



## West Plainfield Fire Protection District

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**Policy:** 1003 – Position Descriptions (08/15/23)  
**Position Description:** Firefighter  
**Classification:** Reserve

### Definition

This is an individual who provides additional staffing, has a required number of duty hours each month, and receives reimbursement for some costs (stipend) during such duty hours. The Reserve Firefighter does not respond to calls for service when off duty.

### Shift Requirements - Generally

A shift for a Reserve Firefighter is twelve (12) duty hours. A shift shall start at either 0700 hours or at 1900 hours.

A Reserve Firefighter may not work more than four (4) consecutive shifts and must work at least seventy-two (72) duty hours (6 12-hour shifts) in a month; the number of shifts may vary each two-week pay period.

### Shift Restrictions During Required Training Period

During the first six (6) months, the Reserve Firefighter shall work only daytime shifts. This will ensure that the Reserve has ample time to meet State mandated training requirements and to become proficient in providing emergency services to the community.

### Reimbursements

The Reserve Firefighter will be reimbursed \$70.00 for expenses each shift.

The Department received a four-year grant for its reserve program 2023. During the grant period, the Department will provide duty uniforms (station wear, nametag, etc.) for the Reserve Firefighter; once the grant period is complete, the Reserve will be required to provide those items.

The Department will not reimburse for time or expenses to obtain EMT certification/recertification or California State Fire Marshal Firefighter I or equivalent certifications valid in California.

### Qualifications

A firefighter serving with the West Plainfield Fire Department and who holds the classification of *Reserve Firefighter* 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).
- 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 be able to pass a physical performed by a physician, including drug testing and lung function testing.
- Have and maintain EMR/CPR/AED certification.
- Have and maintain a valid Class C California Drivers' License.
- Have and maintain automobile insurance as required by California law.
- Be a U.S. citizen or have proof of a legal right to work in the U.S.

- 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**

- Emergency Medical Technician – Basic certification valid in California.
- Fire Academy course completion or higher.

### **Benefits**

- Non PERS.
- Sick leave as required by law.

### **Summary Description**

A person assigned to a Firefighter 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.

Under the general supervision of an Officer, a person assigned to a Firefighter 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 Firefighter classification is encouraged to continue their education and 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 Firefighter must first receive prior approval for the class from the Training Officer.

A person assigned to a Firefighter classification is expected to maintain current certifications and training as required by law for firefighters, including, but not limited to, EMR/CPR/AED, hazardous materials training and refreshers, SIDS awareness training and refreshers, and blood-borne and airborne pathogens training and refreshers.

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 Firefighter 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.

- Submit requested shifts on the 15th of each month preceding the month to be scheduled.
- Confirm assigned shifts within 24 (twenty-four) hours of assignment; assignments will be posted on the 25th of each month preceding the month assigned.
- Respond to all fire alarms with designated equipment while on duty.
- 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 Firefighter classification shall have:

### **Knowledge Of**

- Modern firefighting methods.
- Fire prevention and safety principles and methods.
- 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 fires suppression utilities, and types of building construction in the community.

### **Ability To**

- 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.
- Instruct and/or assist in the instruction and/or supervision of volunteer firefighter trainees or probationary volunteer firefighters, as assigned.
- 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.

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- Climb ladders.
- Reference and utilize training materials (manuals, fire codes, journals, etc.).
- Keep accurate records.