

Volunteer Firefighter Position Description

Job Title: Volunteer Firefighter
Reports To: Company Officers, Lieutenant, Captain or Command Staff
FLSA: Not Applicable - Volunteer (with nominal incentive)
Date: January 1, 2019

GENERAL PURPOSE

The Volunteer Firefighter serves the community by responding to a wide variety of situations, ranging from emergencies that immediately threaten life or property to routine citizen requests for information or assistance. They perform within the scope of the policies and procedures of Swatara Fire-Rescue and they perform duties in the following general categories: fire suppression, emergency medical aid or rescue, hazardous material responses, training, building inspections and public education. The Volunteer FF/EMT normally works under the supervision of a company officer and is expected to function effectively as part of a highly trained team. They are also expected to perform their duties under adverse conditions and physical conditions that may pose a high risk of personal injury or exposure to hazardous conditions or infectious diseases.

The Volunteer Firefighter is to attend regularly scheduled training in order to maintain the high level of knowledge, skill and ability necessary to function safely and effectively as a firefighter in accordance standard operating procedures.

The work performance of a Volunteer Firefighter is continuously evaluated for general knowledge, skill proficiency, and ability to work as part of a team. Any deficiencies are corrected through remedial training.

DISTINGUISHING CHARACTERISTICS

The Volunteer Firefighter pay is based upon a nominal incentive program. The Volunteer Firefighter may be awarded “points” to cover expenses incurred in the course of volunteering for Swatara Fire-Rescue. Volunteer Firefighters are not normally assigned shifts but are encouraged to staff stations and to respond from home to Township fire calls. Individuals fulfilling the duties and responsibilities of a Volunteer Firefighter will at all time present themselves in a courteous, professional and responsible manner.

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ESSENTIAL DUTIES AND RESPONSIBILITIES

- Drives or rides an emergency vehicle in response to fire, rescue and emergency medical events, hazardous materials response/mitigation and routine requests for help or assistance.
- In the performance of their duties, places equipment, lays and connects hose; operates high-capacity pumps and directs water streams; raises and climbs ladders; uses chemical extinguishers, safety belts, lines and hooks and uses self-contained breathing apparatus.
- May enter burning buildings as part of a fire suppression team, perform ventilation tasks above ground, carry heavy objects and equipment and rescue injured or trapped victims.
- Responds to requests for emergency medical care of injured persons, setting up and/or operating oxygen and auto-defibrillation equipment, administering pre-hospital emergency medical care to the sick and injured, and
- Performing other related work as duty requires.

DESIRED MINIMUM QUALIFICATIONS

A. Knowledge of:

- Modern fire service principles, procedures, techniques, and equipment.
- Fire protection systems, evacuation considerations, and building construction regulations for fire safety.

B. Ability to:

- Communicate effectively, both orally and in writing; ability to understand and carry out verbal and written instructions using the English language.

C. Other Requirements:

- Must be 18 years of age
- Obtain or possesses and maintain certification to the standard of the Office of the Fire Chief, as a Firefighter I, Vehicle Rescue Technician, Truck Company Operator or Intermediate, when eligible per Swatara Fire-Rescue Personnel Qualifications Standards.
- Maintain physical conditioning necessary to perform efficiently in emergency situations; meet medical and physical agility standards as established.
- Learn the geography of the Township, the location of important buildings and the street system.
- Participate in training drills; attend school and classes on firefighting, hydraulics, first aid and emergency medicine, fire equipment, and apparatus, and other classes associated with recognized fire fighter standards.
- Learn and apply technical information pertaining to fire fighting.
- Assist in performing protective inspections of structures and businesses in the community for fire hazards and pre-incident surveys for tactical planning.

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- Assist in conducting fire-safety education classes.
- Analyze and cope with a variety of emergency situations calmly but effectively and to react quickly to secure accurate and precise information on the location, extent, and nature of fires and emergency aid requests.
- Sustain heavy physical labor during periods of intense activity in emergency situations; to work at varying heights above grade.
- Work within a para-military organization and respond readily to directives.
- Establish and maintain effective working relationships with other volunteers, offices, and the general public; to work effectively as a team member.
- Assist in updating map book for new additions, streets, and complexes for use in emergencies. Service and operate all Township equipment and apparatus.
- Perform necessary maintenance, testing and care of fire hoses, trucks, ladders, and auxiliary equipment and apparatus.
- Prevent waste and damage of materials, supplies, and equipment.
- Perform general maintenance and minor repairs to station facilities; perform assigned janitorial activities and minor maintenance and painting.
- Perform community service activities.
- Maintain necessary records and reports, incident forms, and daily shift operation logs, to accommodate needs of the Township including computer data entry.

D. Training and Experience:

- A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school and it is desirable to have obtained certifications in fire suppression, vehicle rescue, and truck company operations.
- Other training as may be required by Swatara Township Fire-Rescue Services

E. Licenses; Certificates; Special Requirements:

- High School Diploma or GED
- Proboard Firefighter I or equivalent education and experience.

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PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. Physical Demands:

Work is performed primarily in the fire station, then on emergency medical scenes, mass casualty, fire scenes and extra ordinary events as they occur. Performing tasks under emergency conditions may require strenuous exertion. The exposure to death, emotional stress, patients with contagious diseases and terminal illnesses can be expected. Other physical requirements include:

- Maintain balance and strength in awkward positions;
- Speak clearly under stressful circumstances;
- Accurately communicate Ideas orally and in writing in English;
- Respond physically and with speed; and
- Speak loudly.

B. Mental Demands:

While performing the duties of this position, the volunteer will be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; and interact with members, other organizations, and the public. Other mental requirements include:

- Get along well with diverse personalities;
- Handle a significant number of stressful situations and be able to function calmly, coolly and collectively;
- Communicate with co-workers and the people we serve with empathy and respect;
- Create and maintain a positive and cooperative working environment in stressful situations;
- Work smoothly and professionally in an environment where teamwork is essential;
- Work independently with minimum supervision for assigned tasks;
- Exercise sound Independent judgment within general policy and procedural guidelines; and
- Understand and follow federal, state and local laws and regulations, as well as Township policies, procedures and rules.

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WORK CONDITIONS

The work conditions and environment characteristics described here are representative of those a volunteer encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. With or without reasonable accommodations, the individual must have the physical and mental capacity to effectively and competently perform all essential job functions. In addition to other demands, the demands of the position include:

- When responding to emergency situations, may be exposed to: physical hazard from fire, equipment, traffic, smoke inhalation, fumes, dust, and falling objects at emergency scenes, and health risks.
- Performance of hazardous tasks under emergency conditions may require strenuous exertion while dealing with issues such as limited visibility, exposure to hazardous or toxic chemicals and gases, extremes in temperatures, cramped surroundings, and contact with death, emotional stress, contagious diseases, and terminal illness.
- Work during emergency events in adverse conditions.
- Work in intense life-threatening conditions.
- Work in inclement weather conditions.
- Frequently to continuously when responding to calls: running, walking, climbing, stooping, twisting, bending, reaching, pushing and pulling, handling and grasping, lifting and carrying (sometimes in excess of 100 pounds), crouching and kneeling, standing and/or sitting for long periods of time.

DISCLAIMER

The information provided in this description has been designed to indicate the general nature and level of work performed by persons in this position. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of persons performing this position. The Township and the Director of Fire Services has the sole discretion to add or modify the work duties of the position and to designate other functions as essential at any time. This position description is not an employment agreement or contract.