

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Volunteer Firefighter – Job Description
POLICY NUMBER: 2410
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2410.10 General Job Description: The Firefighter is interviewed by the Fire Chief and Assistant Fire Chief and hired by the District Fire Chief and works under the direction and supervision of the Company Officers and/or Chief Officers of the Department.

2410.101 New members shall serve a one (1) year probationary period.

2410.102 The Volunteer Firefighter serves the community by responding to a wide variety of situations, ranging from emergencies that immediately threaten life or property to routine citizen requests for information or assistance. They perform duties within the scope of the Constitution and Bylaws of the Department as well as within the scope of Department and all District policies.

2410.103 The general categories of duties performed by Volunteer Firefighters are as follows: fire suppression, emergency medical aid and/or rescue, hazardous materials response, training, and public education. Volunteer Firefighters are expected to function as part of a highly trained team and are also expected to perform their duties under adverse conditions and physical conditions that may pose a high risk of personal injury or exposure to hazardous conditions or infectious diseases.

2410.104 The Volunteer Firefighter is required to attend regularly scheduled training in order to maintain the high level of knowledge, skill and ability necessary to function safely and effectively as a firefighter and EMS provider in accordance with state law.

2410.105 The work performance of a Volunteer Firefighter is continuously evaluated for general knowledge, skill proficiency, and ability to work as part of a team. Any deficiencies are corrected through remedial training.

2410.12 Distinguishing Characteristics

2410.121 The Volunteer Firefighter is a non-compensated position. The Volunteer Firefighter may be awarded “points” in an effort to cover expenses incurred in the course of volunteering for the Department. Volunteer Firefighters are not assigned to shifts, but are expected to respond from home or work to calls as they are available.

2410.13 Qualifications

Valid California Class C Driver's license and satisfactory driving record, and/or be able to obtain a Commercial Class or Firefighter Class B driver's license, or Ambulance Driver's Certificate.

2410.14 Essential Duties and Responsibilities

2410.141 The Volunteer Firefighter drives or rides on an emergency vehicle in response to fire, rescue and emergency medical events, hazardous materials response/mitigation and routine requests for help or assistance. In the performance of their duties, the Volunteer Firefighter places equipment, lays and connects hoses, operates high capacity pumps and directs water streams, raises and climbs ladders, uses chemical extinguishers, safety belts, lines and hooks and uses self-contained breathing apparatus.

2410.142 The Volunteer Firefighter may enter burning buildings as part of a fire suppression team, perform ventilation tasks above ground, carry heavy objects and equipment, and rescue injured or trapped victims.

2410.143 The Volunteer Firefighter also responds to requests for pre-hospital emergency medical care and transport of sick or injured patients, setting up oxygen and auto-defibrillation equipment, administering pre-hospital emergency care to the sick and injured and performing other related duties as assigned.

2410.144 The Volunteer Firefighter must have the ability to interact with members of the public and co-workers tactfully and professionally.

2410.145 The Volunteer Firefighter must follow the direction of the Fire Chief/company officers at emergency scenes and while attending training.

2410.15 Basic Work Hours

Due to the nature of fire and EMS responses being at any time, there are no set hours, in which case volunteers are issued pagers to be notified of an emergency, and are not subject to the District's basic work hours.

2410.16 Essential Job Tasks

The Volunteer Firefighter is expected to respond to emergencies, as available, to render aid, suppress fires or mitigate other emergencies as needed. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The essential job duties for this position include, but are not limited to:

2410.161 Task: Performance of fire suppression activities, to include structural, vegetation and vehicle fires.

Physical Demand: Close and distance vision, color perception, hearing, clear speech, use of hands to finger, handle or feel objects, tools or controls, walking over uneven ground, climbing, kneeling, stooping, bending, sitting, squatting, upper and lower body flexibility, standing, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs. and infrequently up to 70 lbs.) and driving vehicles. Must be able to wear a self-contained breathing apparatus and bunker gear when appropriate, climb stairs or ladders.

2410.162 Task: Prepare reports, inventories, reads technical manuals, specifications, details and plans, and perform related paperwork.

Physical Demand: Sitting, standing, walking, close vision, reading, handwriting, use of hands to finger, handle or feel objects, tools or controls, reading, handwriting, operation of a computer and other office equipment.

2410.163 Task: Use computers, copiers, calculators and other business machines.

Physical Demand: Sitting, close vision, use of hands to finger, handle or feel objects, tools or controls.

2410.164 Task: Prepare and evaluate reports.

Physical Demand: Sitting, close vision, use of hands to finger, handle or feel objects, tools or controls, reading, operation of a computer and other office equipment.

2410.165 Task: Participates in meetings of personnel.

Physical Demand: Sitting, standing, speaking, hearing.

2410.166 Task: Performs fire inspection work and related documentation.

Physical Demand: Standing, walking over uneven ground, stooping, bending, squatting, climbing, sitting, close and distance vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

2410.167 Task: Perform customer service work.

Physical Demand: Sitting, standing, speaking, hearing, close and distance vision, walking over uneven ground, driving vehicle.

2410.168 Task: Inspects Department buildings, equipment and vehicles to plan repairs, maintenance and related projects.

Physical Demand: Sitting, standing, stooping, bending, squatting, climbing, close and distance vision, hearing, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

2410.169 Task: Prepare structure pre-planning drawings.

Physical Demand: Sitting, standing, stooping, bending, squatting, climbing, close and distance vision, walking over uneven ground, use of hands to finger, handle or feel objects tools or controls, reading, handwriting.

2410.17 Environmental Demands

7005.161 Outside: Works outside frequently in a variety of weather conditions ranging from deep snow to +100 degrees Fahrenheit.

7005.162 Inside: Occasionally works indoors in temperature-controlled environment.

7005.163 Fumes/Gases: Exposure to fumes from construction equipment, sewer gasses and dust from construction operations.

7005.164 Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.

2410.18 Mental Requirements

2410.181 Reading: Reads technical manuals, District maps, written memos and directives, plans, specifications and details, associated reports, material data sheets, safety manuals, and other documents appurtenant to fire/EMS functions.

2410.182 Writing: Writes applicable fire, EMS and other activity reports, memos, messages, prepares letters, faxes and other word processing documents, and fills out other information forms.

2410.183 Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations, prepares and enters information into spreadsheets.

2410.184 Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient and productive operations.

2410.185 Repetition: Minimal repetitive work.

2410.186 Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures.

Ability to define problems, collect data, establish facts, and draw valid conclusions.
Ability to work with others and to formulate appropriate instructions to achieve desired goals.

2410.188 Social Skills: Ability to relate cooperatively with members of the public, cooperator agencies, Department and District personnel.

2410.189 Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.
Ability to communicate all hand signals related to construction operations.

2410.19 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.