

## **JOB DESCRIPTION: Volunteer Firefighter/First Responder (Volunteer FF/FR)**

### **GENERAL PURPOSE**

The Volunteer Firefighter/First Responder for the City of Avon Fire Department serves the community by responding to a wide variety of situations, ranging from emergencies that immediately threaten life or property to routine citizen requests for information or assistance. They perform within the scope of the policies and procedures of Avon Fire & Rescue and they perform duties in the following general categories: fire suppression, emergency medical aid or rescue, hazardous material responses, training, and public education. The Volunteer FF/FR normally works under the supervision of a fire department officer and is expected to function effectively as part of a highly trained team. They are also expected to perform their duties under adverse conditions and physical conditions that may pose a high risk of personal injury or exposure to hazardous conditions or infectious diseases.

The Volunteer FF/FR is required to attend regularly scheduled training in order to maintain the high level of knowledge, skill and ability necessary to function safely and effectively as a firefighter and first responder in accordance with Minnesota state law, Stearns County protocols, and standard operating procedures.

The work performance of a Volunteer FF/FR is continuously evaluated for general knowledge, skill proficiency, and ability to work as part of a team. Any deficiencies are corrected through remedial training.

### **DISTINGUISHING CHARACTERISTICS**

The Volunteer FF/FR is a compensated position. Individuals fulfilling the duties and responsibilities of a Volunteer FF/FR will at all times present themselves in a courteous, professional and responsible manner.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Volunteer FF/FR drives or rides in an emergency vehicle in response to fire, rescue and emergency medical events, hazardous materials response/mitigation and routine requests for help or assistance. In the performance of their duties, the Volunteer FF/FR places equipment, lays and connects hose; operates high-capacity pumps and directs water streams; raises and climbs ladders; uses chemical extinguishers, safety/seat belts, lines and hooks and uses self-contained breathing apparatus. The Volunteer FF/FR may enter burning buildings as part of a fire suppression team, perform ventilation tasks above ground, carry heavy objects and equipment and rescue injured or trapped victims. The Volunteer FF/FR also responds to requests for pre-hospital emergency medical care and setting up and/or operating oxygen and auto-defibrillation equipment, administering pre-hospital emergency medical care to the sick and injured and performing other related work as assigned.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Modern fire service principles, procedures, techniques, and equipment.
- Fire protection systems, evacuation considerations, and building construction regulations for fire safety.

#### **Ability to:**

- Communicate effectively, both orally and in writing; ability to understand and carry out verbal and written instructions using the English language.
- Obtain within one year of appointment, or possesses and maintains certification in Firefighter I and Firefighter II, Hazardous Material Awareness, First Responder and driver's training.
- Maintain physical conditioning necessary to perform efficiently in emergency situations; meet medical and physical agility standards as established.
- Learn the geography of the street system and physical layout of the City of Avon, and adjoining areas.
- Participate in training drills; attend school and classes on fire fighting, first aid and pre-hospital emergency care, fire equipment and apparatus, and other classes associated with recognized fire fighter standards.
- Learn and apply technical information pertaining to fire fighting.
- Analyze and cope with a variety of emergency situations calmly but effectively and to react quickly to secure accurate and precise information on the location, extent, and nature of fires and emergency aid requests.
- Sustain heavy physical labor during periods of intense activity in emergency situations; to work at varying heights above grade.

*Ability to, continued:*

- Establish and maintain effective working relationships with co-workers, supervisors, and the general public; to work effectively as a team member.
- Ability to operate all equipment and apparatus.
- Perform necessary maintenance, testing and care of fire hoses, trucks, ladders, and auxiliary equipment and apparatus.
- Perform general maintenance and minor repairs to station facilities; perform assigned janitorial activities and minor maintenance and painting.
- Perform community service activities.
- Maintain necessary records and reports, incident forms, and logs.

**Licenses; Certificates; Special requirements:**

- High School Diploma or GED
- Minimum 18 years of age
- Reside within the department's service area and less than 5 (five) minutes from the Avon Fire Hall under good driving conditions obeying all traffic laws.
- A valid Minnesota State Driver's License with a good driving record
- Minnesota First Responder
- Firefighter I and II, or equivalent education and experience; providing proof of certification.
- Hazardous Materials Awareness.
- Driver's training.
- Possess Form DD214 for Veteran's Preference Points, if applicable.
- Shall not have been convicted in Minnesota or any other state, or in Federal Court of any gross misdemeanor or Felony charges. A Minnesota State Mandated Fire Fighter background criminal history will be performed by the Avon Police Department.
- Must attend all monthly meetings (12), all training meetings (12), and 1 (one) Lake Region Meeting unless excused.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:**

Work is performed primarily in the fire station, then on emergency medical scenes, mass casualty, fire scenes and extraordinary events as they occur. Performing tasks under emergency conditions may require strenuous exertion. The exposure to death, emotional stress, patients with contagious diseases and terminal illnesses can be expected.

**Mental Demands:**

While performing the duties of this position, the employee will be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; Volunteer FF/FR observe and interpret situations; learn and apply new information or skills; and interact with fire department members, other organizations and the public.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical hazard from fire, equipment, traffic, smoke inhalation, and falling objects at emergency scenes, and exposure to health risks may occur. Performance of hazardous tasks under emergency conditions may require strenuous exertion under such handicaps as limited visibility, exposure to hazardous or toxic chemicals and gases, extremes in temperatures, cramped surroundings, and contact with death, emotional stress, contagious diseases, and terminal illness.