**Paradis Volunteer Fire Department**

**Firefighter/Operator Job Description**

***Definition***

Under the direction of the Fire Chief and/or the President, the firefighter/operator performs duties as assigned in conjunction with maintenance, housekeeping, fire suppression, emergency operations, public education, inspections, and pre -fire planning, and does related work as assigned. Firefighters/Operators protect lives and property through activities associated with fire prevention, rescue, firefighting, hazardous materials, and emergency medical incidents, and participate in the necessary training and maintenance activities.

 The job description describes the general nature and level of work being performed by employees assigned to this job title, and is not intended to be an exclusive list of all required job responsibilities, duties, and skills.

 The firefighter will normally work in an office and service shop setting, at a fire station; operate automobiles, fire apparatus, ladders, hand tools, hydraulic tools, and other equipment; work outside in the weather, including hot and humid weather, rain, ice, and possibly snow, and at a variety of emergency scenes such as, but not limited to, fires, traffic accidents, and hazardous material incidents. The firefighter works in difficult terrain and in all kinds of buildings, unsafe structures, and dangerous environments.

 Occasionally, the firefighter will work inside burning buildings, in thick smoke and extreme heat. The firefighter performs strenuous activities, wearing heavy and restrictive protective turnout gear and other equipment such as a self-contained breathing apparatus.

 The firefighter is also responsible for maintenance, cleaning and grounds keeping of fire department buildings and grounds. Job duties include: daily janitorial duties such as cleaning restrooms; cleaning and maintaining a variety of floor surfaces by sweeping, vacuuming, polishing or mopping; dusting/polishing building furniture; cleaning and sanitizing exercise equipment; washing windows inside and outside; basic building maintenance and repair; filling dispensers and maintaining necessary supplies; mowing and edging lawns; weeding landscaped areas; applying fertilizers and other grounds maintenance substances; pruning trees; planting or transplanting ornamental plantings, as necessary; picking up litter; removing large patches of weeds or brush; performing winter maintenance of walks and driveways; and performing minor, preventive maintenance on equipment or buildings such as garage door lubrication; tightening or replacing screws or light bulbs.

***Supervision***

 Firefighters are employed by the Paradis Volunteer Fire Department. Daily supervision is generally provided by the Fire Chief and/or Fire line Officers may also provide supervision when the Chief is not available. Deviations from the normal work schedule may be approved by the chief or his designee.

Essential Functions of the Job:

* Respond to alarms, drive and operate apparatuses and related equipment, assist in the suppression of fires, including rescue, advancing lines, forcible entry, ventilation and salvage work, extrication, and emergency medical care of victims.
* Operate apparatus, automobiles, trucks, and equipment in environmentally safe condition.
* Works in burning and smoke-filled buildings and other highly hazardous areas.
* Identify smoke and common hazardous materials by smell.
* Recognize the sounds of danger, cries for help, alarms, sirens, vehicles, breaking glass, etc.
* Perform public education on fire prevention topics.
* Attendance during regularly scheduled work hours.
* Perform cleanup and overhaul work, establish temporary utility services.
* Assist in maintaining and repairing fire apparatus and equipment, and clean the fire stations and grounds.
* Perform maintenance on fire hydrants and check flows.
* Conducts pre-fire inspections of business establishments and prepare pre-fire plans.
* Respond to emergency and non-emergency calls as dispatched or instructed by the fire department.
* Participate in continuing training and instruction programs by individual study of technical material and attendance at scheduled drills and classes.
* Conduct fire station tours for the public and schools, and conduct community demonstrations and programs.
* Prepare reports regarding emergency incidents.
* Performs other related task, as necessary.

