

East Olympia Fire District Six

POSITION DESCRIPTION

Firefighter (Part-Time Paid)

Updated: (12-07-2020)

- Bargaining Unit:** No
- Work Hours:** Six 24-hour and one 12-hour shifts per month;
Maximum 160 hours per month
- Reports to:** This position normally works under the supervision of a Lieutenant. Annual performance evaluations and project assignments will be received from the Lieutenant or Chief Officer.

Nature of Work:

The primary purpose of this position is to provide part-time, paid firefighting personnel to serve the community. Typically, this position serves as the driver/operator (engineer) of the apparatus but may serve in any capacity.

This position performs firefighting, emergency medical care, and fire prevention duties. Included within these duties are the following: Preventing, combating, and extinguishing fires; saving life and property; assisting the public as directed; station and equipment maintenance and related activities as required, and performs other duties as may be assigned.

Duties and Responsibilities:

1. Performs firefighting activities including, but not limited to, driving fire apparatus, operating fire pumps and related equipment, laying hose, climbing ladders, and using Self-Contained Breathing Apparatus (SCBA) equipment. Provides initial scene command functions.
2. Performs emergency medical activities including, but not limited to, basic life support, first aid, and defibrillation.
3. Participates in training for shift responders on various skills including firefighting, hydraulics, hazardous materials familiarization, heavy rescue, and emergency medical services in order to maintain an acceptable skill level.
4. Complies with District policies and procedures, and ensures members are working/operating in a safe and prudent manner.
5. Participates in training and drills to meet department requirements.
6. Completes timely and accurate emergency incident reports and various recordkeeping functions i.e. training reports, station logs, fire and EMS reports, etc.
7. Communicates effectively with others with the use of radios and telephones.
8. Participates in pre-incident planning of buildings, hydrants, and other fire prevention programs.
9. Assists with maintaining fire equipment, buildings, and apparatus, including the performance of minor repairs to Department's properties and cleaning, polishing, and testing equipment.
10. Performs daily checks of fire apparatus and equipment, and any other emergency equipment.
11. Utilizes computers and other electronic equipment for all related assignments.

12. Performs similar or incidental duties as required.

Minimum Qualifications:

1. High school diploma or equivalent.
2. At least 21 years of age.
3. Completion of an accredited recruit academy, in addition to having one year of experience as a volunteer firefighter.
4. Valid Washington State driver's license (by hire date).
5. Driving record consistent with requirements of District insurance carrier.
6. IFSAC Firefighter I certification.
7. Washington State EMT-B certification.
8. Thurston County Medic One Protocol, or obtain within 45 days of hire.
9. NWCG Certified (red card) Wildland FFII, or obtain certification within one year of hire.

Required Knowledge and Skills:

1. Reading and math skills at high school level.
2. Ability to write legible organized paragraphs.
3. Ability to operate hand tools, small equipment, and all firefighting equipment.
4. Ability to follow instructions and take directions.
5. Ability to communicate effectively both orally and in writing.
6. Ability to meet District standards for customer service and teamwork.
7. Ability to perform safe work practices and procedures.
8. Ability to perform incident command functions.
9. Ability to participate in public relation and education programs.
10. Ability to function within the Incident Command System.
11. Ability to drive and operate all fire and EMS vehicles of the district within one year of hire.

Required Interpersonal Skills:

1. Must be able to perform efficiently and effectively as a team member in a combination agency, and in the interest of customer service.
2. Project an image of professionalism through appearance, cooperation, compatibility, punctuality, and enthusiasm.

