

CIMARRON HILLS FIRE PROTECTION DISTRICT

POSITION DESCRIPTION



POSITION TITLE: Reserve Firefighter
POSITION STATUS: Volunteer Non-Compensated “Reserve”
FLSA CLASSIFICATION: Volunteer
REPORTS TO: Company Officer (Lieutenant or Captain)

POSITION DESCRIPTION EFFECTIVE DATE: April 25, 2010

This position description is established by the Cimarron Hills Fire Protection District (“District”) to outline the basic requirements, duties and general responsibilities of the Reserve Firefighter position. This position is Volunteer, which means that no pay or compensation will be paid.

SUMMARY OF POSITION:

Under the supervision of the Company Officer (Lieutenant or Captain), the Reserve Firefighter works as a team member in, and responding to, emergencies and providing fire and emergency medical services.

REPORTING RELATIONSHIP:

The Reserve Firefighter works under the direct supervision and guidance of the Company Officer (Lieutenant or Captain).

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Respond to alarms, and protect life and property through the prevention and extinguishment of fires. Assist in the preservation of evidence to determine the origin and cause of fire.
2. Perform emergency basic life support until relieved by advanced life support personnel in accordance with all applicable emergency medical protocols, Federal, State and local laws, and the District’s rules, policies and procedures.
3. Assist Lieutenant(s), Captain(s), Chief Officers, and other crew members in various administrative duties and special assignments, including but not limited to, a) development and implementation of the District’s equipment, apparatus, stations and grounds evaluation and maintenance programs; b) development and implementation of the District’s training and public education programs; c) development and maintenance of the incident reporting system; d) development and implementation of the purchasing and inventory programs; e) development and implementation of special programs, such as hazardous materials or operational programs. Otherwise identified as program coordination and management.
4. Inspect and re-inspect special systems, new and existing commercial, industrial and other buildings for fire hazards, efficiency of fire protection equipment, adequacy of exits and fire escapes, and general compliance with applicable Fire Codes and nationally recognized standards.
5. Attend regular training sessions to learn, refresh and practice fire fighting, EMS and rescue skills and methods.

6. Perform regular maintenance of District apparatus, tools and equipment in order to ensure they are kept clean and in good working order.
7. Perform maintenance of stations and grounds to ensure they are kept clean, safe, stocked, locked and in good working order.
8. Consistently and correctly follow the District's rules, policies and procedures.
9. Ensure complete, accurate and timely preparation and maintenance of District records and reports.
10. Consistently promote a professional image of the District at all times.
11. Select and employ proper strategies and tactics in the mitigation of emergency incidents.
12. Perform such other duties as may be assigned by the Lieutenant, Captain, Deputy Chief and/or the Fire Chief from time to time.
13. Function in a higher capacity as an acting company officer, relief driver, and/or program manager when assigned.
14. Work the required number of shifts and attend the required number of trainings each month to stay compliant with the parameters on the Cimarron Hills Fire Department Member Handbook, related Standard Operating Procedures, and Reserve Program parameters.
15. Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Possess and demonstrate a comprehensive knowledge of the District's rules, policies and procedures, including but not limited to the rules, policies and procedures contained in the District's Member Handbook and the Standard Operating Procedures.
2. Possess and demonstrate proficiency and knowledge of fire behavior, fire chemistry, firefighting safety, effective firefighting tactics, hazardous materials, technical rescue and emergency medical skills methods with ability to access and implement this knowledge during high stress and critical events.
3. Demonstrate a commitment to keep abreast of current developments in the fire and emergency medical services.
4. Continually support a motivational atmosphere for all department members.
5. Possess knowledge of current Incident Command and Management Systems.
6. Demonstrate a courteous and professional manner to the public, paying particular attention to personal hygiene and cleanliness. Maintain composure and a professional attitude under stressful conditions. Demonstrate mature, professional and appropriate conduct at all times and in all places, employing ethics, integrity, honesty and a cooperative teamwork atmosphere.
7. Demonstrate ability to create a work environment in which reserves, volunteers and employees can be open and at ease with each other. Ability to promote and maintain a positive, effective team environment. Ability to establish and maintain harmonious relationships and mutual respect among team members.
8. Demonstrate ability to recognize and accept constructive criticism. Utilize training, direction, delegation and accountability to improve team skills. Provide assistance to subordinates in resolving conflicts. Encourage individual initiative.
9. Demonstrate ability and initiative for continual self-development; work with crew members in preparing and implementing realistic self-development plans; support appropriate job changes and promotions.

