

# ORGANIZATIONAL MANUAL



## VOLUNTEER FIREFIGHTER (Entry Level)

Non-Compensated, Non-Represented

Section P  
PERSONNEL  
Procedure P-10V

### Position Summary:

The role of a Volunteer Firefighter (Entry Level) centers on performing duties involved in the protection of life and property including the response to fire, medical and hazardous materials emergencies. Duties include emergency response, training, Building/vehicle/grounds maintenance, daily assignments, and fire prevention activities. May be required to perform other duties as required or directed.

### Supervision Received:

The Volunteer Firefighter (Entry Level) will always follow the chain of command and reports to the on-duty Lieutenant. In the absence of Lieutenant, the Firefighter shall report directly to the Assistant or Deputy Chief.

### Essential Job Duties:

A Volunteer Firefighter (Entry level) Firefighter must:

- Perform rescue duties while in adverse environments include searching for fire victims while walking or crawling, dragging or carrying victims to safety, and extinguishment of the fire. Additional tasks include care of medical patients requiring interactions with individuals, their environment, and family members.
- Effectively work with others and collaboratively function as a team member.
- Maintain apparatus in a constant state of readiness.
- Perform, or recommend performance of, maintenance and repairs on District apparatus and equipment as well as document issues and maintain maintenance and repair logs.
- Compile reports relating to medical calls, fire calls, recommended or ongoing maintenance of equipment, vehicles, or buildings requiring the use of various computer systems and software and the ability to access and navigate the internet.
- Perform weekly grounds maintenance including lawn mowing, weeding, and brush maintenance at all properties.
- Perform basic building care and maintenance.

The Volunteer Firefighter (Entry Level) is responsible for the efficient, accurate, and rapid completion of all tasks assigned to them by an Officer or staff, as the situation dictates. Must be able to maintain required certifications, accreditations, and licensure commensurate with this volunteer position.

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## **Contact with Others:**

A Volunteer Firefighter (Entry Level) will be expected to:

- Work with the general public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Fire Chief.
- At all times reflect a professional image of Philomath Fire & Rescue.

## **Knowledge, Skills, and Abilities:**

This position requires the following knowledge, skills, and abilities to:

- Perform vehicle maintenance including minor electrical or mechanical repair.
- Perform fire suppression, hazardous materials mitigation and emergency medical techniques used by emergency response personnel which are very physically demanding and may be performed over a prolonged period, requiring quick recovery.
- Possess effective listening, oral, and written communication skills.
- Self-motivate and work alone using good judgment.
- Develop solutions to problems and to seek advice as appropriate.
- Enter a building under adverse fire conditions while wearing Firefighter turnout gear and SCBA. Conditions might include toxic smoke, gases, and extreme heat, with little or no visibility.
- Perform emergency medical care not to exceed their scope of practice or training.
- Work in high, open places, confined spaces, and other adverse environments.
- Operate a power saw or other electric or hydraulic equipment in awkward positions, such as overhead, on a sloping surface, or from a ladder.
- Use a variety of tools to remove walls and ceilings, requiring pulling and pushing motions with arms extending overhead for long periods of time, or to force entry into a building or vehicle.
- Perform firefighting and rescue duties while exposed to extreme cold, heat and/or wet environmental elements.
- Maintain composure and make sound decisions in stressful situations.
- Hear and orally respond to verbal orders, calls for assistance, and radio communications, as well as the ability to hear, identify, and appropriately respond to various sounds in an environment of substantial background noises, such as sounds produced by structural collapses, backdrafts, breaking glass, fire, other fire fighters, sirens, traffic, and victims.
- Shout orders, warnings, and responses as the environment dictates.
- Read, learn, and remember new, updated, detailed, and complex information, such as hazardous materials information, medical information, or changes in policy or procedures.
- Apply training, tactics, guidelines and policies in a logical manner.
- Communicate with a diverse range of people to gather information on their medical history or circumstances surrounding an incident and deal with verbal and physical confrontations.

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## **Required Certifications:**

- NFPA Firefighter I Academy
- Certified by DPSST at the Hazardous Materials Awareness Level
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- Pass a department background check
- Pass a NFPA 1582 Physical
- AHA BLS CPR Certification
- Minimum 18 years of age
- High school Diploma/GED or equivalent

## **Desired Certifications:**

- NFPA Firefighter I Certification
- NFPA Driver/Operator
- Certification as an OHA First Responder or higher

## **Training/Education:**

At the direction of the Fire Chief the Entry Level Firefighter will attend training, seminars, conferences, and classes to increase their abilities in the performance of assigned duties.

## **Physical Demands:**

The physical demands described here are representative of those that must be met by an Volunteer Firefighter (Entry Level) to successfully perform the essential functions of this job.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this volunteer position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires the operation of heavy machinery including large fire apparatus.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladders. Specific vision abilities required for this position include the ability to adjust focus and read street and road signs while driving.

## **Mental/Cognitive Demands:**

Work involves multiple tasks that change frequently and require sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to

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be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

## **Work Environment:**

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Availability of the volunteer and the needs of the District will determine hours worked.

Occasionally, this position may require you to attend meetings, seminars, and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief.

## **Selection Guidelines:**

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

This job description does not constitute an employment agreement. And to continue in the voluntary role, the incumbent needs to meet the essential criteria of this position.