

Grand Chute Fire Department

Administrative Policy Part-Time Firefighter Position Description

Purpose: The purpose of this policy shall be to define the position and requirements of a Part-Time Firefighter on the Grand Chute Fire Department.

Scope: This policy applies to all Part-Time Firefighters.

I. Position Statement

Rank:	Part-Time Firefighter
FSLA Status:	Exempt (Hourly/Protected Class)
Shift:	Set 12 Hour Day Shift Monday -Friday
Immediate Supervisor:	Lieutenants
Probationary Period:	12 Months from date of hire or promotion

II. Position Summary

The primary function of an employee in this position is to protect the community in emergency situations, including but not limited to medical, fire, hazardous material exposure, and natural and manmade disasters, and performs work in the protection of life and property through fire prevention, public education, and to promote an environment of public safety within the Town of Grand Chute.

The Part-Time Firefighter has responsibility for the proper maintenance and safety of the building, apparatus, and all equipment for GCFD fire stations and assigned shift.

An employee in this position performs the duties of other employees in the Grand Chute Fire Department when so assigned.

III. Primary Function/Essential Duties

Position requires the individual to perform multiple tasks within the course of the duty shift, training or other departmental function.

Essential functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- A. Responds to, and mitigates emergency and non-emergency service request including but not limited to structural fires, emergency medical calls, vehicle accidents, hazardous materials spills or releases, forcible entry, alarm investigations, and burning complaints.
- B. Performs suppression, rescue and salvage operations including but not limited to: raise and lower ladders, pulls/positions hose lines, operate gas powered saws or fans, operates heavy rescue equipment, uses various hand tools and operates heavy fire apparatus including pumps and aerial ladders.
- C. May respond to emergency calls for specialized service such as hazardous materials, confined spaces rescue, extrication and technical rescues that include high angle, below grade, swift water, trench and collapse rescues.
- D. Perform pre-shift equipment inspection to ensure equipment and personal protective equipment is functional and ready for emergency use.
- E. Performs the routine maintenance of fire apparatus and equipment, inspecting apparatus and equipment to determine need for maintenance and repair work. Perform and/or participates in the cleaning and maintenance of quarters, equipment and apparatus.
- F. Performs emergency medical technical skills and maintains certifications.
- G. Keeps fire station, equipment and grounds in a clean and orderly condition
- H. Functions as an essential member of a team providing support and participation.
- I. Attends, participates in training at the company and departmental level as directed
- J. Attends external training opportunities as needed to maintain certifications and/or increase knowledge, skill and ability in assigned areas of responsibility.
- K. Works with other town agencies during emergency incidents in Grand Chute and surrounding cities and townships.
- L. Performs all work duties and activities in accordance with town and fire department policies and guidelines. Works in a safe manner and reports unsafe activity and conditions. Follows town-wide and fire department safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the Fire Department Administrative Policies and Guidelines along with the Town Policy Handbook.
- M. Coordinates assigned areas of responsibility as assigned.
- N. Participates in public education to various groups or individuals as directed.
- O. Completes project assignments within the scope of qualifications.
- P. Prepares written and/or electronic reports on maintenance of apparatuses and equipment.

- Q. Attends 50% of all department wide staff meetings unless excused by a Chief Officer.

IV. Environmental Conditions

Position requires the individual to work in potentially personal dangerous and/or environmental conditions which may include several changes over the course of a duty shift.

- A. Exposure to extreme heat or cold.
- B. Exposure to precipitation including rain, snow or ice.
- C. Exposure to various pollutants, odors and fluids.

V. Physical Conditions

Position requires the individual to work under various physically demanding conditions and requires the individual to maintain adequate physical conditioning per standards under NFPA 1582-*Comprehensive Occupational Medical Program for Fire Department*-Most Current Edition. Including but not limited to the following:

- A. Sitting, standing, crouching, kneeling or crawling in any of the environmental conditions for any length of time.
- B. Performing duties from various levels of height including from ladders, buildings or other structures.
- C. Performing duties at various levels of grade including below ground or uneven terrain.
- D. Performing duties in limited to zero visibility under extreme temperature changes.
- E. Performing duties under severe noise levels from equipment, apparatus or structural fire conditions.
- F. Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone, department radio equipment, and in person, including during emergency and non-emergency situations which may involve a high degree of noise.
- G. Sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, comprehend, prepare, and evaluate written documents and text material, and effectively operate at a fire or related emergency scene.
- H. Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in fire fighting and a personal computer.
- I. Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting life and property.

VI. Qualifications/Certifications

Reference Administrative Policy 101.12 Part-Time Employee Appointment Process.

VII. Knowledge

- A. Town of Grand Chute rules and regulations.
- B. Departmental policies and guidelines.
- C. Geography of the Town of Grand Chute and surrounding areas including the street addressing system, boundaries, and key infrastructure.
- D. Modern firefighting principles, strategies and tactics; such as wildland, commercial, residential, airport, flammable and combustible liquids, vehicle, etc
- E. Modern fire apparatus and related equipment.
- F. National Incident Management System (NIMS).
- G. Emergency Medical Services Emergency Medical Technician (EMT) techniques and related medical equipment.
- H. Emergency response records systems, communications equipment and use, fire computer applications and incident reporting procedures.
- I. Municipal, International and National Fire Protection Association; ordinances, codes and standards.
- J. Fire code inspection procedures.
- K. Fire preplanning policies and procedures.
- L. Disaster preparedness and procedures.
- M. Accepted public education strategies and best practices.

VIII. Skill

- A. Operation of modern firefighting equipment including heavy fire apparatus.
- B. Operation of emergency medical equipment.
- C. Operation of modern office equipment including computers, printers, copiers, electronic messaging systems, and audio/visual equipment.
- D. Above average mechanical aptitude for maintenance and repair of equipment, facilities and apparatus.
- E. Correct unacceptable behavior, attitude, or performance with peer staff.
- F. Correct immediate safety issues.

IX. Ability

- A. Work under extremely stressful situations, day and night, which result from a fire and other emergencies, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property.
- B. Make determinations as to the best course of action when responding to, and mitigating emergency and non-emergency incidents.
- C. Work within a command structure requiring strict adherence to following orders, carrying out assignments and working within a team environment.

- D. Prepare and present accurate and reliable reports containing findings and recommendations.
- E. Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- F. Read, comprehend and follow oral and written instructions. Understand and apply available guidelines to varied operational requirements.
- G. Complete assigned tasks within a timely manner in order to meet or exceed deadlines or regulatory compliance.
- H. Learn and correctly apply Town and Fire Department policies, procedures and/or guidelines.
- I. Adapt to changes in technology, policy and guidelines in a positive and proactive manner during the change and implementation.
- J. Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.
- K. Communicate effectively both in oral and written form; both to the general public, elected officials and staff.
- L. Demonstrate the Department's core values in everyday work; display a positive and caring attitude.
- M. To be nice, respect each individual for who they are.

I, _____ have read the provided position description for the job of Part-Time Firefighter and hereby understand my role and general responsibilities as provided. I further understand that administration reserves the right to update and/or modify this position description with a 30-day written notice in order to sustain department operations.

Employee Signature _____ Date _____

Fire Chief Signature _____ Date _____

Fire Chief _____