

# *Grant County Fire Protection District 3*

## **POLICY AND PROCEDURE**

1. NUMBER: 4.1.11
2. SUBJECT: ***Job Description – Resident Firefighter***
3. POLICY: Resident firefighters with this District operate under general supervision, fight fires and perform other related work in responding to alarms and emergency calls for the protection of life and property; perform specialized firefighting duties in connection with the operation of vehicles and equipment enroute to and at the scene of an incident.
4. SCOPE: This Policy and Procedure is applicable to all Resident Firefighter Personnel of Grant County Fire District 3.

The underlying premise of the Resident Program at Grant County Fire District 3 is to provide a real-life work and living experience for potential career firefighters. This experience will assist Resident Firefighters in understanding station life, station maintenance, training, call response and basic vehicle maintenance in order to aid them in determining whether they are well suited for the fire service as a career choice.

5. RESPONSIBILITIES:
  - A. The District Fire Chief is responsible for ensuring that these Policies and Procedures are followed.
6. PROCEDURES:
  - A. Supervision Received: Works under the general supervision of the Deputy Fire Chief of Operations and/or Lieutenant Training Coordinator.
  - B. Supervision Exercised: May assist to coordinate, instruct, or supervise the work of other firefighters, new recruits, or part-time district personnel, as assigned.
  - C. Essential Duties and Responsibilities:
    1. Shall continually work to promote the positive public image of Grant County Fire District 3, Strategic Plan, Mission Statement and be party to no act or omission that may detract from a positive public image.

2. Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose and performing fire combat, containment and extinguishment tasks.
3. Performs salvage operations such as throwing salvage covers and removing water and debris.
4. Performs emergency medical activities including administering first aid and providing other assistance as required.
5. Participates in all station drills, attends classes in firefighting, responds to alarms while living in the station, emergency medical, hazardous materials, and related subjects. No station drill may be missed without prior notice.
6. Operates radio and other communication equipment. Maintains fire equipment, apparatus and facilities. Performs minor repairs to district equipment.
7. Performs general maintenance work in the upkeep of fire facilities and equipment; cares for grounds around station including snow removal; keep grounds free of trash; cleans walls and floors; washes, cleans, polishes apparatus and equipment and other miscellaneous staff requests.
8. Performs all tasks listed on the Resident Firefighter Duty Schedule.
9. Will not be in the station or respond to any emergency incident under the influence of alcohol or drugs.

D. Peripheral Duties:

1. Assists in district supervisory and administrative activities as assigned.
2. Assists in supervising other firefighters as required.
3. Assists in training new personnel as assigned.

E. Knowledge Ability and Skills:

1. Ability to meet and deal with the public in a courteous and professional manner and promote a positive image of Grant County Fire District 3.
2. Ability to learn to apply standard firefighting, emergency medical, hazardous materials, and fire prevention techniques. Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke. Ability to act effectively in emergency and stressful situations. Ability to follow verbal and written instructions. Ability to communicate effectively orally and in writing. Ability to establish effective working relationships with employees, other agencies, and the general public.
3. Have a working knowledge of driver safety and first aid.

F. Special Requirements:

1. Must be eighteen (18) years of age or older at the time of appointment.
2. Must possess or be able to obtain by the time of appointment, a valid Washington State driver license without record of revocation or suspension in any state.
3. Have not been convicted of a job-related crime or released from prison within the last 10 years.
4. Be qualified to be employed in the U.S.
5. Must obtain a high school diploma or GED at time of appointment.
6. Must be able to read, write and speak the English language. The firefighter is required to read and understand District policies, procedures, equipment instruction manuals, and be able to prepare reports.
7. Must be of good moral character and of temperate and industrious habits.
8. Obtain and maintain a Washington State Fire Service Training Emergency Vehicle Incident Prevention (EVIP) certifications.
9. Obtain and maintain a Washington State EMT certification within one year of appointment, as available.
10. Must be approved by the Grant County Fire District 3 District Fire Chief.
11. Must have completed a Washington State Fire Service Training Basic Firefighter Fundamentals class prior to responding to emergencies. At the discretion of the Lieutenant Training Coordinator, this requirement may be waived. Obtain Firefighter 1 within 1 year of appointment, or as available.
12. Must use the station at which they are assigned as their primary residence.
13. Encouraged to purchase a renter's insurance policy covering their personal property.
14. New residents shall be issued two (2) tee shirts, one Class B Uniform Shirt and badge upon acceptance. All issued equipment and articles of clothing will be kept clean and in good order. The resident shall supply pants and boots which must meet Grant County Fire District 3's standards. The District shall provide all necessary safety equipment. All issued equipment will be returned when resident vacates or is terminated.
15. After separation, personal items must be removed within fifteen (15) days or they will be disposed of.

