



FIRE RESCUE POLICY & PROCEDURE MANUAL

EFFECTIVE DATE	REVISION DATE	STARTING PAGE NUMBER	TOTAL PAGES	POLICY SECTION
10/1/1993	4/18/2011	1	5	1301.00
JOB DESCRIPTION FOR VOLUNTEER FIREFIGHTER (SUPPORT)				
APPROVED BY: JAMES M. WEINAND, FIRE CHIEF				

1301.00 VOLUNTEER FIREFIGHTER (Support)

1301.01 Rank: Volunteer Firefighter Department: Fire-Rescue

1301.02 **GENERAL PURPOSE:** Support Members are personnel who are not completed the department's new employee orientation-training program.

This classification of personnel is not permitted to function inside an IDLH atmosphere and shall be used outside the Hot Zone or in defensive position on the fire ground.

No interior operations will be performed by these members.

These members work to protect life and property by supporting fire fighting, emergency aid, hazardous materials, and fire prevention activities. Maintains fire equipment, apparatus, and facilities.

1301.03 **SUPERVISION RECEIVED:** Works under the close supervision of full-time Fire Department employees. Volunteers will be assigned to a specific shift Captain who will supervise and administer the progress of this assigned volunteer in accordance with the Department Policy and Procedure Manual.

1301.04 **SUPERVISION EXERCISED:** None.

1301.05 **ESSENTIAL DUTIES AND RESPONSIBILITIES:** Performs support activities including driving fire apparatus, operating pumps, exterior fire fighting and related activities such as laying hose, containment and extinguishment tasks.

Performs emergency aid activities including administering first aid and providing other assistance as required.

Participates in fire drills, attends classes in fire fighting, emergency medical, hazardous materials, and related subjects.

Receives and relays fire calls and alarms. Operates radio and other communication equipment.

Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs.



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Maintains fire equipment, apparatus and facilities. Performs minor repairs to departmental equipment.

Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.

Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, fire fighting, hazardous materials, and emergency aid activities.

Presents programs to the community on safety, medical, and fire prevention topics.

Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.

The incumbent is expected to protect the privacy of all patient information in accordance with Tequesta Fire Rescue's privacy policies, procedures, and practices, as required by Federal Law, and in accordance with general principles of professionalism as a government / health care provider employee.

The incumbent may access protected health information and other department information only to the extent that is necessary to complete your job duties. The incumbent may only share such information with those who have a need to know specific information you have in your possession to complete their job responsibilities related to treatment, payment or other departmental operations.

The incumbent is encouraged and expected to report, without the threat of retaliation, any concerns regarding the department's policies and procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer of the Fire Chief.

The incumbent is expected to actively participate in the Department's privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with Tequesta Fire Rescue's policies.

1301.06 PERIPHERAL DUTIES: Assists in training new employees as assigned.



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Presents public information classes or programs.

1301.07 DESIRED MINIMUM QUALIFICATIONS: High school diploma or GED equivalent.

Has completed State of Florida Firefighter II Certification.

No specific work experience level required.

1301.08 NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Working knowledge of driver safety; working knowledge of first aid.

Ability to successfully learn the operation of the listed tools and equipment.

Ability to learn to apply standard fire fighting, emergency aid, 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.

Ability to meet the special requirements listed below.

1301.09 SPECIAL REQUIREMENTS: Must be eighteen (18) years or older at the time of joining the Fire Department.

Must possess or be able to obtain by time of joining the Fire Department, a valid State driver's license.

No felony convictions or disqualifying criminal history within the past seven years.

U.S. citizen.

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Must be able to read and write the English language.

Must be of good moral character and of temperate and industrious habits.

Must be able to meet departmental physical standards.

1301.10 SELECTION GUIDELINES: Entry Level: Formal application; physical agility test; oral examination; background verification and check; final selection.

1301.11 TOOLS AND EQUIPMENT USED: Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard fire fighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

1301.12 PHYSICAL DEMANDS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee 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; swim, stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

1301.13 WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee 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.



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The noise level in the work environment is usually moderate, except during certain fire fighting or EMT 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.

- 1301.14** The information provided in this job description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designated to be interpreted, as a comprehensive inventory of duties, responsibilities, qualifications and working conditions required of employees, assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description does not constitute an employment agreement or contract between the employer and employee.