

CITY OF CHENEY

POSITION DESCRIPTION

Class Title: Volunteer Firefighter

Department: Fire

Salary Schedule: Volunteer

POSITION SUMMARY:

The primary responsibility of the Firefighter is to protect life and property. This entails responding to fires as well as medical emergencies. This also includes public relations that educate citizens to the importance of fire safety, medical care, utilizing fire equipment, and routine care as well as maintenance of fire equipment, and facilities. Firefighters attend regularly scheduled meetings and training, and may be required to deliver training in those areas in which they are knowledgeable. Firefighters may conduct fire safety presentations to the public.

SUPERVISION RECEIVED:

Works under the general supervision of the Fire Chief, Assistant Fire Chief or Lieutenants.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Follow departmental Standard Operating Procedures.

Respond to emergencies and performs those firefighting, rescue and emergency medical activities deemed necessary.

Driving fire emergency vehicles and operating fire or medical apparatuses.

Responsible for operating fire pumps, hand tools, small engines and other fire department equipment,

Attending meetings and training.

Maintenance, care and cleaning of equipment and facilities.

Work with the public in performing fire safety presentations.

Prepare and present reports, studies, training and research as required.

Perform other duties as deemed necessary or assigned by fire or rescue officers,

Performs traffic control duties as required during emergencies.

Responds to emergency situations, performs CPR or First Aid and assists ambulance crews as needed.

Responds to emergencies using own judgment in deciding course of action and being expected to handle difficult situations without assistance.

Coordinates activities and assists other fire or police departments.

PERIPHERAL DUTIES

Assist other departments as needed.

Assists with training new personnel.

Serves as weather watcher.

Attends schools and seminars to maintain proficiency and certifications.

Performs other duties as deemed necessary or assigned.

DESIRED EDUCATION/EXPERIENCE:

Must be 18 years of age.

College credit in fire science is preferred.

CPR and First Aid certification is preferred.

Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

KNOWLEDGE, SKILLS AND ABILITIES:

Able to operate all fire department equipment including fire pumps, apparatus, S.C.B.A, and to understand and anticipate problems, establish productive working relationships with peers, supervisors and to interpret written instructions.

A mechanical and technical aptitude.

Some knowledge of modern fire suppression and/or medical principals, procedures, techniques and equipment.

Ability to learn the applicable laws, ordinances and department rules and regulations.

Capable of solving problems encountered in various situations.

Able to communicate effectively both orally and in writing.

Should possess excellent public relation, oral and written communication skills.

LICENSES REQUIRED

Must possess, or be able to obtain by time of hire, a valid Kansas driver's license without record of suspension or revocation in any state.

PHYSICAL DEMANDS

Ability to pass and maintain all physical activities and requirements of the Department is required.

While performing the duties of this position, the employee is frequently required to sit, stand, walk, run, drive, see, hear, speak, use hands, climb, kneel, smell and other similar types of functions.

The employee may be required to lift and/or move 100 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT

Adverse working conditions exist within this position. Firefighters can expect to work in extremely stressful environments dealing with exposure to fire, smoke, hazardous chemicals, toxic atmospheres, human blood and body fluids. Firemen often find themselves in life-threatening situations with possibility for bodily harm. Excessive noise, working in confined spaces, heights and adverse weather is also typical.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work will be performed outdoors, in a car or in an office in all types of weather conditions. Hazardous, strenuous and dangerous situations may arise in specific types of settings one may encounter. Employee must be able to work all shifts.

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.

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

I have read this position description and understand its contents.

Employee Signature

Date

Revised 2-14-2013