G. Tools and Equipment Use: Emergency medical unit, fire apparatus, fire pumps, hoses and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, and phone.

- H. Physical Demands: The physical demands described here are representative of those that must be met by a Resident Firefighter to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
1. Must pass the Districts physical agility test.
  2. While performing the duties of this job, the Resident Firefighter is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance, stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.
  3. The Resident Firefighter must frequently lift and /or move up to ten (10) pounds and occasionally lift and/or move up to one hundred pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- I. Work Environment: The work environment characteristics described here are representative of those a Resident Firefighter encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
1. While performing the duties of this position, the Resident Firefighter regularly works in outside weather conditions. The Resident Firefighter occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
  2. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- J. Living Environment:
1. Responsible for keeping living quarters and station interior clean at all times, including; removal of dirty laundry, cleaning kitchen areas, cleaning bathroom/shower area; cleaning of day room. This may be subject to inspection at any time.

2. If not currently a student, employed, or actively pursuing employment, resident will be required to perform duties as assigned by Career Staff. Resident(s) will be in uniform and available by 8:30 a.m.
3. No alcohol or non-prescription drugs will be allowed on station premises or property owned by or leased to Grant county Fire District 3.
4. Inspections will be conducted as needed but not less than once a week unannounced. Inspections will include Resident living quarters and sleeping rooms.ie; bathrooms, utility room, day room etc.
5. Volume of radios and TV's will be maintained at a reduced level. All noise will be limited between the hours of 2200 and 0700 hours.
6. Residents will restrict visitors from the hours of 2200-0700 on weekdays, and 0000 – 0700 on Fridays & Saturdays. Residents will not have overnight guests.
7. Responsible for written notification to the supervising officer no later than 0800 hours if he/she will be gone during an overnight period or an extended time. Proper written work notification shall be filled out i.e.; (Resident Request for Leave) Appendix A- (used to be attachment A). Residents will be allowed 5 days off a month, nonduty shifts. Residents will have (1) one week of time off after the 1<sup>st</sup> year, and (2) two weeks off after the 2<sup>nd</sup> year.
8. Resident quarters are off limits to all personnel, with the following exceptions: Persons invited by the resident, sleepers, or a representative of Grant County Fire District 3 for daily inspection.
9. Resident sleeping rooms are off limits to all personnel except for Resident assigned to that room and representative of the fire district for inspections.
10. No horseplay will be allowed.
11. No pets of any kind are allowed.
12. Only sporting firearms are allowed in the resident quarters, one shotgun and one rifle provided they are unloaded with the ammunition stored in a safe area, away from the gun, and has prior approval from the District Fire Chief. They must have gunlocks on at **ALL** times.
13. Archery Bows must be stored in a safe area, in a locked case, at all times with prior approval from the District Fire Chief.
14. Residents will be allowed to have one vehicle parked at the South-end of parking lot. One additional item i.e.; vehicle, boat, trailer etc. may be parked at West-end of parking lot.
15. There will be no long-distance telephone calls charged to any phone of Grant County Fire District 3. Station phones are for Grant County Fire District 3 business only. Residents may have installed and maintain a phone line for private use in their quarters if desired. Do not give out District number, for District use only.

16. The viewing or possessing pornographic sexually explicit or indecent materials which include printed materials, video or electronic media is not permitted. Any discrepancies will be resolved by the District Fire Chief or his designee.
17. No nudity, inappropriate language or touching will be allowed. Residents will promote a positive and professional image at all times.

**NOTHING CONTAINED IN THESE JOB DESCRIPTIONS OR ANY OTHER WRITTEN POLICY OF THE DISTRICT IS INTENDED TO BE PART OF ANY EMPLOYMENT RELATIONSHIP OR CONTRACT. THESE JOB DESCRIPTIONS FOR THE FIRE DISTRICT OR ANY OTHER WRITTEN POLICY OF THE DISTRICT ARE MERELY STATEMENTS OF DISTRICT POLICY AND DO NOT AMOUNT TO PROMISES OF SPECIFIC TREATMENT. FURTHERMORE, THE DISTRICT RESERVES THE RIGHT TO MODIFY THE AFORMENTIOND JOB DESCRIPTION AND DISTRICT POLICIES AT ANY TIME.**

See Appendix 04\_01\_11