



POSITION DESCRIPTION

Vision Statement: "To Enhance the Quality of Life in the Community"

Mission Statement: "To actively grow the community while promoting and protecting the high quality of life"

Position Title:	Volunteer Firefighter	FLSA Status:	Non-exempt
Department:	Fire	Bargaining Unit:	None
Reports To:	Fire Chief		

Nature and Purpose of Position

A Volunteer Firefighter performs emergency services and rescue activities involving protection and safety of the community through prevention and control of fires.

Core Competencies

- Work effectively as an employee of the City of Melrose and maintain good job behavior.
- Accept responsibility for the duties of the position. Work diligently toward complete and accurate work assignments. Continually develop and recommend more efficient and effective ways of carrying out the duties and responsibilities of the position.
- Develop the necessary skills and knowledge to perform the duties of the position.
- Accept and adapt positively to changes in your position and within the City.
- Be courteous and cooperative with Public Officials and the public.
- Support the City's vision and mission.
- Promote teamwork through communication and cooperation. Treat co-workers in a respectful, considerate, and professional manner and consider the opinions and personal needs of others.
- Promote safety in every activity. Become familiar with and abide by the City's safety rules and procedures.

Essential Functions of the Position

The essential functions of the position include, but are not limited to, the following:

- 1) Responds to fire and/or emergency calls.
- 2) Performs duties at emergency scene as directed by the Fire Chief or Assistant Chiefs.
- 3) Extricates victims from entrapment, gives all possible emergency care and protection to the entrapped victim.
- 4) Operates emergency vehicles.
- 5) Participates in continuing education and training programs including attendance at State Fire or Sections school every five years.
- 6) Cleans and maintains fire equipment and apparatus.
- 7) Performs clean up operations after a fire has been extinguished.
- 8) Performs other duties as apparent or assigned.

Specifications

EDUCATION AND EXPERIENCE

- ❖ High School diploma or general education degree (G.E.D.).

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- ❖ Knowledge and ability to perform the duties of a volunteer firefighter.
- ❖ Ability to respond quickly and appropriately to crisis and emergency situations.
- ❖ Ability to walk or crawl through smoke filled areas with proper PPE; drag or carry trapped victims from burning buildings.
- ❖ Working ability to carry, lift, extricate, climb, hoist and other similar maneuvers in a manner not detrimental to co-workers, victims, or self.
- ❖ Ability to pass physical endurance test and medical physical exam every two years.
- ❖ Ability to attend and complete skywarn class within two years of joining the department.
- ❖ Ability to work with other area fire departments, ambulance services, and rescue squads to maintain a smooth working relationship.
- ❖ Ability to expertly drive an emergency vehicle under any conditions.

Certification and Licensing

- ❖ Valid Minnesota Drivers License
- ❖ CPR Certification

Computer Skills

- ❖ Proficient in the use of computers and Microsoft Office software.

Mathematical Skills

- ❖ Ability to perform mathematical computations.

Language Skills:

- ❖ Ability to read and interpret policies and procedures.
- ❖ Ability to communicate effectively with other emergency medical personnel, staff and department members, and the general public.

Physical Requirements/Work Environment

- ❖ The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.
 - The volunteer is frequently required to sit and talk or hear; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms.
 - Specific vision abilities required by this job include close vision and the ability to adjust focus.
 - The volunteer must occasionally lift and/or move more than 100 pounds.
 - The noise level in the work environment is moderate to 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. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.