



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

Policy: 1003 – Position Descriptions (v 2018)
Position Description: Officer
Classification: Full-Time Company Officer

Definition

This is an employee who is regularly scheduled to work one set on and two sets off (48/96 schedule). Use of vacation or sick leave, or shift trades, shall not be construed to be a change to this work schedule. This employee may be required to work out of class on a temporary basis and is subject to emergency call-back when off duty.

Qualifications

An officer serving with the West Plainfield Fire Department and who holds the classification of *Full-Time Company Officer* shall have the minimum qualifications outlined below:

- Be at least 18 years of age by the closing date of the recruitment period
- Be in possession of a high school diploma or a General Equivalency Diploma (GED)
- Be a US Citizen or have proof of a legal right to work in the U.S.
- Have and maintain a valid California Driver's License with endorsement, or equivalent
- Have and maintain automobile insurance as required by California law
- Have SFM Firefighter I certification
- Have successfully completed SFM Driver 1A and 1B classes
- Have successfully completed the SFM Company Officer 2D class or possess equivalent experience
- Have and maintain a California EMT License
- Have a minimum of three (3) continuous years in the fire service as a member of an organized fire department or fire agency
- Must be able to pass a physical performed by a physician, including drug testing and lung function testing
- Have good vision in both eyes, with the ability to distinguish Occupational Safety and Health Administration (OSHA) color codes for hazardous materials (e.g., blue, red, yellow, white) and have no depth or peripheral vision impairment
- Must pass a background check
- In addition, the following are physical demands and working conditions representative of those that must be met to successfully perform essential fire suppression job functions:
 - Environment

Reactive emergency, natural or man-made disaster, and routine fire prevention environments with travel from site to site; the employee regularly works near moving mechanical parts and in areas of limited and restricted entry and exit; regularly exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration; risk of electrical shock, radiation, drowning, and asphyxiation; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud when responding to emergency calls and when working at a fire or other emergency incident.

- Physical
Performs strenuous physical activities associated with fire and emergency situations. Primary functions require sufficient physical ability to work in an emergency response setting; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or more heavy weights; operate fire suppression and medical response equipment, apparatus, and tools; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations.
- Vision
See within the normal range of vision with or without correction; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Hearing
Hear in the normal audio range with or without correction.

Desirable Qualifications

- SFM Company Officer certification
- SFM Firefighter II certification
- Experience commanding emergency operations.

Benefits

- Non PERS.
- Employer QSEHRA contribution of \$400.00 monthly per employee.
- Though there are no continuing contributions at end of employment, any funds remaining in the QSHERA will be rolled over to a Retiree HRA.
- Vacation leave
 - Year 0-3 6 shifts (144 hours year @ 12 hours month) (CAP 244 hours)
 - Year 4-8 8 shifts (192 hours year @ 16 hours month) (CAP 384 hours)
 - Year 9- 10 shifts (240 hours year @ 20 hours month) (CAP 480 hours).
- Sick Leave (NOT paid out at end of employment) accrues at 11.2 hours per month with a cap of 1,334 hours.
- Holiday Leave accrues at 6 hours per month.

Summary Description

A person assigned to a Company Officer classification is trained in fire suppression and emergency medical care and is engaged in the prevention, control, and extinguishment of fires and response to emergency situations where life, property or the environment is at risk. This position also responds to and renders aid in non-emergency situations as required.

A person assigned to a Company Officer classification responds to fire alarms and other emergency and non-emergency calls to protect life and property; provides basic life support and medical assistance; and conducts fire prevention inspection and public education programs.

A person assigned to a Company Officer classification should have knowledge of modern techniques, methods, and approaches to all emergency responder situations. This person will have exhibited a willingness to accept responsibility for discharging the duties outlined below in a responsive, mature, and cooperative manner. As such, this person would be looked to by personnel to solve problems.

A person assigned to a Company Officer classification will be responsible for fire department operations in cooperation with the Fire Chief and the Assistant Chief of Operations. This person will supervise Full-Time Firefighters and Volunteer or Reserve Firefighters working shifts. This person will also be responsible for planning for and supervising subordinate personnel engaged in training, station and equipment maintenance, fire prevention, and personnel safety; and will direct medical, accident, and fire-fighting activities until relieved by a superior officer.

A person assigned to a Company Officer classification is encouraged to continue their education in the following fields: fire ground operations, instruction and course development, and public education. This person is encouraged to seek the Training Officer's assistance in developing a tailored education program. Some classes are eligible for reimbursement by the Department. To be eligible for reimbursement, the Company Officer must first receive prior approval for the class from the Training Officer.

A person assigned to a Company Officer classification is expected to:

- Maintain current certifications and training as required by law for firefighters, including, but not limited to, EMT and CPR/AED, hazardous materials training and refreshers, SIDS awareness training and refreshers, and blood-borne and airborne pathogens training and refreshers.
- Maintain a California driver's license with firefighter endorsement or higher.
- Regularly participate during Monday night drills or special drills when on duty; demonstrate the knowledge presented and the skills practiced at any Monday night or special drill that occurred while off duty.

Class specifications are intended to present a descriptive list of the range of duties performed by the employees or members in the class. The *Representative Duties* section below is not intended to reflect all duties performed within this position or classification.

This position is subject to a one-year probationary period.

