

## CLASSIFICATION SPECIFICATION

**CITY OF MARYSVILLE, CA**

**Date:** February 2020

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**CLASS TITLE:** Volunteer Reserve Firefighter

**WORKING TITLE:** Reserve Firefighter

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Shift Captain

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### **JOB SUMMARY**

Under the general direction of a Shift Fire Captain, a Reserve Firefighter may be required to effectively perform duties involving the protection of life and property from fire and other emergencies while assigned to an engine; perform station maintenance; inspect, test and maintain equipment and fire apparatus; conduct training during shifts; maintain reports; and perform other duties as specified by the Shift Fire Captain.

### **DISTINGUISHING CHARACTERISTICS**

A Volunteer Reserve Firefighter is responsible for the efficient and accurate completion of tasks assigned by the Shift Fire Captain. The Reserve Firefighter is recognized as a volunteer and not a member of the regular full-time staff for City benefits or retention rights.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified individuals can perform the essential functions of the job. Essential functions may include, but are not limited to, the following:

- Maintains a minimum of three 24-hour shifts per month.
- Attends scheduled monthly volunteer business meetings.
- Participates in community events.
- Responds to fire alarms; lays and connects hose lines; holds nozzles and directs water streams; raises and climbs ladders.
- Provides basic life support during medical incidents; assesses and initiates patient care until relieved by proper medical personnel.
- Operates all types of portable fire extinguishers, hand tools, hose lines, power tools and appliances, salvage covers, forcible entry tools, emergency medical equipment, and other rescue equipment.
- Participates in fire drills and attends training sessions.
- Maintains regular, consistent and timely attendance of assigned shifts.
- Promotes and maintains safety in the workplace.
- Works cooperatively with others.
- Shuts down natural gas and electrical services to structures.
- Responds to hazardous materials incidents.
- Participates in fire inspection activities and other fire prevention and public education activities as assigned; ensures that businesses are operating in compliance with the fire code.
- Responds to inquiries from the public.

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- Assists in investigating fire origin and cause.
- Controls traffic.
- Inventories supplies; maintains records.
- Maintains fire engines and emergency equipment; cleans station quarters and equipment; performs minor building maintenance.
- Tests and maintains fire hoses and hydrants.
- Operates radio-telephone equipment.
- Performs related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES** (position requirements at entry)

**Knowledge of:**

- Rules, regulations and operational procedures of the Fire Department.
- Methods, techniques, and procedures of fire suppression and prevention.
- Principles and practices of operating fire apparatus and equipment.
- Dangers and disposition of hazardous materials.
- Emergency medical technician skills including basic life support, CPR, defibrillation, and blood borne pathogens.
- Fire prevention codes and ordinances, and building codes and construction.
- Natural gas and electrical shut off procedures.

**Ability to:**

- Learn firefighting methods and techniques.
- Operate firefighting equipment.
- Perform street location and understand the physical layout of the City and major fire hazards.
- Demonstrate mechanical aptitude as required in the operation of firefighting equipment.
- Retain presence of mind in emergencies.
- Analyze fire and emergency situations and report to the Incident Commander.
- Understand and follow oral and written directions promptly and accurately.
- Deal courteously and effectively with the general public.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Tactfully and effectively interact with all people regardless of race, ethnicity, sex, age or economic status.
- Perform general office and clerical duties including operation of a personal computer.
- Communicate effectively, both orally and in writing.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.

**EMPLOYMENT STANDARDS** (position requirements at entry and throughout employment)

Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the job is qualifying.

**Experience:**

Any experience that would likely provide the required ability is qualifying; firefighting experience is desirable.

**Training:**

Specialized training in the maintenance and repair of gas and diesel-powered heavy equipment.

**License & Certificates:**

- The candidate shall be at least 18 years of age at the time of appointment.
- Possession and maintenance of a valid California Driver's License, Class C.
- Possession of CSFM Firefighter I Certificate or Firefighter 1 Academy completion from an accredited college.
- AHA or Red Cross CPR/First Aid Certified.
- EMT certification desired.

**PHYSICAL DEMANDS**

Performs tasks requiring: strength and stamina, such as lifting and moving equipment and objects weighing up to 100 pounds; pushing or pulling objects of up to 100 pounds; sitting, standing, walking on uneven or slippery surfaces, kneeling, bending, twisting, turning, stooping, squatting, grasping and crawling; ascending and descending stairs and ladders; working both inside and outside with exposure to extreme weather conditions, odors, dust and pollen; exposure to chemicals, skin irritants, fumes and solvents; frequent hand and arm motion; hand and finger dexterity sufficient to use small tools; turning and bending the neck; the ability to see well enough to read gauges, documents and street maps; accurate depth perception; the ability to communicate verbally, including projecting a voice that can be heard in a noisy environment; the ability to hear and distinguish various sounds, such as alarms, voices of co-workers, and warning horns or sirens in both quiet and noisy environments; the ability to stand, walk, bend, and reach at, above or below shoulder height for extended periods of time; sustained concentration and prolonged commitment to job tasks; interpersonal skills sufficient to work closely with others on a team; high level cognitive, interpretive and judgement skills; ability to demonstrate flexibility in the work environment, performing a variety of frequently changing tasks; ability to plan, negotiate, direct, control and monitor other's activities and the ability to work alone effectively under stress in situations dangerous to self or others.

**WORK ENVIRONMENT**

Work is conducted both in a fire station and in the field in various settings. Some of these include exposure to smoke, odors, heat, steam, fumes, and dust, as well as periodic exposure to dangerous or life-threatening situations. Work involves irregular hours during days and evenings, on weekdays, weekends and holidays.

Revised: 2/18/2020