



**Job/Class Title:** Volunteer Firefighter  
**Reports To:** Captain/Chief Officer  
**FLSA Status:** Bonafide Volunteer  
**Preparation Date:** 05-19-2008

**GENERAL STATEMENT OF DUTIES:**

Under the general supervision of a Company officer/Chief officer, the Volunteer Firefighter will have the following duties. Work involves the protection of life and property through fire fighting, fire prevention, and emergency medical care activities, some of which may require strenuous physical exertion under such conditions as smoke, fire, heat and cramped quarters. Work includes direct participation and continual training in fire fighting and rescue work, equipment operation, and routine maintenance of equipment apparatus and of fire stations and grounds. Work is directly supervised and regularly reviewed through observations and inspections of work in progress and results obtained and work performance evaluations. Firefighters conduct community service activities including community education, commercial inspection, and code enforcement. Performs general administrative functions including but not limited to incident reporting, company inspection reporting and other reporting duties. Completes special projects or tasks, which further the departmental mission. Assumes the lead worker role in the absence of supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	VH	Protects life and property through emergency incident response by performing firefighting and rescue incident scene activities, transporting emergency medical care and patients, and occasionally driving and operating fire apparatus in the capacity of Fire Engineer.
2	M	Provides community services by presenting community education and/or school-based education programs, providing emergency standby and public relation services at city special events, providing a variety of non-emergency services including smoke detector checks, conducting commercial fire safety inspections and provide miscellaneous customer service based on customer needs.
3	VH	Performs facility, apparatus and equipment maintenance, performs routine vehicle inspections and minor vehicle maintenance, performs daily station cleaning and grounds maintenance, conducts routine maintenance and inspection of a variety of emergency service equipment. Performs personal maintenance by participating in health/wellness and physical conditioning programs.
4	H	Maintains emergency service skill levels by participating in regularly scheduled skill based training exercises, participating in a variety of continuing education programs, and reviewing current emergency service professional journals and technical literature.
5	L	Performs general administrative functions by completing special projects or tasks such as mapping, facility construction, and support service activities, completing incident response data entry, and finalizing various maintenance logs and request forms.

- Protects property from excessive water and smoke damage by use of waterproof salvage covers, sweeping water, removing debris and sub-grade water removal.
- Administers basic life support care to injured persons and those overcome by fire and smoke.
- Drives, operates and maintains firefighting vehicles and equipment during emergency and non-emergency incidents.
- Operates fire pumps to provide sufficient water pressure to maintain hose streams. Incumbents are highly skilled in water management and the science of hydraulics to efficiently operate extremely complicated pumping apparatus.
- Responds to emergencies and assists the ambulance crew as needed.
- Responds to emergency incidents within the requirements of minimum company standards.
- Positions and climbs ladders to gain access to upper levels of buildings or to assist individuals from burning structures.
- Creates openings in buildings for ventilation or entrance.
- Protect persons and property from harm.
- Maintains apparatus, quarters, buildings, equipment, grounds, and hydrants.
- Participates in drills, demonstrations, and courses in hydraulics, pump operation and maintenance, and firefighting techniques.
- Perform specialized rescue including but not limited to firefighter rapid intervention rescue, hazardous materials incidents, vehicular extrication, rope rescue and mining related incidents.
- Incumbents shall possess specialized capabilities with regards to wildland firefighting.
- Possess a working knowledge of and be certified in the National Incident Management System.
- Inspects district to assure thorough knowledge of all streets, alleys and buildings.
- Participates in training and assists the training of new Firefighters and volunteers; attends training courses, and reads material as assigned; makes presentations to organizations and schools.
- Inspect buildings for fire hazards and compliance with fire prevention ordinances; issues forms to building owners, listing fire regulation violations to be corrected.
- Conducts minor maintenance, inspection and flow testing of fire hydrants per International Fire Code throughout the city and completes required forms.
- Conducts testing of fire department hose to meet NFPA requirements and completes required forms.
- Conducts tours of the fire station and equipment for school children and other visitors.
- Conducts public relations duties outside the scope of emergency services work for community benefit.

