



Robinson Volunteer Fire Department, Inc. JOB DESCRIPTION

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

FLSA Status: Non-Exempt
Revision: V3.0-2025-10-16

JOB SUMMARY

Under the general direction of the Fire Chief, the Part-Time Fire Department Specialist assists with day-to-day fire department operations, including station and apparatus maintenance, fire prevention activities, public education, and community engagement. This position plays a vital role in ensuring department readiness and supporting both operational and administrative functions.

SUPERVISION

RECEIVES direct supervision from the Fire Chief or their designee.
EXERCISES no direct supervision.

SCHEDULE AND HOURS

This is a part-time, non-exempt position typically scheduled for one to three shifts per week, averaging 9 to 27 hours depending on department needs and employee availability. Part-time employees must submit their availability for a minimum of six (6) shifts per month.

Shifts generally run Monday-Friday from 6:00 AM to 3:00 PM or 9:00 AM to 6:00 PM. Flexibility may be required for special events, emergency responses, or department projects.

ESSENTIAL JOB FUNCTIONS

The following duties are representative of the essential job functions as defined by the Americans with Disabilities Act (ADA) and are not intended to be all-inclusive. Reasonable accommodation may be made for qualified individuals with disabilities.

1. Apparatus and Equipment Maintenance

- Conduct inspections and perform routine maintenance and cleaning of department vehicles and equipment.
- Maintain organized storage areas, supplies, and tools.
- Accurately document maintenance activities, inspections, and deficiencies.
- Report safety hazards or equipment issues promptly.

2. Station Maintenance

- Perform daily and periodic cleaning and upkeep of fire stations and grounds.
- Maintain restrooms, common areas, and workspaces in a clean and sanitary condition.
- Set up and clean after meetings or public events.

3. Fire Prevention and Public Education

- Assist in fire prevention programs, inspections, and public education events.
- Conduct pre-fire plans and assist in documentation as assigned.
- Represent the department in a professional manner at public functions.

4. Training

- Participate in department training and continuing education.
- Maintain current knowledge of department Standard Operating Guidelines (SOGs), EMS protocols, and applicable safety procedures.
- May assist in delivering training as qualified.

5. Operational Support

- Respond to fire, EMS, and rescue calls based on certification level and departmental needs.
- Assist with incident support and logistics during emergency operations.
- Complete all related reports and documentation accurately and promptly.

Employee Initial: _____

MINIMUM QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

- A valid Class-B Texas Driver's License.
- Current EMS certification (EMR, EMT-B, EMT-A, or Paramedic) from the Texas Department of State Health Services.
- Firefighter certifications through SFFMA and/or TCFP Basic Structural Firefighter.
- Prior fire service or emergency response experience.

KNOWLEDGE OF

- Knowledge of apparatus operations, tools, and maintenance procedures.
- Knowledge of firefighting, fire prevention, and EMS operations.
- Skill in effective communication, recordkeeping, and teamwork.
- Ability to maintain composure and make sound decisions in stressful situations.
- Ability to follow written and oral instructions and maintain a positive, professional demeanor.

WORKING CONDITIONS

- Work is performed in office and field environments.
- May be subject to exposure to confined spaces, 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.

EMPLOYMENT CONDITIONS

- This position is at-will, meaning employment may be terminated by either the employee or the employer at any time, with or without notice, and with or without cause. This job description does not constitute an employment agreement or guarantee of continued employment.

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.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Robinson Volunteer Fire Department is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. All employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, genetic information, or any other status protected by applicable law.

Employee Initial: _____

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.

Employee's Printed Name

Date

Employee's Signature

RVFD Fire Chief

Date

Employee Initial: _____