

Hahnville 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 (“firefighters”) protect lives and property through activities associated with fire prevention, rescue, fire fighting, hazardous materials, and emergency medical incidents, and participate in the necessary training and maintenance activities.

This 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 exhaustive 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 Hahnville Volunteer Fire Department.

Daily supervision is generally provided by the Fire Chief and the President may also provide supervision when the Chief is not available. Deviations from the normal work schedule may be approved by the Chief, his designee or the President.

Essential Functions of the Job

- ☐ Respond to alarms, drive and operate apparatus 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.
- ☐ Conduct 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 tasks, 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 area of St. Charles Parish Fire District #3, 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 judgment 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 Hahnville Volunteer Fire Department Physical Examination.
- ☐ Record keeping and report writing skills

Off-Duty Response Time Requirement

Hourly employees shall not be members of the 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 #3 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 while 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 Hahnville Volunteer Fire Department Physical Examination.
- ☑ Satisfactory completion of a department background investigation.
- ☑ Must comply with departmental rules, policies, procedures, and guidelines.
- ☑ Must have Louisiana state certification as Fire Fighter 1 with Hazmat Opps.

If applicant does not have Louisiana state Fire Fighter 1 With Hazmat Opps, Hahnville Vol. 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 Hahnville Vol 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 Hahnville Vol Fire Department.

Louisiana State First Responder certification or able to obtain within six months.

Work Schedule

The Hahnville 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 a.m. until 4:30 p.m. The Wednesday work schedule time is 12:30 p.m. until 9:00 p.m. 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 an unpaid half hour lunch break. These breaks can be taken at any time during the work day. The firefighter must notify the Fire Chief or President of any lunch break which

could not be taken so that the firefighter's work time can be adjusted and the firefighter can be paid.

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 President or Fire Chief.

Compensation

Pay ranges in the fire service vary greatly from one department to another and from one region to another. Hahnville 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 certifications obtained.

Hourly wages start at \$10.00 per hour and depending on experience may range to \$15.00 per hour.

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 level for one year. It will be the responsibility of the firefighter to secure Louisiana Supplemental Pay from the State of Louisiana.

Paid Holidays

A firefighter of the Hahnville 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 particular 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 Hahnville Volunteer Fire Department are entitled to paid vacation days/hours. The fire department will administer the vacation policy. After three (3) continuous months of service with the Hahnville Volunteer Fire Department, a firefighter will earn five PTO ("Personal Time Off") days, or 40 hours. On January 1st and after completing the 90 day probationary period, ten (10) days or 80 hours will be placed in the PTO pool. 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 with hair length above the ears and above the shirt collar. Small, neatly trimmed mustaches may be worn, but may not interfere with air masks, nor interfere with obtaining a proper seal.

Insurance Policy

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

Hahnville Volunteer Fire 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 holder must be a firefighter of Hahnville Volunteer Fire Department.

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 Hahnville Volunteer Fire Department. Employment is governed by the Hahnville Volunteer Fire Department Advisory Board, 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-at-will doctrine to mean that the employer has unlimited discretion and authority over 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 no reason at all.

**PLEASE FILL OUT APPLICATION AND YOU CAN FAX IT TO
985-783-2088 OR EMAIL IT TO CHIEF@HVFD.NET**

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 Number _____

Email Address _____

Birth Date _____ Male ____ Female _____

Are you a U.S. Citizen? Yes _____ No _____

If not a U.S. Citizen, are you authorized to work in the U.S.? Yes ____ No _____

Social Security Number _____

Are you 21 years or older? Yes _____ No _____

DRIVERS LICENCE 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 _____

2) 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 (list all of your employers)

Current Employer

Name/Company _____

Address _____

Telephone Number _____

Date Hired _____

Title/Duties _____

Previous Employer

Name/Company _____

Address _____

Telephone Number _____

Date Hired _____ Date Employment Ended _____

Duties _____

Reasons for Ending Employment _____

Previous Employer

Name/Company _____

Address _____

Telephone Number _____

Date Hired _____ Date Employment Ended _____

Duties _____

Reasons for Ending Employment _____

Previous Employer

Name/Company _____

Address _____

Telephone Number _____

Date Hired _____ Date Employment Ended _____

Duties _____

Reasons for Ending Employment _____

Use back of these sheets if more space is necessary.

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? _____

Honorable Discharge? Yes _____ No _____

TRAINING

Fire Certification Year Received

1)

2)

3)

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

Haz Mat 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 _____
Telephone Number _____
How do they know you? _____
Years known by this person? _____
- 2) Name _____
Telephone Number _____
How do they know you? _____
Years known by this person? _____
- 3) Name _____
Telephone 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 so, 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 so, 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 Hahnville Volunteer Fire Department?

CONSENT/AUTHORIZATION

Last _____ First _____ M.I. _____

Address _____

City _____ Parish _____

State _____ Zip _____

Telephone Number _____

Social Security Number _____

Driver's License Number _____ State _____

Date of Birth _____ Male _____ Female _____

To Whom It May Concern,

I hereby give my permission to Hahnville Volunteer Fire Department and the agency selected by them to conduct an investigation into my background. All findings, reported to HVFD, will be kept strictly

Confidential and used only to determine if I am an acceptable candidate for employment with the HVFD.

Signed _____ Date _____