**OTHER DUTIES:**

Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Ability to learn a variety of fire fighting duties, methods and techniques; learn the use of tools and equipment used in fighting fires.
- Ability to learn and apply basic life support skills.
- Knowledge of elementary physics, chemistry and mechanics as related to firefighting.
- Mechanical aptitude; ability to learn firefighting principals, techniques and principals of hydraulics applied to fire suppression.
- Work requires the ability to read and understand professional journals, technical reports, administrative policies and procedures, operational guidelines, training manuals, codes, standards, operating and maintenance instructions, safety rules and general correspondence.
- Ability to apply learned material as it pertains to the profession.
- Ability to function effectively in physically demanding and sometimes adverse conditions such as heat, smoke, fire, cramped quarters, etc.
- Ability to climb ladders and work at considerable heights.

- Ability to perform limited mechanical work involved in maintaining emergency services equipment and tools.
- Ability to write reports and correspondence.
- Ability to perform general math calculations such as addition, subtraction, multiplication, division and simple algebraic equations.
- Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, procedures, guidelines, standards, and precedents.
- Ability to speak effectively before groups of customers or organizations.
- Ability to collect data, establish facts and draw valid conclusions.
- Ability to reach logical conclusions quickly in emergency situations.
- Ability to promote community relations through visibility and interaction.
- Ability to interact positively with visitors specific to a resort community.
- Ability to lead others.
- Ability to establish and maintain effective working relationships with fellow employees, supervisors and the public.
- Firefighters must possess extensive interpersonal and human relationship skills as they contact a wide array of customers daily. The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the District such as Police, Sheriff, Public Works, City Administration and Park and Recreation, which may be involved in decision-making or providing approval or decision-making authority. In addition, these incumbents work with individuals outside the District who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

#### **SUPERVISORY RESPONSIBILITIES:**

May be responsible for the direct supervision of volunteers and firefighters from mutual aid departments.

#### **EDUCATION AND EXPERIENCE:**

Possess high school diploma or GED. No prior experience necessary.

#### **SPECIAL REQUIREMENTS:**

- Shall have a current and valid Colorado driver's license; ability to achieve Colorado Division of Fire Safety Firefighter I certification. First Responder and NWCG Firefighter Type II within one year of appointment. Shall be physically fit and able to pass an NWCG pack test as described by Canadian Par-Q. Applicants that are temporarily accepted during the interview process will be scheduled for a ride along on each shift. The rider must spend a minimum of 4 hours with each shift (A, B, C). Shall be able to pass a pre-employment drug screen, CBI background check, and MVR Check. Additional requirements may be necessary depending on additional certifications, for example, hazardous materials technicians require passing an additional annual HAZMAT physical.
- If the applicant holds a current FF-1 or above certification with the Colorado Division of Fire Safety, they will not have to participate in the FF-1 academy. These individuals will have to participate in JPR required training in house. In passing all JPR's and the NWCG pack test the applicant will move to Probationary Firefighter, and you will be eligible to run on the apparatus to emergencies. At this time you will be placed on one of the three shifts. Firefighters are required to maintain their certifications.

- Applicant Firefighters are expected to perform the NWCG pack test and be able to pass prior to the beginning of the FF-1 academy and have completed the ride along program. At this time then you will become Recruit Firefighter.
- Shall be able to pass a pre-employment drug screen, CBI background check, and MVR Check. Additional requirements may be necessary depending on additional certifications, for example, hazardous materials technicians require passing an additional annual HAZMAT physical. Firefighters are required to maintain their certifications.