Representative Duties

The following duties are typical for this position. A person assigned to a Company Officer classification may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address operational needs and changing operational practices.

- Respond to all fire alarms with designated equipment while on duty.
- Be responsible for and direct all emergency scenes, until relieved by a superior officer.
- Assign subordinate personnel and equipment on-scene, including, but not limited to, placement of equipment for safe, efficient operations, supervision of hose lays, water direction, ladder placement, building ventilation, and salvage, overhaul, and cleanup operations.
- Direct and assist in firefighting and life-saving procedures.
- Be responsible for assigned personnel, apparatus, and equipment.
- Ensure the readiness of the apparatus, as assigned.
- Ensure all equipment is returned to its proper place and serviced after all operations, including ancillary equipment such as resuscitators, SCBA, etc.
- In cooperation with other officers, plan, and conduct Member training.
- Actively participate in maintaining the manual of standard operating procedures.
- Instill and ensure an attitude of safety consciousness.
- Maintain all proper response records and reports are completed within timelines specified by Department Policy.
- Participate in fire prevention inspections and response planning.

- Operate airway equipment, EMT-1 related equipment, radios, generators, smoke ejectors, etc.; administer first aid; lay and connect hose lines; hold nozzles and direct water streams; raise and climb ladders; enter burning buildings to remove persons from danger; use portable extinguishers, axes, bars, hooks, lines, power tools, and other equipment.
- Lay hose and supply lines; ventilate buildings to release heat and smoke; place salvage covers to prevent water damage; overhaul and clean up after a fire; check for fire extension and to prevent rekindling.
- Establish wildland fire lines by cutting, scraping, and shoveling.
- Return equipment to its proper place before leaving the emergency scene. On arrival at the fire station, clean service, and return apparatus and equipment to in-service status.
- Inspect commercial properties for fire prevention and pre-fire planning.
- Perform public education functions to civic organizations, schools, and other groups.
- Study and become familiar with response area, communities, roads, water systems, building occupancy and contents.
- Clean and maintain station quarters and grounds; perform first-line preventative maintenance on apparatus; clean, maintain and test emergency equipment.
- Participate in fire drills, training exercises and assigned classes.
- Prepare written reports, as required.
- Perform related duties or other duties as required or assigned.
- Regularly train and be able to demonstrate skills required for safe, effective fire suppression.

Minimum Knowledge and Ability

A person assigned to a Company Officer classification shall have:

Knowledge Of

- Modern fire suppression, fire prevention, safety, and fire service administration principles, methods, practices, and techniques.
- Multi-discipline command.
- Fire cause and determination.
- Hazardous materials response.
- Wildland firefighting techniques.
- Applicable federal, state, county, and department laws, standards, and regulations.
- Sound principles and practices of personnel deployment, supervision, and training.
- Fire apparatus, equipment, tools, devices and facilities and their proper utilization, maintenance, and methods of deployment.
- Equipment procurement and maintenance.
- Basic building construction and basic fire chemistry.
- Common office practices, including copying, typing, and basic PC computer operations.
- Geographical layout of the area, location of various fire suppression utilities, and types of building construction in the community.

Ability To

- Make sound decisions and direct operations at the scene of an alarm in the absence of a superior

officer.

- Communicate clearly and concisely, both orally and in writing.
- Instruct and/or assist in the instruction and/or supervision of Members, as assigned.
- Establish and maintain cooperative working relationships with superiors, peers, subordinates, district -residents cooperating agencies and businesses.
- Effectively interpret, implement, and enforce provisions of federal and state laws, county and departmental rules, regulations and policies, and all other pertinent regulations and policies.
- Administer first-aid as required.
- Perform maintenance and minor mechanical repairs to fire equipment and other apparatus.
- Understand and follow oral and written instructions.
- Communicate effectively with the public and co-workers under adverse circumstances requiring presence of mind, sensitivity, interest and understanding.
- Adapt to changes in work assignments and duties.
- Perform physical tasks that require coordination, strength, dexterity, and stamina.
- Understand the proper operation and use of department equipment.
- Use a variety of hand and power tools (axes, extrication tools, chainsaw, and most common hand tools).
- Use a computer for preparing reports, records, and correspondence.
- Perform strenuous physical tasks such as carrying equipment up hills, pulling hoses, carrying injured persons, raising ladders, and operating a hose line.
- Set up ladders, use hand and power tools to obtain entry to buildings, free trapped accident victims, shut off utilities, and provide ventilation.
- Participate in clean-up, salvage, and overhaul operations.
- Clean, service and ensure operational readiness of fire hoses and equipment.
- Participate in various assignments including but not limited to fire prevention, inspection of commercial and residential property, training, and skills improvement; maintenance of inventory records; scheduled inspections of department equipment and apparatus; and fire investigations.
- Assist with the maintenance of station and facilities.
- Conduct tours, fire demonstrations, first-aid demonstrations, and other public relations duties.
- Read road maps.
- Work at various heights and in non-regulated confined areas.
- Use two-way radio communications equipment and speak clearly.
- Remain calm and work effectively in stressful situations.
- Use initiative and independent judgment when necessary.
- Function as a team member.
- Use good judgment in emergency or critical situations.
- Climb ladders.
- Reference and utilize training materials (manuals, fire codes, journals, etc.).
- Keep accurate records.