



## Robinson Volunteer Fire Department, Inc. JOB DESCRIPTION

**Job Title:** Part-Time Fire Department Specialist  
**Reports to:** Fire Chief

**FLSA Status:** Non-Exempt  
**Revision:** V2.0-2025-05-13

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### JOB SUMMARY

Under the general direction of the Fire Chief, the Part-Time Fire Department Specialist is assigned tasks involving station and apparatus maintenance and cleaning, fire prevention, public relations, and other special assignments as required.

### SUPERVISION

RECEIVES direct supervision from the Fire Chief or their designee.

EXERCISES no direct supervision.

### SCHEDULE AND HOURS

This is a part-time position scheduled for one to three days per week, typically totaling 9 to 27 hours depending on department needs and employee availability. Some flexibility may be required to accommodate special events, emergency responses, or priority projects.

### ESSENTIAL JOB FUNCTIONS

The following duties are intended to be representative of the essential job functions as defined by the Americans with Disabilities Act (ADA) and are not intended to be an exhaustive list of all responsibilities, tasks, and skills required. Employees may be assigned duties not listed here, and reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

#### 1. Maintenance & Cleaning of Apparatus & Equipment

- Conduct regular inspections of fire department apparatus to identify any wear, damage, or malfunction.
- Perform routine maintenance tasks to ensure the optimal functioning of all vehicle components.
- Keep track of cleaning supplies, tools, and equipment necessary for apparatus maintenance.
- Report any shortages or maintenance-related needs to appropriate personnel.
- Maintain accurate records of maintenance activities, inspections, and cleaning schedules.
- Document any issues or defects discovered during inspections and report them to the appropriate personnel.
- Strictly adhere to all established fire department policies, procedures, and safety guidelines.
- Maintain and organize cleaning equipment, tools, and storage areas to ensure efficiency and readiness.
- Be available for emergency response to assist with the preparation, readiness, and operation of fire apparatus and equipment during incidents.
- Be flexible and adaptable to changing priorities and emergency situations.

#### 2. Maintenance & Cleaning of Stations

- Perform routine cleaning tasks, including sweeping, mopping, dusting, and vacuuming.
- Empty trash bins and disposal of waste.
- Clean and sanitize restrooms, ensuring that supplies are adequately stocked.
- Monitor and replenish cleaning supplies to ensure availability for daily tasks.
- Report any maintenance issues or safety concerns to the appropriate personnel.
- Assist with setting up and cleaning after events or meetings.
- Adhere to established cleaning schedules and procedures.

Employee Initial: \_\_\_\_\_

### **3. Training**

- Study Fire Department rules, Standard Operating Guidelines/Procedures, EMS Protocols, general orders, and all documentation pertaining to the job.
- Stay as current as possible on current methods and techniques pertaining to the profession.
- May at times provide training for the department.

### **4. Fire Prevention**

- Assist in fire prevention education.
- Conduct company surveys and pre-fire planning.

### **5. Public Relations**

- May be requested to speak and facilitate demonstrations pertaining to all aspects of fire, EMS, and fire prevention departments.

### **6. Safety**

- Communicate effectively with colleagues, superiors, and other relevant personnel regarding maintenance schedules, issues, and completed tasks.
- Promote safety in all aspects of the Fire Department.

### **7. Other Duties**

- May respond to fires, EMS calls, and other calls for service in line with certifications and training
- May perform administrative and/or supervisory duties and/or functions under the general direction of the Fire Chief or his/her designee.
- May assist in the investigation of fire cause and origin.
- Properly complete all related documentation related to fire, EMS and prevention if necessary.
- Perform other related duties as assigned by the Fire Chief or his/her designee.
- Regular and consistent attendance for the assigned work hours is essential.
- Assist with special projects as assigned.

## **MINIMUM QUALIFICATIONS**

- Be at least 18 years of age at the time of application.
- Must have a High School Diploma or equivalent at the time of application.
- Must have a valid Class-C Texas Driver's License with the ability to obtain a Class-B (non-CDL) within 180 days.
- Must be able to pass a driving and criminal history check.
- Must be able to pass a drug screen.