**PHYSICAL REQUIREMENTS:**

Refer to NFPA 1582, *Standard on Medical Requirements for Firefighters and Information for Fire Department Physicians.*

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Incident operations, station functions, presentations, special events.
Sitting	F	Deskwork, meetings, station functions
Walking	F	Incident operations, station functions, commercial inspections.
Lifting	F	Incident operations, patient movement, equipment movement, physical conditioning, station functions
Carrying	F	Incident operations, equipment movement, station functions
Pushing/Pulling	O	Incident operations, physical conditioning, hoseline operations, station functions
Reaching	F	Incident operations, station functions
Gross Dexterity	F	Incident operations, equipment movement, station functions
Fine Dexterity	O	Patient intervention skills, station functions
Kneeling	F	Incident operations, patient intervention, station/vehicle maintenance, physical conditioning.
Crouching	O	Incident operations, community education, station functions
Crawling	O	Incident operations, training.
Bending	F	Incident operations, patient intervention, station/vehicle maintenance, physical conditioning.
Twisting	O	Incident operations, physical conditioning, station functions
Climbing	O	Ladders, inclined emergency services work
Balancing	O	On ladders, roof tops, high or precarious locations

Vision	C	Incident response, station functions, deskwork.
Hearing	C	Communicating with personnel, patients, telephone.
Talking	C	Communicating with personnel, patients, telephone.
Repetitive Movements	O	Typing, mousing
Eye Strain	F	Driving, computer use, training, sleep deprivation
Foot Controls	F	Driving

### **WORK ENVIRONMENT:**

Work is primarily performed in one of three locations: office environment, outdoors or on emergency incident responses. The office environment consists mainly of typically climate controlled, indoor, furnished workspace with telephone systems, computer workstations and other typical work equipment. Outdoor working environment consists of day and night conditions typical of a high altitude, mountainous environment. Emergency incident response work is performed under circumstances involving the potential hazards associated with fires, accidents and other disturbances, which may be life threatening or cause bodily harm. The employee is frequently exposed to wet and/or humid conditions; high, precarious places, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions and extreme heat. The employee is occasionally exposed to risk of electrical shock. Must be able to perform work duties effectively in physically demanding and sometimes adverse conditions such as heat, smoke, fire, cramped quarters, etc.

### **MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

#### Fire apparatus and equipment:

Including but not limited to engines, aerials, rescue squads, ambulances, wildland engines, water tenders, ATV's, pumps, small engine equipment, rescue tools, air bags, hoses, appliances, nozzles, hand tools, salvage and overhaul equipment, ventilation equipment, SCBA's, monitoring and detection equipment, closed circuit breathing apparatus, decontamination equipment, rope rescue equipment, ignition equipment, ladders, illumination equipment, forcible entry equipment, thermal imaging camera, etc.

#### Emergency medical equipment:

Including but not limited to sphygmomanometer, stethoscope, combitubes, airway adjuncts, automated external defibrillators, bag valve masks, oxygen delivery appliances, patient transport devices, spinal immobilization equipment, pharmaceutical delivery with physician advisor protocols and standing orders, etc.

#### Communications equipment:

Including but not limited to telephone equipment, handheld radios, mobile radios, base radios, SCBA voice amplifiers, hand signals, air horn emergency signals, public address systems, etc.

#### Computers with extensive software applications:

Including but not limited to desktop workstations, PDA's, laptops, GPS's, LCD projectors, digital cameras, PC tablets, scientific calculators, fire alarm systems, monitoring and detection equipment, etc.

#### Basic tools:

Including but not limited to shovels, axes, hammers, hand tools, etc.

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	O = Several Times Per Year	R = Rarely	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION/S	
Mechanical Hazards	D	Extreme Temperatures	S	Office Environment	X
Chemical Hazards	D	Noise and Vibration	D	Warehouse	
Electrical Hazards	D	Wetness/Humidity	O/S	Shop	
Fire Hazards	O/S	Respiratory Hazards	D	Vehicle	
Explosives	R	Physical Hazards	D	Outdoors	X
Communicable Diseases	D	High Winds	O/S	Other Location (See 1 Below)	X
Physical Danger or Abuse	D	High Altitude	D		

(1) Emergency incident response

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Interruption of Daily Routine	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 1 below)	F

(1) Interruption of sleep and changes in meal schedules