

City of Huron Job Description

Job Title: Volunteer Firefighter
Department: Volunteer Fire
Reports To: Volunteer Fire Chief or Assistants
FLSA Status: Volunteer

General Statement of Duties

Under the direct supervision of the Volunteer Fire Chief or the Assistants, is responsible for controlling and extinguishing fires, protecting life and property, and maintaining equipment as a volunteer of the City of Huron's Fire Department by performing the following duties.

Essential Duties and Responsibilities

1. Follow all station policies prescribed by standard operating procedures. Ensure all federal and state regulations are adhered.
2. Develop positive public relations in all avenues of the City of Huron.
3. Respond to fire alarms. Ensure prompt and safe responses to all fires.
4. Select hose nozzle, depending on type of fire, and direct stream of water or chemicals onto fire.
5. Position and climb ladders to gain access to upper levels of buildings or to assist individuals from burning structures. Be able to work from ladders, roofs and elevated positions.
6. Create openings in buildings for ventilation or entrance.
7. Administer first aid and artificial respiration to injured persons and those overcome by fire and smoke.
8. Communicate with superior during fire by portable two-way radio.
9. Assist in the inspection of buildings for fire hazards and compliance with fire prevention ordinances.
10. Maintain equipment after fire. Prepare the equipment for future fires.
11. Participate in drills, demonstrations, and courses in hydraulics and fire fighting techniques. Must attend training in all fire and rescue procedures.
12. Operate various equipment to include telephone, fax machine, computer, emergency equipment (rescue equipment, SCBA Air Pack, fire hose and nozzle, etc.) light equipment. etc. Must be able to operate engine driven equipment and hand tools.
13. Maintain confidentiality at all times.
14. Attend meetings, training, and seminars as deemed appropriate and necessary by the City.
15. Perform duties in a manner consistent with safe practices and policies.
16. Perform other duties as deemed appropriate and necessary.
17. Must have a phone to be contacted for emergencies.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

1. High School Diploma or GED Certification.
2. Experience as a Firefighter preferred or an equivalent combination of education and experience may be acceptable.
3. Responsible for being knowledgeable of all roads, streets, and buildings within Beadle County and the City of Huron.
4. Ability to handle stressful situations tactfully.
5. Ability to work hours outside of the normal workday and to work extended hours.

LANGUAGE SKILLS

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to write routine reports and correspondence.
3. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

1. Ability to use basic math skills.

REASONING ABILITY

1. Ability to apply common sense understanding to carry out written or verbal instructions.
2. Ability to deal with problems involving few concrete variables in standardized situations.

CERTIFICATES, LICENSES, EXAMINATIONS

1. Valid South Dakota Driver's License.
2. CPR and First Aid Certification.
3. Successful competition in written and/or verbal interviews.
4. Must be a S.D. Certified Firefighter in a specified time.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by a volunteer 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. While performing the duties of this job, the volunteer is regularly required to use hands to finger, handle, or feel and regularly required to communicate.
2. The volunteer frequently is required to stand, walk, reach with hands and arms, climb or balance, and taste or smell.
3. The volunteer is occasionally required to sit and stoop, kneel, crouch, or crawl.
4. The volunteer must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to volunteer's own body weight.
5. Ability to handle stressful situations.
6. Ability to work during odd shifts and during emergencies.

WORK ENVIRONMENT

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

1. While performing the duties of this job, the volunteer is frequently exposed to wet and/or humid conditions, moving mechanical parts, fumes, smoke or airborne particles, outside weather conditions, extreme heat, risk of electrical shock, and explosives.
2. The volunteer is occasionally exposed to high, precarious places; toxic or caustic chemicals; and vibration.
3. The noise level in the work environment is usually loud.

February 25, 2008
Date Approved

Don Burdick
Volunteer Fire Chief

Pat Haley
Commissioner in Charge

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

Volunteer Sign Off:

The volunteer is expected to adhere to all City of Huron policies and to act as a role model in the adherence to city policies.

I have read and understand this expectation and job description.

Volunteer Signature

Date