## **PREFERRED QUALIFICATIONS**

- A valid Class-B Texas Driver's License.
- Current EMS certification issued by the Texas Department of State Health Services of EMR, EMT-B, EMT-A, or Paramedic.
- Certification from the State Firefighters' and Fire Marshal's Association of Texas for Firefighter 1, Firefighter II and Haz-Mat Awareness and Operations, and/or TCFP Basic Structure Firefighter.

## **KNOWLEDGE OF**

- Proper utilization and maintenance requirements of fire apparatus, ambulances, equipment, tools, devices, and facilities.
- Fire prevention, suppression, and education methods, practices, and procedures for a variety of fire, hazardous materials response, emergency management systems and rescue operations.
- Safe work practices and procedures.
- Rules, regulations, and operational procedures of the Fire Department related to modern firefighting and EMS activities.
- Modern office practices, procedures, methods and equipment.

Employee Initial: \_\_\_\_\_

## SKILLS AND ABILITIES

- Demonstrate mechanical aptitude as required in the operation of department apparatus and equipment.
- Retain presence of mind and be able to think and act quickly and effectively in emergency situations.
- Understand and follow oral and written directions promptly and accurately.
- Skill in effective oral and written communication.
- Skill in establishing and maintaining effective working relationships.
- Ability to effectively and safely drive, operate, and maintain the apparatus and equipment used by the Department.
- Be punctual and regular in attendance.

## LICENSES AND/OR CERTIFICATIONS

- Possess and maintain a minimum valid Class C Texas Driver's License, with preference to obtain a Class B Texas (non-CDL) Driver's License within 120 days.

## ENVIRONMENTAL FACTORS AND CONDITIONS

- Work is performed in office and field environments.
- May be subject to exposure to extreme temperatures, extreme weather conditions, hazardous chemicals, toxic fumes, unstable buildings and structures, infectious diseases, body fluids, air and water borne pathogens.
- May be subject to wearing protective clothing and self-contained breathing apparatus for extended periods of time.
- May be exposed to hostile, angry or emotional citizens, patients and business owners.

## PHYSICAL DEMANDS

(This work typically requires the following physical activities to be performed as part of essential job functions.)

- Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.
- Climbing – ascending, descending ladders, stairs, ramps, requires body agility.
- Crawling – moving about on hands, knees, or hands, feet.
- Crouching – bending body forward by bending leg, spine.
- Feeling – perceiving attributes of objects by touch with skin, fingertips.
- Grasping – applying pressure to object with fingers, palm.
- Handling – picking, holding, or working with whole hand.
- Hearing – receive detailed information, make discrimination in sound.
- Kneeling – bending legs at knee to come to rest at knees.
- Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.
- Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.
- Pulling – use upper extremities to exert force, haul, or tug.
- Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.
- Reaching – extending hands or arms in any direction.
- Repetitive Motion - substantial movements of wrist, hands, fingers.
- Standing – for sustained periods of time.
- Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.
- Talking - expressing ideas by spoken word. Shouting to be heard above ambient noise.
- Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.
- Visual Acuity 2 – determine accuracy, neatness, observe facilities/structures.
- Visual Acuity 3 – operate motor vehicles/heavy equipment.
- Walking – on foot to accomplish tasks, long distances, or site to site.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein.*

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Employee Initial: \_\_\_\_\_

Robinson Volunteer Fire Department, Inc.  
Fire Department Specialist (Continued)

The Robinson Volunteer Fire Department provides equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, disability, or any other protected status in accordance with applicable federal and state laws.

**Receipt of Job Description**

This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I understand that my employment is at-will and that I am expected to perform the duties outlined in this job description to the best of my ability. I acknowledge that this job description may be updated as needed by the Fire Chief or the Board of Fire Commissioners.

I have read and understand this job description. By signing below, I further understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.

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Employee's Printed Name

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Date

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Employee's Signature

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RVFD Fire Chief

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Date

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RVFD Board of Fire Commissioner's President

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Date

Employee Initial: \_\_\_\_\_