***Knowledge, Skills, and Abilities***

* English usage, spelling, grammar, and punctuation.
* Safety awareness, conduct safe work practices and follow procedures
* General knowledge of elementary physics, chemistry, and mechanics
* Basic computer skills
* Principles of hydraulics applied to fire suppression
* General knowledge of the street system and physical layout of the specific areas of St. Charles Parish Fire District #6, and generally the entire Parish of St. Charles
* General knowledge of emergency care methods, techniques, and equipment; ability to understand and follow written and verbal instructions.
* Ability to work under stress and use good judgement during emergency situations.
* Ability to establish and maintain cooperative relationships with fellow employees, fire department members, other emergency response agencies, and the general public.
* Ability to organize and maintain records and prepare reports; possess a strong mechanical aptitude.
* Ability to perform heavy manual labor
* Skilled in the operation of heavy emergency equipment
* Ability and willingness to maintain strict confidentiality
* Ability to analyze situations quickly and objectively
* Ability to speak clearly and effectively
* Ability to operate personal computers, copiers, projectors, and other office equipment
* Possess knowledge of the Incident Management System
* Successfully complete/pass the Paradis Volunteer Fire Department Physical Examination.
* Record keeping and report writing skills.

***Off-Duty Response Time Requirement***

Hourly employees shall not be members of Paradis Volunteer Fire Department and shall not volunteer during off hours.

A firefighter will respond when off-duty ONLY when specifically called and requested to do so by the Incident Commander. Due to the need for a timely off-duty response to emergencies, all fire department employees are required to live (maintain a principal residence) within a thirty (30) minute drive time as measured to the contiguous St. Charles Parish Fire District #6 limits as a condition of employment. The driving time is defined as driving under normal driving conditions, not greater than the posted speed limit signage. Hourly employees responding wile off-duty will be paid for hours worked, including overtime pay if applicable.

***Conditions of Employment***

* Must possess a valid driver’s license issued by the State of Louisiana
* Satisfactory completion of the Paradis Volunteer Fire Department Physical Examination.
* Satisfactory completion of a department background investigation.
* Must comply with departmental rules, policies, procedures, and guidelines.
* Must have a Louisiana State Certification as a Firefighter I with Hazmat Operations

(If applicant does not have Louisiana State Fire Fighter I with Hazmat Operations, Paradis Volunteer Fire Department (“Employer”) will offer to pay for this class with a requirement of 18 months of service to the Employer. If not met, the employee shall repay the Paradis Volunteer Fire Department the prorated balance due based on time served by the amount of the class.)

* Must have a high school diploma or G.E.D.
* Must be able to complete the physical agility test per NFPA as provided by Paradis Volunteer Fire Department.
* Louisiana State First Responder certification or able to obtain within six months.

***Work Schedule***

The Paradis Volunteer Fire Department firefighter work schedule is based on an 8-hour work day, 40 hour week. The work week is Monday through Friday; typically, 8:00 am. Until 4:00pm. The Tuesday work schedule time is 1:00pm until 9:00pm to accommodate weekly training with the volunteer membership. The firefighter may attend the monthly business membership meeting but is not required; if firefighter chooses, he/she may do so without pay. On dates of business meeting, normal report time to work. Built into the workday are two 15 minute rest breaks and a paid half hour lunch break. These breaks can be taken at any time during the work day.

Firefighters cannot “skip” these breaks with the intent of leaving their shift/workday early or arriving to work late. Any deviations from the work schedule described must be authorized by the Fire Chief or designee.

***Compensation***

 Pay ranges in the fire service vary greatly from one department to another and from one region to another. Paradis Volunteer Fire Department employees are considered hourly employees. Wage increases will be considered on an annual basis, typically in January of each year depending on performance base evaluation.

Hourly wages start at $10.00 per hour, experience and certification will be taken into consideration.

 Firefighters can earn Louisiana State Supplemental Pay. To be eligible for State Supplemental Pay, a firefighter must have been employed by the same fire department for one year and the firefighter must be certified, at a minimum, at a Firefighter I. It will be the responsibility of the firefighter to secure Louisiana Supplemental Pay from the State of Louisiana.

***Paid Holidays***

 A firefighter of the Paradis Volunteer Fire Department will receive ten (10) paid holidays during the calendar year (January through December). The paid holidays are as follows:

 New Year’s Day – 1 day

 Mardi Gras – 1 day

 Good Friday – 1 day

 Memorial Day – 1 day

 July Fourth – 1 day

 Labor Day – 1 day

 Thanksgiving – 2 days

 Christmas – 2 days

 If the holiday falls on a weekend, the holiday may be taken on the day or days preceding or following the weekend. Paid holidays can only be taken on the holiday and cannot be moved in order to take another day off from work during the calendar year. If an employee takes vacation across a recognized holiday, the vacation time can be extended by an equal number of days as authorized for that holiday.

