smoke filled confined and restricted areas without signs of claustrophobia;
    - (f) Able to carry and properly set up ground ladders (single and extension);
    - (g) Able to extinguish automotive fires, and perform vehicle occupant extrication;
    - (h) Conduct search and rescue in a structure with obscured vision conditions using proper equipment;
    - (i) Conduct an interior structure fire attack as a member of a team;
    - (j) Perform horizontal and vertical ventilation on a structure using proper techniques;
    - (k) Perform overhaul on a fire scene;
    - (l) Combat ground cover/wildland and agricultural fires;
    - (m) Demonstrate any other skills as described in NFPA 1001 for Firefighter level I as a minimum.
  12. Communication skills

- (a) Must possess a working knowledge of the English language—grammar, spelling, punctuation, and language use.
  - (b) Must possess basic computer skills and have working knowledge of Microsoft Word and Excel.
  - (c) Must possess oral and written communication skills sufficient to understand technical instructions, and to independently draft correspondence and other documents as directed by and subject to the approval of his/her supervisor or Chief Officers.
13. Meet the special requirements listed below.

D. SPECIAL REQUIREMENTS

- 1. Must possess, or be able to obtain, a clear, current, and valid Washington State driver's license (or Oregon—if place of residence) without record of suspension or revocation in any State and a record that qualifies them to drive a vehicle under the requirements established by the District's Insurance Carrier. See Rules and Regulations 101.
- 2. Must not have felony convictions, or disqualifying criminal history within the past seven years.
- 3. Must be qualified to be employed in the U.S.
- 4. Must be able to read and write the English language fluently.
- 5. Must be of good moral character and temperament and industrious habits.
- 6. Maintain a Washington State Fire Service Training Emergency Vehicle Incident Prevention (EVIP) certification.
- 7. To maintain status as a volunteer firefighter (does not apply to career full-time/part-time firefighters) you must meet Participation Standards. See Rules and Regulations 401.
- 8. Able to pass the appropriate medical exam, and continually meet the appropriate District adopted medical requirements:
  - (a) as applicable to paid career firefighter/suppression personnel, or
  - (b) of BVFF- *Board for Volunteer Fire Fighters* (applicable to volunteer members).

E. TOOLS AND EQUIPMENT USED

Must possess and maintain a working knowledge of emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

F. PHYSICAL AND MEDICAL DEMANDS

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the individual is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
2. The individual is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk, or use the senses of hearing, taste, or smell.
3. The individual must frequently lift and/or move up to 10 pounds and occasionally lift and/or move 100 pounds or more.
4. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
5. Must be able to continually meet District adopted medical standards for career staff, or BVFF medical standards for volunteer firefighter. (whichever is applicable)

#### G. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the individual regularly works in outside weather conditions, including temperature extremes.
2. Work is often performed in emergency and stressful situations.
3. Individual is occasionally exposed to hazards associated with fighting fires and rendering emergency medical assistance, including smoke, bright flashing lights, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils, and blood-borne pathogens.
4. The individual occasionally works near moving mechanical parts and in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
5. The noise level in the work environment is usually moderate, except during certain firefighting or emergency medical activities when noise levels may be loud.

#### J. ENVIRONMENTAL FACTORS

Essential functions and duties are performed in and affected by the following environmental factors as outlined in NFPA 1582:

1. Operating at incidents of uncertain duration;
2. Spending extensive time outside exposed to the elements;
3. Tolerating extreme fluctuations in temperature while performing duties; fire fighters are required to perform physically demanding work in hot (up to 400°F), humid (up to 100 percent) atmospheres while wearing equipment that significantly impairs body-cooling mechanisms;
4. Experiencing frequent transition from hot to cold and humid to dry atmospheres;
5. Working in wet, icy, or muddy areas;
6. Performing a variety of tasks on slippery, hazardous surfaces such as rooftops or from ladders;
7. Working in areas where sustained traumatic or thermal injuries is possible;
8. Facing exposure to carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, acids, carbon monoxide, or organic solvents either through inhalation or skin contact;
9. Facing exposure to infectious agents such as Hepatitis B or HIV;
10. Wearing personal protective equipment that weighs approximately 50 lb, while carrying an additional 50 – 60 lb. of equipment, and while performing firefighting tasks;
11. Performing physically demanding work while wearing positive-pressure breathing equipment with 1.5 in. of water column resistance to exhalation at a flow of 40L/min.;
12. Working in zero visibility smoke filled structures while wearing a positive pressure self contained breathing apparatus full face mask, potentially creating claustrophobic conditions to the firefighter;
13. Performing complex tasks during life-threatening emergencies;
14. Working for long periods of time, requiring sustained physical activity and intense concentration;
15. Facing life-or-death decisions during emergency conditions;
16. Being exposed to grotesque sights and smells associated with major trauma and burn victims;
17. Making rapid transitions from rest to near-maximal exertion without warm-up periods;
18. Operating in environments of high noise, poor visibility, limited mobility; at heights; and in enclosed or confined spaces;
19. Using manual and power tools in the performance of duties;
20. Relying on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, to maintain personal safety, and to make critical decisions in a confused, chaotic, and potentially life-threatening environment throughout the duration of the operation.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**NOTHING CONTAINED IN THESE JOB DESCRIPTIONS OR ANY OTHER WRITTEN POLICY OF THE DISTRICT IS INTENDED TO BE PART OF ANY EMPLOYMENT RELATIONSHIP OR CONTRACT. THESE JOB DESCRIPTIONS FOR THIS FIRE DISTRICT OR ANY OTHER WRITTEN POLICY OF THE DISTRICT ARE MERELY STATEMENTS OF DISTRICT POLICY AND DO NOT AMOUNT TO PROMISES OF SPECIFIC TREATMENT. FURTHERMORE, THE DISTRICT RESERVES THE RIGHT TO MODIFY THE AFOREMENTIONED JOB DESCRIPTION AND DISTRICT POLICIES AT ANY TIME.**