

ORGANIZATIONAL MANUAL



VOLUNTEER SENIOR FIREFIGHTER

Non-Compensated, Non-Represented

Section P
PERSONNEL
Procedure P-7V

Position Summary:

The Volunteer Senior Firefighter may act in the capacity of a Lieutenant in the absence of Senior Officers. The Volunteer Senior Firefighter may perform duties, positions, or functions at incident scenes assigned to them by the Incident Commander. Senior Firefighters assist in emergency medical, motor vehicle accidents, hazardous materials incidents, and fire suppression activities. A Volunteer Senior Firefighter may provide supervision to those personnel assigned in the absence of an officer.

Supervision Received:

The Volunteer Senior Firefighter will always follow the Chain of Command and reports to the on-duty Lieutenant. In the absence of Lieutenant, the Senior Firefighter shall report directly to the Assistant Chief or Deputy Chief.

Complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

Supervision Exercised:

The Volunteer Senior Firefighter will:

- Supervise the operations and safety of any crew tasked or assigned to them by the Duty Officer/Incident Commander within the District or at an incident scene.
- Serve in a supervisory capacity for personnel at all levels below Senior Firefighter in the absence of a Lieutenant.
- Lead by example (i.e. attention to duty, completing reports in a timely manner, attendance at drills, teamwork, positive attitude, participation in volunteer firefighter activities, etc.) and must be self-motivated and willing to function as an integral part of Philomath Fire & Rescue's emergency services team.
- Be a role model and reflect the organization's policies, procedures, mission, and vision to all internal and external constituents.
- Oversee the performance of apparatus checks and other projects around the district.
- Assist with the training of personnel at regular and specialized training sessions.
- Provide communication, direction, guidance, and always coaching to others.

ORGANIZATIONAL MANUAL

The list of essential duties is not intended to be exhaustive; additional related duties, as necessary, may be required. In general, this position will:

- Perform all requirements of a Firefighter (Procedure P-9).
- Act as a resource for other personnel on training techniques, hazardous material mitigation, and fire suppression principles, and methods.
- Determine initial actions to be taken at fire and other emergency incident scenes and deploy personnel and apparatus as required in the absence of a Lieutenant.
- Direct response routes to be used by responding units and determine the need for additional resources at incident scenes.
- Direct the operation of apparatus, equipment, and personnel assigned to them.
- Complete accident forms, incident reports and any other forms as necessary.
- Assist with training of personnel at regular and specialized training sessions.
Be self-motivated and willing to function as an integral part of Philomath Fire & Rescue emergency services team.
- Exhibit leadership qualities and develop respectful working relationships with members of the district as well as the community.
- Effectively lead personnel during emergency incidents as well as during daily operations and training.
- Clearly transmit orders and other information to personnel.
- Supervise the exercise of safety and use of personal protective equipment at emergency scenes.
- Response to Automatic or Mutual Aid outside the boundaries of the District In the compacity of in the absence of Lieutenant.
- Other duties as assigned by the Fire Chief, Deputy Chief or designee.

Contact with Others:

A Volunteer Senior Firefighter will:

- Work with the 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.
- Lead by example (i.e. completing reports in a timely manner, participation in volunteer firefighter activities, attendance at drills, teamwork, positive behaviors, etc.)

Knowledge, Skills, and Abilities:

The position of Volunteer Senior Firefighter requires the following knowledge, skills, and abilities:

- Thorough knowledge of the Fire District policies and guidelines governing the operation of the District.
- Working knowledge of hazardous materials control and containment procedures, structural fire suppression strategy and tactics, and wildland firefighting strategy and tactics.

ORGANIZATIONAL MANUAL

- Ability to assist with training programs including teaching others the skills needed to perform specific tasks.
- Exhibit leadership qualities and possess the ability to inspire personnel to follow their lead.
- Possess the ability to analyze emergency conditions and make decisive, effective, and sound course of action.
- Working knowledge of the fire suppression resources of the district and surrounding fire service agencies.
- Physical stamina necessary to perform duties at the emergency scene over prolonged periods of time, in various weather conditions, in potentially hazardous environments.
- Self-motivated and able to collaborate as part of an emergency services team.

Required Certifications:

- Minimum of three (3) years' experience in fire suppression
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- NFPA Firefighter II
- OHA First Responder
- NWCG Firefighter Type I
- NFPA Pumper Operator
- Incident Safety Officer
- Traffic Incident Management Responder training
- NIMS 200 & 800

Any combination of experience and training that provides the required skills, knowledge, and abilities may be substituted for the above at the discretion of the Fire Chief with input from the Officers.

Preferred Certifications:

- NFPA Aerial Operator
- NFPA Mobile Water Supply Operator
- NFPA Instructor I
- NWCG Engine Boss
- OHA EMT or higher
- Fire Inspections for the Company Officer

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The physical demands of this voluntary position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant

ORGANIZATIONAL MANUAL

movement, bending and squatting. Individuals in this 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 voluntary 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 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.

Normal work hours are based upon the shift assignment of the individual.

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.

ORGANIZATIONAL MANUAL

This job description does not constitute an employment agreement between the District and the volunteer and at any point in time, the volunteer or duties can be altered, or terminated.