 A firefighter must work the scheduled day before and the scheduled day after the recognized holiday in order to be paid for the holiday. Scheduled vacation days taken before or after a recognized holiday will be the only authorized exception.

***Vacation/Sick Pay Policy***

 Firefighters of the Paradis Volunteer Fire Department are entitled to paid vacation days/hours. The fire department will administer the vacation policy. On January 1st,ten (10) days or 80 hours of PTO and (5) five days of Sick Pay will be awarded. For the first year, PTO will be pro-rated based on the month of hire and sick pay will be awarded after the 90-day probationary period. A firefighter who is absent from work for three consecutive shifts or more must submit a doctor's excuse/"Release to Work" form, signed by a physician, before the firefighter may return to active duty. However, the Fire Chief may require a doctor's note or "Release Form" for any absence regardless of the number of days missed from work. PTO days do not carry over from one year to another and must be taken in the calendar year January 1 through December 31.

 A “Shift” is determined to be an eight (8) hour work period.

 Any firefighter returning to work after an extended absence (such as for surgery or serious illness/injury), must submit a Work Release Form from the firefighter’s primary care physician indicating the firefighter is fit for active duty or a detailed description of the firefighter’s work restrictions. The release form must be submitted to the Fire Chief and President.

***Uniform Policy***

 Regardless of the “class” of uniform worn by a firefighter, the uniform, as well as the individual, shall always be neat and clean. The uniform shall be free of tears and rips. Only fire department approved patches will be affixed on the uniform and nothing considered to be offensive shall be attached to an employee’s uniform. Protective gear worn by firefighters shall be department issued bunker gear. Any substitutions must be specifically approved by the Fire Chief. Bunker gear shall consist of bunker pants with suspenders, bunker coat, firefighter boots, firefighter gloves, firefighter helmet with shield, and a Nomex hood.

 Firefighters shall be clean shaved. Hair must be kept in a professional mannerthat does not interfere with duty abilities. Small, neatly trimmed mustaches may be worn, but may not interfere with air masks, nor interfere with obtaining a proper seal.

During the probationary period, duty uniform shall be the PVFD t-shirt (provided by dept) and BDU pants (provided by employee). BDU pants are to be navy. After probationary period, Paradis Volunteer Fire Department will purchase 5 uniform shirts and 5 pairs of BDU pants.

***Insurance Policy***

 The Louisiana Workman’s Compensation Insurance is the primary provider.

 Paradi Volunteer Fire Dept will pay a stipend of $200.00 per month to the firefighter to supplement personal medical insurance policy coverage for Off-The-Job coverage. The firefighter must show proof of the insurance policy before the fire department will pay the stipend. Policy must be in employee’s name.

 There is no long-term medical insurance coverage provided to employees for non-work-related injuries, accidents, illness, medical condition or life situations by the fire department.

***Retirement Policy***

 There is no Retirement Policy provided by the fire department. There is no Deferred Compensation Policy provided by the fire department.

***Termination of Employment***

 Firefighters are employed by the Paradis Volunteer Fire Department. Employment is governed by the Paradis Volunteer Fire Department Board of Directors, Fire Chief and President.

 Louisiana is an employment-at-will state. Under this traditional relationship between an employer and an employee, either party may terminate the employment relationship at any time, with or without notice, absent a limiting statute or contractual agreement between the parties. Louisiana courts have interpreted the employment and may utilize the employee in any manner necessary in order to benefit the operation. This means that an employer may legally hire, fire, suspend, or discipline any employee at any time for any reason, good or bad, or for any reason.

PLEASE FILL OUT APPLICATION AND YOU CAN FAX IT TO 985-758-2222 OR EMAIL IT TO ERIC RAWLS, FIRE CHIEF, AT erawls@paradisvfd.org

**APPLICATION FOR PAID FIREFIGHTER/OPERATOR**

PLEASE PRINT

**Personal Information**

Name

 Last First M.I.