10. Demonstrate consistent ability to work as needed to achieve results and/or meet targets within established time frames.
11. Demonstrate sound judgment and the ability to receive feedback and suggestions, initiating regular discussions with crew members.
12. Demonstrate effective listening and speaking skills. Produce clearly organized and easily comprehended written communications. Maintain an open line of communication with superiors and crew members.
13. Proficient in setting goals, receiving delegated tasks effectively without close supervision, and contributing with new ideas.
14. Schedule work for the most efficient and effective performance of activities, and elimination of unnecessary activities. Handle multiple responsibilities simultaneously, prioritize responsibilities appropriately, and perform responsibilities in a thorough and timely manner.
15. Demonstrate ability to meet performance or quality control standards. Ability to deliver results, set control parameters in terms of time, dollars, and budgets.
16. Ability to adapt to necessary changes in operations; willing to try new ideas.
17. Ability to make sound decisions in extremely stressful and life threatening situations. Willing to make timely, fact based decisions; ability to handle uncertainty and clarify ambiguities timely and effectively.
18. Ability to use mechanical skills to perform basic maintenance and repairs on District stations and associated equipment.

QUALIFICATIONS:

Experience:

No previous experience is required as a minimum.

Formal Education:

Must possess a High School diploma or G.E.D., as a minimum educational requirement.

Certificate or licenses:

Must possess, or be eligible to obtain within 30 days of appointment to the position, and maintain a valid Colorado driver's license.

Must satisfy, maintain, and keep current all District, State and Federal Certification and/or Licensure requirements for the following:

Colorado Accredited Firefighter I

Colorado Accredited Hazardous Materials Awareness

NIMS 100

NIMS 200

NIMS 700

NIMS 800

Colorado State Emergency Medical Technician-Basic

NWCG S130/190

Within two years must successfully obtain the following:

Colorado Accredited Firefighter II

Colorado Accredited Hazardous Materials Operations

EMT-B I/V

PHYSICAL, ENVIRONMENTAL AND OTHER REQUIREMENTS:

Physical requirements

Strength and Mobility – Mobility to move to and from various points within the District facilities and within the outdoor environment. Must possess the ability to lift items in excess of one hundred fifty (150) pounds occasionally and up to eighty (80) pounds frequently.

Auditory – Ability to understand and follow oral instructions in the English language.

Verbal – Ability to participate in routine conversation in person or via telephone in the English language.

Visual – Must be able to distinguish circumstances/situations, written materials and other details concerning District facilities and emergent scenes from distances both near and far.

Environmental and Other Requirements

This position requires work in a variety of locations and conditions, including living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.

1. A portion of this position will involve sedentary, administrative work in an office environment.
2. Strenuous physical activity under extreme adverse conditions will be required frequently.
3. This position requires standing, running, walking, sitting, kneeling, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping digging, spraying, reaching over head, reaching away from body, and repetitive motion.
4. Will be required to work in all weather conditions and in extreme temperatures below twenty degrees (20 degrees) Fahrenheit and in excess of one hundred degrees (100 degrees) Fahrenheit.
5. Work may be performed under dangerous, hazardous and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
6. Work may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dusts.
7. Work may result in exposure to individuals or blood-carrying infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, etc.
8. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
9. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
10. This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.
11. This position will involve periods of high physical, mental and/or emotional stress.

RELATIONSHIPS:

Co-workers- Multiple daily interactions to facilitate the coordination of daily company operations and staffing, exchange of information, to complete administrative and operational tasks related to fire stations and district buildings, manage program needs, purchases, inspection assignments, and documentation.

Fire Department Company Officers- Multiple daily interactions to facilitate the coordination of daily company staffing, exchange of information, to complete administrative and operational tasks related to fire stations and district buildings, manage program needs, purchases, inspection assignments, and documentation. As required by the department organizational chart and structure.

Chief Officers- As required by the department organizational chart and structure

Other contacts as assigned, required, or needed.

ACKNOWLEDGEMENT:

I acknowledge receipt of this position description.

Signature

Date

(Print Full Name)

Fire Chief

Date