

## Eastside Fire & Rescue Job Description

Position Title: **Fire Corps Volunteer**

Division: Fire Corps Volunteer Program

Reports To: Fire Corps Program Manager

FLSA Status: Non-Exempt

Date: January 10, 2018

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**General Summary:** The Fire Corps Volunteers provide support and logistical capabilities in ***one or more of the following areas:***

- a. Backup/disaster and event communications
- b. Public/Private Event Medical
- c. Firefighter Rehab
- d. Logistical support
- e. Public education and outreach

This position reports as follows:

- a. When not assigned, reports to the Fire Corps Program Manager
- b. When assigned to an incident, reports to the Incident Commander
- c. When assigned to a station, reports to the shift Officer
- d. When assigned to a public “event” or PubEd outreach, reports to pre-designated contact or Fire Corps Program Manager

This position requires ongoing training and maintenance activities

### **Essential Job Functions: (function based)**

#### **1. Backup/disaster and event communications**

- a. Amateur Radio (HAM)
  - i. Initial disaster communications
  - ii. Health and welfare communications
  - iii. Digital over RF communications and networking
- b. Event communications support
- c. Interoperable communications
  - i. Station Radio Support (HAM, VHF Part 90, 800 Fire)
  - ii. Backup and emergency communications
  - iii. Station to apparatus
  - iv. Station to station
  - v. Station to Fire Ops Center
  - vi. Monitor dispatch, phones, fax, etc.
  - vii. Logging
- d. Fireground Radio Support
  - i. Provide and manage cache radios, batteries, etc.
  - ii. Scene radio coordination and monitoring
  - iii. Support secondary communications needs

- e. Interoperable Communications
  - i. Provide and maintain communications with external partners, local, state and federal agencies as directed via available resources
- f. General
  - i. Operate radio equipment as required by the Agency and effectively communicate by means of two-way radio, digital radio links and/or other methods as warranted and available
  - ii. Communicate in writing through completion of various records, memos, and letters
  - iii. Participates in routine and special group training and drills.
  - iv. Responds promptly when called to duty
  - v. Regular study of job training manuals, SOPs, and Agency materials
  - vi. Accepts orders from command personnel and performs required tasks
  - vii. Accepts assignments made by superiors

## **2. Public/Private Event Medical**

- a. Based on training/certification
  - i. Basic 1st Aid
    - 1. Ice packs, bandages, minor care
    - 2. Not requiring a ESO entry
  - ii. Advanced 1st Aid
    - 1. Initial assessment and triage
    - 2. Initialize 911 or NORCOM dispatch
  - iii. EMT
    - 1. Initial assessment and triage
    - 2. Initialize 911 or NORCOM dispatch
    - 3. Initialize Dispatch call with "short report" determine if ALS required
- b. General
  - i. Communicate in writing through completion of various records, memos, and letters
  - ii. Participate in routine and special group training and drills
  - iii. Respond promptly when called to duty
  - iv. Regular study of job training manuals, SOPs, and Agency materials
  - v. Accept orders from command personnel and performs required tasks
  - vi. Accept assignments made by superiors

### **3. Fire Fighter Rehab**

- a. Pulse, BP, Oxygen monitoring
- b. Heating/cooling
- c. R&R and Comfort Area
- d. Documentation
- e. General
  - i. Communicate in writing through completion of various records, memos, and letters
  - ii. Participate in routine and special group training and drills
  - iii. Respond promptly when called to duty
  - iv. Regular study of job training manuals, SOPs, and Agency materials
  - v. Accept orders from command personnel and performs required tasks
  - vi. Accept assignments made by superiors

### **4. Logistical Support**

- a. Fireground And Training Support
  - i. Assist with non-suppression/medical logistics requests
  - ii. Training scenario setups, resets, provisioning
  - iii. Maintain perimeters
- b. Crew shuttles in Agency vehicles (non-suppression/medical)
- c. Runners
- d. Consumables Resupply
  - i. Air Bottle replacement and inventory
  - ii. Tools, fuel, etc.
- e. Firefighter Rehab/Provisioning
  - i. Maintain supplies – fluids, food, comfort items
  - ii. Assist with setup/operation/removal
- f. Resource Emergency Station Staffing
  - i. Staff stations/HQ watch office areas
  - ii. Maintain station integrity
  - iii. Manage walk-ins (still alarm notifications)
  - iv. Liaison with External Resource Teams (CERTs, etc.)
  - v. Provide station/resources reports