Physical Address                                                              City

State                                                            Parish                                               Zip

Mailing Address (if different)

Home Telephone Number                                                     Cell Phone

Email Address                                                                   Birth Date

Gender: Male/Female Social Security Number

Are you a U.S. Citizen? Yes/No If No, are you authorized to work in the U.S.? Yes/No

Are you 21 years or older? Yes/No

**Driver’s License Information**

Driver’s License Number                                            State Issued

CDL? Yes/No If so, what class? A/B/C/D/Haz

**Emergency Contact Information**

1. Name                                                                 Relationship

Address                                                                        Phone

1. Name                                                                 Relationship

Address                                                                        Phone

**Education History**

High School Attended\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Diploma Issued Yes / No GED Yes / No

College Attended\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years Attended\_\_\_\_\_\_ Field Of Study \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Degree Obtained Yes / No

Technical School Attended\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years Attended\_\_\_\_\_\_ Field of Study\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Degree Obtained Yes /No

**Employment History**

**Current Employer**

Name/Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Hired \_\_\_\_\_\_\_\_\_ Date Employment Ended \_\_\_\_\_\_\_\_

Duties

Reasons for Ending Employment

**Previous Employer**

Name/Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Hired \_\_\_\_\_\_\_\_\_ Date Employment Ended \_\_\_\_\_\_\_\_

Duties

Reasons for Ending Employment

**Previous Employer**

Name/Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Hired \_\_\_\_\_\_\_\_\_ Date Employment Ended \_\_\_\_\_\_\_\_

Duties

Reasons for Ending Employment

**Previous Employer**

Name/Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Hired \_\_\_\_\_\_\_\_\_ Date Employment Ended \_\_\_\_\_\_\_\_

Duties

Reasons for Ending Employment

**Military Service**

Are you a member of the armed services? Yes/No If yes, are you on Active Duty? Yes/No

Reserve Duty? Yes/No If discharged from military services, when?

**Training**

Fire Certification Year Received

1)

2)

3)

(Fire Fighter 1, Fire Fighter 2, Operator, etc.)

HazMat Certification Year Received

1)

2)

3)

(Awareness, Operator, Tech, Etc.)

Medical Certification Year Received

1)

2)

3)

(First Aid, CPR, First Responder, Basic EMT, etc.)

Other Training/Certification Year Received

1)

2)

3)

(Heavy Equipment, Instrument Tech, Etc.)

**Availability**

If approved, when would you be able to begin work?

**References**

List three individuals who we can contact in reference to your character and work ability. References must be at least 21 years of age and NOT related to you.

1. Name                                                                          Number

How do they know you?                                  Years known by this person?

1. Name                                                                          Number

How do they know you?                                  Years known by this person?

1. Name                                                                          Number

How do they know you?                                  Years known by this person?

**Criminal History**

Have you been convicted of or pled no contest to a crime other than a traffic offense in the past 10 years? Yes/No

If yes, explain

Have you ever been convicted of or pled no contest to driving under the influence or had your driver’s license suspended or revoked? Yes/No

If yes, explain

Have you ever had any license revoked or suspended at any time by any governing authority? Yes/No

If yes, explain

Are you a registered sex offender? Yes/No

**Required Documentation**

Please enclose a copy of the following along with the completed application.

* Birth Certificate
* Driver’s License
* Certificates of Education
* Certificates of Training

**Supplemental Questionnaire**

Please provide handwritten responses to the following questions.

This will be used to review your neatness, grammar, and composition in respect to writing reports.

Provide as much detail as you believe necessary to fully answer the questions.

1. Describe your experience as a fire fighter, operator, and/or first aider. If none, then so indicate.
2. Describe your involvement in community activities (organizations, volunteer work, etc.)
3. Why do you believe you would be a good choice for an employee with Paradis Volunteer Fire Department?

**Consent/Authorization**

To Whom It May Concern,

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby give my permission to Paradis Volunteer Fire Department and the agency selected by them to conduct an investigation into my background. All findings, reported to PVFD, will be kept strictly confidential and used to determine if I am an acceptable candidate for employment with the PVFD.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_