

**GLADSTONE PUBLIC SAFETY DEPARTMENT
JOB DESCRIPTION**

**Position Title: Volunteer Firefighter
Department: Public Safety**

**FLSA Designation: Non-Exempt
Supervisor: Public Safety Officer
D/Sgt, Sgt, Lieutenant, Director of
Public Safety, City Manager**

SUMMARY

Protect life and property by performing firefighting, rescue, emergency aid, hazardous material, and fire prevention duties. Maintain fire equipment, apparatus, and facilities. Perform fire related community activities and all fire related duties in accordance with department policy.

SUPERVISION RECEIVED

Work under the general supervision of a Public Safety Officer, Public Safety Sergeant, Detective/Sgt, Lieutenant and the overall supervision of the Director of Public Safety and the City Manager. Individual Volunteer Officer assignments are maintained by the Volunteer Fire Department, which are contained in their Constitution and By-Laws (Revised, 9-9-1991).

SUPERVISION EXERCISED

None

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all-essential duties. (These examples do not include all of the duties the employee may be expected to perform)

Respond to calls for service and perform firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment, extinguishments tasks, operation of extrication tools and equipment. Use forcible entry tools, chainsaws, roof saws, air tools, and related emergency equipment.

Works an assigned teams and/or on individual assignments using own judgment in deciding course of action, being expected to handle difficult and emergency situations without assistance.

Maintains normal availability by pager or telephone for dispatch on major emergencies.

Carries out duties in conformance with Federal, State, County and City laws and ordinances as well as departmental policies, procedures and general orders.

Undertake community oriented fire related education as possible.

Maintain contact with Public Safety supervisory personnel to coordinate investigation activities. Provide mutual assistance during emergency situations including but not limited to traffic control and provide general information about department capabilities.

Perform emergency aid activities including administering basic first aid and providing other assistance as required.

Attend classes in firefighting, emergency medical care, hazardous material incidents, and other related subjects.

Receive and relay fire call and alarms. Operate radios and other communication equipment.

Maintain fire equipment, apparatus and facilities. Perform minor repairs to departmental equipment.

Perform general maintenance work in the upkeep of fire facilities and equipment, clean and wash walls and floors, care for the grounds around the station if needed, make minor repairs. Wash, hang and dry hose. Wash, clean and polish, maintain and test apparatus and equipment.

Assist in developing plans for special assignments such as emergency preparedness, hazardous communications and training programs for the department and the community.

Present programs to the community on safety and fire prevention topics.

PERIPHERAL DUTIES

Maintain up to date knowledge of technology and industry standards.

Maintain contact with general public, court officials, fire officials and City officials in the performance of Volunteer activities.

Assist in departmental administrative activities and supervisory activities as assigned.

DESIRED MINIMUM QUALIFICATIONS

Must be 21 years or older at the time of employment

Must possess, or be able to obtain by time of hire, a valid State of Michigan drivers license.

Must be able to obtain Fire Fighter Certification level I

Must successfully pass a drug test and physical exam.

Felony convictions and disqualifying criminal histories within the past seven years are not allowed.

Must be a U.S. Citizen.

Must be able to read and write the English Language.

Must be of good moral character and of temperate and industrious habits

Ability to learn the applicable laws, ordinances, departmental rules and regulations and general orders is desired

Ability to perform work requiring good physical condition is desired

Ability to communicate effectively orally and in writing is desired

Ability to establish and maintain effective working relationships with subordinates, peers and supervisors is desired

Ability to exercise sound judgment in evaluating situations and in making decisions is desired

Ability to learn the city geography is desired

Working knowledge of driver safety is desired

Working knowledge of first aid, CPR and AED's is desired

Ability to operate fire suppression and other emergency equipment is desired

Ability to apply standard firefighting, emergency aid, hazardous material and fire Prevention techniques is desired

Ability to perform strenuous or peak physical efforts during emergency, training, or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke is desired

Ability to act effectively in emergency and stressful situations is desired

SELECTION GUIDELINES

A formal application, review of education and experience, interview, background investigation, and physical examination will be used in final selection of the successful applicant.

TOOLS AND EQUIPMENT USED

Mobile Radio, rescue equipment, fire apparatus, pumps, hoses and other standard firefighting equipment, ice rescue equipment, ladders, office equipment and other related equipment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit, talk, hear, walk, use hands and fingers to feel/handle objects, tools or control, reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, squat, taste or smell. The employee is occasionally required to communicate with hostile or combative persons.

The employee must occasionally lift and or move more than 100 lbs. and frequently lift and or carry objects that weigh up to 75 pounds.

Frequent driving of fire apparatus vehicles is required.

Ability to communicate orally in a clear manner

Ability to distinguish sounds at various frequencies and volume.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, distinguish people and objects at varied distances under a variety of light conditions.

MENTAL REQUIREMENTS

The mental requirements described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee needs to have the ability to learn and comprehend complicated instructions and orientation to the job; is required to coordinate eyes, hands, and fingers rapidly and

accurately and handle precise movements, must have the ability to understand the meanings of words and respond effectively; and must have the ability to perform arithmetic accurately and quickly.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee frequently works in outside weather conditions, works near moving mechanical parts, in high/precarious places, with dangerous materials, in wet and or humid conditions, near fumes or airborne particles, toxic or caustic chemicals, extreme cold, heat and vibration.

The noise level in the work environment is usually moderate, except during certain firefighting 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.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.