

# **SUNRIVER SERVICE DISTRICT FIRE DEPARTMENT**

## **RESERVE/VOLUNTEER FIREFIGHTER TRAINEE AND RESERVE/VOLUNTEER FIREFIGHTER**

Job Code – SFDJC 303

### **CLASSIFICATION SUMMARY**

This is a flexible staffed classification for those entering the fire service as reserve/volunteer firefighter trainee; and, upon completion of their training, these individuals will be automatically advanced to reserve/volunteer firefighter.

Reserve/volunteer firefighter trainees are responsible for participating in on-the-job training and directed self-study in order to acquire and maintain proficiency in the knowledge and skills that are necessary to perform the essential duties of reserve/volunteer firefighter. Those working as reserve/volunteer firefighter trainees learn fire-fighting theory and receive training in fire fighting skills through drills, evolutions and rescue techniques. Additionally, reserve/volunteer firefighter trainees receive classroom instruction necessary to be certified as an Emergency Medical Technician I (Basic) in the State of Oregon. Specific instructions are provided under the direct supervision of qualified staff, and upon successful completion of the prescribed training, employees are assigned to perform the full range of duties for reserve/volunteer firefighter.

Reserve/volunteer firefighter trainees and reserve/volunteer firefighters perform under hazardous conditions involving smoke, heat, toxic gases and cramped surroundings. Strenuous physical exertion is usually necessary. Work is normally performed in accordance with well-defined procedures and regulations under the supervision of a fire captain with lead worker oversight from an assigned reserve fire lieutenant and reserve fire lieutenant/engineer.

### **SUPERVISION**

This classification works under the immediate supervision of a reserve/volunteer lieutenant or fire captain.

### **SUPERVISION EXERCISED**

The reserve/volunteer firefighter trainee and reserve/volunteer firefighter position do not supervise the work of others.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

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### **Reserve/volunteer Firefighter Trainee**

1. Receives on-the-job training in the techniques and processes used by fire fighters in the suppression and prevention of fire;
2. Learns basic firefighting skills by practicing supervised drills, evolutions, and rescue techniques;
3. Learns about the Department's equipment, how it is operated and maintained; and learns how to properly and safely use equipment;
4. Actively participates in the classroom, completes required reading and work as necessary to keep up with the prescribed training;
5. Participates in training and other activities to obtain State of Oregon Emergency Medical Technician I (Basic) certification;
6. Provides services to the community such as installing smoke detectors and other related activities such as public education;
7. Performs general cleaning on apparatus and equipment and maintains fire station; and
8. Maintains required certifications.

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### **Reserve/volunteer Firefighter (fully trained)**

1. Responds to alarms and assists in performing a variety of duties that involve attending to the public under stress conditions, using advanced techniques and apparatus to restore cardiopulmonary functions, administering varying degrees of first aid to injured persons, removing accident victims, and administering oxygen as needed;
2. Responds to alarms and assists in performing a variety of duties that include laying and connecting hose to hydrants, holding nozzles and directing water streams, and using a variety of equipment and tools in extinguishing fires and responding to emergencies;
3. Assists in protecting building contents and uses salvage equipment to prevent further damage to buildings and contents;
4. Participates in fire drills and attends classes in fire fighting, emergency medical training, and related subjects;
5. Participates in public fire safety education programs and projects;
6. Performs general cleaning, testing, inspection and maintenance on apparatus and equipment and maintains fire station; and
7. Maintains required certifications.

### **SECONDARY JOB DUTIES AND RESPONSIBILITIES**

1. Facilitates public relations activities such as tours and participation in community functions; and
2. Performs chores at the fire station.

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### **KNOWLEDGE, SKILLS AND ABILITIES (At time of Appointment)**

**As a reserve/volunteer firefighter trainee, personnel must have the ability to gain the following knowledge, skills, and abilities. As a fully trained reserve/volunteer firefighter, personnel must have the following knowledge, skills and abilities.**

Basic knowledge of Department policies and procedures;

Basic knowledge of the principles and practices of fire suppression, prevention, and emergency medical services;

Basic knowledge of the Uniform Fire Code and other adopted fire safety regulations, and the ability to work with the public in a proactive manner to achieve compliance with the regulations;

Basic knowledge of NIMS, ICS, fire suppression tactics and tactics to resolve other emergencies;

Basic knowledge of ambulance operations and applicable local, state and federal laws related to ambulance operations;

Basic knowledge of the operation and maintenance of fire and emergency apparatus and equipment;

Basic knowledge of the incident command system;

Basic skill in operating ambulances, utility vehicles, staff vehicles and light brush apparatus;

Basic skill in reading, comprehending, and applying a variety of fire suppression, rescue and emergency medical services;

Basic skill in reasoning and reacting quickly and calmly in emergency situations;

Basic skill in presenting information to individuals and groups;

Basic skill in utilizing computers and software programs to assist in completing fire service records and reports;

Ability to respond to alarms and other emergency situations that require the execution of full physical and mental activity and exertion; and

Ability to develop and maintain effective working relationships with the public, elected officials, other fire service agencies, and Department staff.

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### **EDUCATION AND EXPERIENCE**

Any combination of experience, education and training that demonstrates the required knowledge, skills and abilities is qualifying.

### **CERTIFICATIONS AND LICENSES**

**For reserve firefighter trainee**, individuals must have a valid Oregon state driver's license at time of appointment and must be able to obtain an Emergency Medical Technician -Basic Certification with the State of Oregon in order to become a reserve/volunteer firefighter.

**For reserve firefighter**, at the end of the probationary period individuals must meet the educational requirements or possess either a Department of Public Safety Standards and Training (DPSST) or NFPA for Firefighter I, NFPA Driver, and Hazardous Materials First Responder-Operations Level. Must possess a valid Oregon state driver's license. Those who work in this position must have an Oregon EMT-Basic certification and completed the NIMS Firefighter Type II Task Book.

### **MENTAL AND PHYSICAL DEMANDS**

This classification continuously or frequently requires decision-making, interpersonal skills, teamwork, creativity, customer service, mentoring, reading/writing/speaking and understanding English, training and supervision, problem analysis, use of discretion, basic math, and independent judgment and action. Physical demands include standing, walking, stooping, crawling, talking, reaching, feeling, sitting, bending, kneeling, climbing, grasping, hearing and handling. This classification may be required to lift, carry, push and/or pull over 150 lbs and work at heights in excess of 20 feet. Strenuous physical activity is encountered on fire and other emergencies. Qualified individuals with a disability and known limitations will be reasonably accommodated to perform the essential functions of this classification.

### **WORKING CONDITIONS**

This classification is exposed to air contamination, confining workspace, dirty environments, electrical hazards, high or low temperatures, high work places, improper illumination, noise, and toxic materials. Those working in this classification must drive apparatus, equipment and vehicles, take responsibility for the safety of others, maintain on-call status, attend evening meetings, and be on-call 24/7.

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### **AVAILABILITY REQUIREMENTS**

To hold active status in this position, personnel are expected to support department activities as outlined in the Sunriver Fire Department Standard Operating Guidelines manual Chapter 2 sections 10,11,12,13.

### Revision History

Established: 12/04/2002 under Resolution 2002-004 approved by the Sunriver Service District Managing Board on 12/04/2002.

8/21/2006- updated "AVAILABILITY REQUIREMENTS" to reflect location changes in SOG manual relative to Chapter 2 sections 10,11,12,13.