- g. General
  - i. Communicate in writing through completion of various records, memos, and letters
  - ii. Participate in routine and special group training and drills
  - iii. Respond promptly when called to duty
  - iv. Regular study of job training manuals, SOPs, and Agency materials
  - v. Accept orders from command personnel and performs required tasks
  - vi. Accept assignments made by superiors
- h. Note: Air Unit Driver and Operator qualifications and duties are covered in a separate addendum

## **5. Public education and outreach**

- a. FEMA CERT Instructor
  - i. Upon certification teach CERT classes in:
  - ii. Basic medical I & II and triage
  - iii. Basic search & rescue, cribbing
- b. Public Education & Events
  - i. Assist with staffing EF&R booths at community events, safety fairs, etc.
  - ii. Assist with EF&R activities at major events (Salmon Days, Sammamish July 4<sup>th</sup>, National Night Out, etc.)
  - iii. Station & Facility Tours
  - iv. Assist on-duty crews with station/apparatus tours when requested
  - v. Station open houses
- c. General
  - i. Communicate in writing through completion of various records, memos, and letters
  - ii. Participate in routine and special group training and drills
  - iii. Respond promptly when called to duty
  - iv. Regular study of job training manuals, SOPs, and Agency materials
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### **Knowledge, Skills, and Abilities:**

1. Knowledge and understanding of and adherence to all Agency policies and procedures
2. Knowledge as the result of attendance of schools, conferences, and training sessions in order to stay current on relevant information
3. Ability to pass entry level testing and screening procedures including basic knowledge of chosen volunteer skills area(s) and background evaluations
4. Ability to successfully complete initial and ongoing training and performance requirements
5. Ability to maintain a valid Washington State driver's license and comply with Agency driver record requirements
6. Ability to perform critical work under pressure of emergency situations.
7. Ability to work in a closely managed and paramilitary environment.

### **Education and Experience:**

- Graduation from high school or completion of a GED
- ICS 100, 200, 700a, 802b course completion
- Certifications consistent with all jurisdictional laws and regulations
- Successfully complete entry level testing procedures
- Experience working within a highly structured organization
- Experience in following explicit and implicit written and oral orders
- Experience in successful volunteering
- **Within the first 6 months**, successfully test and obtain an FCC Amateur Radio license at the Technician Class level or higher (***if not already licensed***)
  - i. Skill to utilize and operate amateur radio equipment, public VHF and 800 MHz radios and systems
  - ii. Ability to communicate as an Emergency Communicator

### **Physical Requirements:**

- Must be able to read a computer screen and various reports, letters, documents, and training materials; must be able to drive personal and Agency vehicles; must be able to move about safely at the scene of an incident
- Must be able to frequently communicate, express one's self, convey, converse, and exchange information with others
- Must be able to remain in a stationary position for long periods
- Frequent movement is necessary in an office setting, in meetings, at conferences, etc.
- Occasionally ascends/descends stairs; occasionally positions self to reach high/low work spaces; occasionally kneels; seldom stoops, crouches, or crawls
- Must be able to move, transport, and/or position material up to 25 pounds
- Occasionally operates a computer and other office productivity machinery such as a calculator, copy machine, and computer printer

- Works in an indoor office setting and outdoor weather conditions.
- Must successfully pass the Agency's pre-hire background, interviews and drug screen

**Working Conditions:** Duties may require presence at certain specified locations in order to accomplish required duties. Position subject to call at any time on any day, and is responsible to make a diligent effort to arrive at the assignment in prompt, safe, and timely manner. Work environments also include station duty, classroom and field training, and home study.

**General Sign-Off:** The Fire Corps Volunteer is required to adhere to all Agency policies, regulations, and procedures. The statements herein are intended to describe the general nature and level of work performed by the FCV, but are not a complete list of responsibilities, duties, and skills required of FCV's so classified. Furthermore, they do not establish a contract or commitment for continued service, and are subject to change at the discretion of the Agency.

I have read, understand, and agree to adhere to this explanation, conditions, and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Emp#: \_\_\_\_\_