

CLIMAX VOLUNTEER FIRE DEPARTMENT, INC.

JOB DESCRIPTION

Revision Date: 06-09-2008 Amended: 10-26-11, 9-19-18, 9-21-20, 2-25-22

Job Title: Part-Time Firefighter/Driver

I. PURPOSE

1. The purpose of this document is to describe the basic functions, responsibilities, needed qualifications; desired knowledge, skills, and abilities; physical requirements, and to give conditions of the work environment of the position of Part-Time Firefighter with the Climax Volunteer Fire Department, Inc.
2. This document, in no way, implies written, orally, or assumed, that the duties listed are the only duties performed by this position.
3. Any and/or all duties assigned by the Chief, Chief Officers, and Captains, Lieutenants, and Command Officers shall be carried out as though they were listed in this document.

II. JOB FUNCTION

The Part-Time Firefighter/Driver is responsible for effectively performing in a professional manner to provide fire protection, basic medical care, operational level hazardous materials response and community services to the Climax Fire District. Responsibilities require an advanced knowledge in fire fighting practices, procedures, and skills acquired through on the job training and weekly training classes; including the ability to operate all fire department equipment and apparatus in an emergency situation. This position requires the use of sound judgement and the ability to remain calm and alert during difficult / hazardous emergency situations. Anyone in this position must be self motivated and have the ability to work with limited supervision.

III. RESPONSIBILITIES

1. Responds to emergency and non-emergency incidents as dispatched or notified and assumes initial command of incident until relieved by higher ranking officers per department's incident command operating procedures.
2. Responsible for notification of any repairs or maintenance needed to facilities, equipment, or apparatus to appropriate personnel in a timely manner if unable to complete the tasks with current resources.
3. The employee is expected to maintain a positive and professional appearance at all times while working for or representing the Climax Fire Department. This shall include, but is not limited to, uniform condition and appearance, personal appearance, and personal hygiene.
4. Performs routine maintenance, inspections, and tests on apparatus and equipment, including minor repairs to make certain equipment is ready to function properly at emergencies.
5. Drives fire and rescue apparatus to emergency incidents and operates the apparatus or related equipment as the Fire Chief directs.
6. Performs firefighting tasks such as maneuvering hose lines, climbing and working from ladders, the use of hand tools and powered equipment while wearing personal protective equipment including breathing equipment.
7. Responds to medical emergencies to administer basic life support and assist both Guilford and Randolph County medical service personnel in patient care.
8. Responds to Hazardous materials and terrorisms incidents and provides operations level support to local, state, and national agencies.
9. Responds to rescue incidents and provides technical skills necessary to operate powered and non powered equipment in rescue situations.

RESPONSIBILITIES (Continued)

10. Perform routine custodial jobs in the fire station, including mopping, waxing floors, cleaning windows, and other housekeeping chores that keep the fire station in sanitary order.
11. Perform regular maintenance on the buildings and property owned by the fire department including yard maintenance, building maintenance, property maintenance, and hydrant maintenance.
12. Perform public fire education and represents the department in a professional manner at all public meetings and events as designated by the Chief.
13. Acquire mandatory and designated training as specified by the department and Chief.
14. Must comply with all Climax Volunteer Fire Department General Operating Guidelines.
15. Performs other tasks assigned by the Chief.

IV. MINIMUM QUALIFICATIONS

1. U.S. Citizen
2. 18 Years of Age or older
3. Possess a valid N.C. Driver's License
4. High School Diploma or equivalent G.E.D.
5. Possess a good driving record and clean criminal background.
6. Certified to Guilford County Interior Firefighter Standard* (Includes successful completion of Orientation & Safety, Fire Behavior, Port. Extinguishers, PPE, Forcible Entry, Ventilation, Ladders, Fire Hose, Streams, & Appliances; Loss Control, Water Supplies, Building Construction, and Fire Control.)

7. North Carolina Firefighter I & II (within 2 years of hire date)
8. North Carolina Emergency Vehicle Driver Certification (within 6 months of hire date)
9. North Carolina Class B Driver's License (within 3 months of hire date)
10. National Incident Management System (NIMS) 700, 100, and 200 certifications (within 6 months of hire date)

V. DESIRABLE KNOWLEDGE, SKILLS, & ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skills, and or ability required for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

DESIRABLE KNOWLEDGE, SKILLS, & ABILITIES (Continued)

1. Knowledge of the principles, methods, and equipment used in firefighting.
2. Knowledge of departmental rules, regulations, and general operating guidelines.
3. Ability to follow oral and written instructions from supervisors.
4. Ability to perform prolonged and strenuous work under adverse conditions.
5. Ability to communicate effectively with citizens of diversified age groups.
6. Should possess good communication skills for the purpose of preparing written reports and oral presentations.
7. Ability to recognize actual or potential emergency conditions and initiate appropriate action.
8. Should possess a good working knowledge of computers, printers, networks, copiers, and various software.

VI. PHYSICAL REQUIREMENTS

The physical requirements described herein are representative of those that must be met by a Captain to successfully perform the essential functions of this job.

1. Must be able to lift objects weighing up to 100 lbs
2. Must be able to climb ladders and work from elevations.
3. Must have the endurance to lift, pull, or transport
4. Must be able to wear and use Self Contained Breathing Apparatus.
5. Must be able to meet the requirements of NFPA 1500.
6. Must have the ability to deal with extreme temperature variations.
7. Must have the strength and ability to drive and operate any fire or rescue apparatus and equipment that is under the ownership of the Climax Fire Department.

VII. WORK ENVIRONMENT

The work environment characteristics described herein are representative of those a Captain may encounter while performing the essential functions of this job.

1. Exposure to outside weather conditions that may vary drastically.
2. Exposure to wet and/or humid conditions.
3. Exposure to moving mechanical parts.
4. Exposure to high and precarious places.
5. Exposure to fumes or airborne particles.
6. Exposure to toxic or caustic chemicals.
7. Exposure to extreme hot or cold environments
8. Exposure to risk of electrical shock
9. Exposure to high pitched and loud noises and sounds.