Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.1.40

2. SUBJECT: ***Job Description - Firefighter***

3. POLICY: Firefighters with Grant County Fire District 3 operate under general supervision, fight fires and perform other related work in responding to alarms and emergency calls for the protection of life and property; perform specialized firefighting duties in connection with the operation of vehicles and equipment enroute and at the scene of an incident.

4. SCOPE: This Policy and Procedure is applicable to all firefighter personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.

   B. All firefighter personnel of the District are responsible for complying with this Policy and Procedure.

6. PROCEDURE:

   A. Supervision Received: Works under the general supervision of a Fire Lieutenant or other District Officer.

   B. Supervision Exercised: May assist in coordinating, instructing, or supervising the work of other firefighters, new recruits, or part-time district personnel, as assigned.

   C. Essential Duties and Responsibilities:

      1. Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks.
      2. Performs emergency medical activities including administering first aid and providing other assistance as required.
      3. Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects.
      4. Operates radio and other communication equipment.
      5. Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs.
      6. Maintains fire equipment, apparatus and facilities. Performs minor repairs

to district equipment.

7. Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.
8. Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency medical activities.
9. Presents programs to the community on safety, medical, and fire prevention topics.
10. Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.

D. Peripheral Duties:

1. Assists in District supervisory and administrative activities as assigned.
2. Assists in supervising other firefighters as required. Assists in training new personnel as assigned.

E. Knowledge Ability and Skills:

1. Ability to meet and deal with the public in a courteous and professional manner and promote a positive image of Grant County Fire District 3.
2. Ability to learn the operation of fire suppression and other emergency equipment; ability to learn to apply standard firefighting, emergency medical, hazardous materials, and fire prevention techniques; ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke; ability to act effectively in emergency and stressful situations; ability to follow verbal and written instructions; ability to communicate effectively orally and in writing; ability to establish effective working relationships with employees, other agencies, and the general public; ability to meet the special requirements listed below.
3. Working knowledge of driver safety; working knowledge of first aid.
4. Shall complete the Washington State Fire Service Training Firefighting Fundamentals course.

F. Requirements:

1. Volunteer/Entry/Lateral
    a. Must possess, or be able to obtain, a valid Washington State driver's license without record of suspension or revocation in any state and a record that qualifies them to drive a vehicle under the

requirements established by the District's insurance carrier.

b. Have not been convicted of a job-related crime or released from prison within the last 10 years.
c. Be qualified to be employed in the U.S.
d. Must be able to read and write the English language.
e. Must be able to comply with the District's Employee Responsibilities and Conduct Policy.
f. Obtain and maintain a Washington State Fire Service Training Emergency Vehicle Incident Prevention (EVIP) certification or equivalent.

G. Special Requirements:

1. Volunteer:
   a. Volunteers must be 18 years or older at the time of appointment, cadet volunteers may be between the ages of seventeen (17) and eighteen (18) if recommended by staff.
   b. To maintain status as a firefighter you must have 10% responses each quarter at your assigned station or 4 12-hour per diem shifts per quarter. As well as a minimum of 24 drills per year or 12 hours of training per quarter.

2. Entry Level:
   a. Prerequisites, qualifications, and active certifications.
      1) Washington State Certified Emergency Medical Technician
      2) IFSAC FF 1
      3) IFSAC Hazardous Material Operations
      4) CPAT at time of hire

   Note: At the Chief's discretion, prerequisites, qualifications, and active certifications may be obtained after hire date for probationary firefighters.

3. Lateral Entry Level:
   a. Prerequisites, qualifications, and active certifications.
      1) Two years of career fire service experience, or three years volunteer.
      2) Washington State Certified Emergency Medical Technician
      3) IFSAC FF 1
      4) IFSAC Hazardous Material Operations
      5) CPAT at time of hire

H. Tools and Equipment Used: Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

I. Physical Demands: The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the individual is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The individual is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.
2. The individual must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

J. Work Environment: The work environment characteristics described here are representative of those an individual encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the individual regularly works in outside weather conditions. The individual occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
2. The noise level in the work environment is usually moderate, except during certain firefighting or emergency medical activities when noise levels may be loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

NOTHING CONTAINED IN THESE JOB DESCRIPTIONS OR ANY OTHER WRITTEN POLICY OF THE DISTRICT IS INTENDED TO BE PART OF ANY EMPLOYMENT RELATIONSHIP OR CONTRACT. THESE JOB DESCRIPTIONS FOR THIS FIRE DISTRICT OR ANY OTHER WRITTEN POLICY OF THE DISTRICT ARE MERELY STATEMENTS OF DISTRICT POLICY AND DO NOT AMOUNT TO PROMISES OF SPECIFIC TREATMENT. FURTHERMORE, THE DISTRICT RESERVES THE RIGHT TO MODIFY THE AFOREMENTIONED JOB DESCRIPTION AND DISTRICT POLICIES AT ANY TIME.