Physical Requirements:

1. Pass and maintain District's minimum medical and health standards physical requirements, within the purview of the Americans with Disabilities Act.
2. Lift, move, and carry a minimum of 120 pounds.
3. Work at heights of 40 feet or more as required.
4. Successful completion of the Public Safety Testing CPAT, or the District's SCBA Physical Agility Test.
5. Able to jump off a raised area 3 to 4 feet high.
6. Able to drive mobile apparatus under emergency response conditions.
7. Able to carry on his/her back, a self-contained breathing apparatus weighing approximately 35 pounds while carrying 100 pounds of hose on his/her shoulder for up to several minutes at a time.
8. Able to work at heights such as on rooftops or ladders where a sense of balance is needed.
9. Able to crawl on his/her hands and knees.
10. Able to climb up and down ladders, and stairs with tools and/or equipment weighing up to 50 pounds.

11. Able to drag or pull heavy objects such as a person weighing up to 200 pounds, over various floor surfaces and/or terrain.
12. Able to work in ambient temperatures of 100 to 150 degrees F. wearing a self-contained breathing apparatus on his/her back.
13. Able to work in a confined space such as an attic or crawl space of a structure.
14. Able to grip, lift, and carry equipment and/or tools with gloved hands, from the ground, which may weigh up to 100 pounds.
15. Able to use tools to pull down ceilings or walls requiring his/her arms to be above head level.
16. Able to cut/chop holes in roofs, walls, and floors using an axe or power saw.
17. Able to lift and carry a ladder weighing 75 pounds off a truck or from the ground.

Equipment and Mechanical Aids Used:

1. Drive and operate Fire service related apparatus and equipment.
2. Drive and operate EMS apparatus and related equipment.
3. Basic First Response and Hazardous Materials equipment and documents.
4. Computers and other office equipment.
5. Incident Command System tools (maps, marker boards, division boards, radios, etc.).

Working Conditions:

The Firefighter must be able to work effectively under physically and mentally stressful situations including exposure to extreme temperatures, contaminated atmospheres, hazardous materials, adverse weather, heights, confined areas, medical trauma, and illness.

CONDITIONS AND BENEFITS

SENIORITY

Seniority shall be determined by continuous service with the district from date of hire. Resignation, discharge, or retirement shall break continuous service.

PROBATION PERIODS

All new employees will be required to serve a probationary period of twelve (12) months from the date of their employment. Any new employee may be discharged at any time during their probationary period, and such discharge shall not be subject to the grievance procedure per Policy #P-03.

Employees on probationary status shall submit to periodic assessment or testing at the discretion of the Chief, or his or her designee. This is intended to ensure adequate and expected skill retention and progress of the employee.

FISCAL RESTRAINTS/CHANGE IN PROJECT STATUS

In the event of a reduction of available funds to support the Part-time Firefighter Position, it may be necessary to change, alter, or delete the program.

START TIME FOR SHIFT

Start time shall be at 07:00 hours. The district reserves the right to change the start time.

WORK HOURS

The District has elected the 7(k) work period (27-day/204 hours) for the part-time schedule for employees assigned to six (6) 24-hour shifts, and one (1) 12-hour shift per month. The monthly

schedule of hours is a maximum of 160 hours per month. The district may adopt another shift style schedule as needs dictate.

COMPENSATION

The Chief, as appointing authority for the district, shall establish the compensation for all employees as established by the Board of Commissioners.

The district shall pay employees on the fifth business day of each month.

SUBSTITUTION FOR VACATED SHIFTS

At the discretion of the Chief, other employees and/or volunteers may be selected to fill any vacated shift assignment while the shift employee is off.

MUTUAL EXCHANGE OF TOURS

Employees are entitled to trade shifts with proper approval of their supervisor. Both employees must sign the completed Mutual Exchange Form prior to shift lieutenant review. Requests to exchange shifts must be submitted to the shift lieutenant at least 48-hours prior to the first effected shift. When approved and entered on the master shift calendar, the employee actually working the shift shall be responsible for that shift. If approved, this action does not create any overtime opportunities for either employee in the exchange agreement.

APPLICATION OF DISTRICT POLICIES, PROCEDURES, AND GUIDELINES

In general, all of the district's Policies, Procedures, Administrative Polices, Standard Operating Guidelines, Situation Management Guides, etc, where applicable, are referenced for all employees.