



JOB TITLE: Volunteer Firefighter

JOB TYPE: Part-Time

REPORTS TO: Fire Chief

STARTING RANGE: \$20-\$30 per Call

Job Overview

Under the supervision of the Fire Chief, the Volunteer Firefighter performs advanced firefighting work in preventing, combating, and extinguishing fires, responding to hazardous materials incidents and emergency calls which include special rescue situations such as vehicle and steep angle rescue.

Essential Duties and Responsibilities

The primary responsibility of a Volunteer Firefighter is to respond to fire calls or other emergencies in accordance with Osawatomie Fire Department procedures. After being certified, a Volunteer Firefighter is able to drive and operate department apparatuses including trucks, tankers and ladders, pumps, and auxiliary equipment. Essential duties and responsibilities include:

- Lays and connects hose, holds nozzles, and directs fog, chemical and water streams. Raises and climbs ladders, uses chemical extinguishers and a variety of other portable and related equipment
- Participates in training sessions and attends classes in firefighting, hazardous materials, rescue, emergency medical treatment, and related subjects
- Responds to calls for emergency services, prepared to perform life saving techniques and other onsite care of victims if required
- Responds to emergency calls for drowning, various rescue situations, accidents and natural or other catastrophes
- Performs a wide variety of general custodial and maintenance work in the upkeep of department apparatus, equipment, and station. Cleans and washes walls and floors. Washes, hangs, and dries hose
- Washes, cleans, and polishes apparatus

This listing of "Examples of Work Performed" is intended to describe the principal functions of the Volunteer Firefighter. The listing of examples, however, shall not be construed as a complete listing of miscellaneous, incidental or substantively similar duties which may be assigned during the normal operation of the Fire Department.

Section 1: Minimum Job Requirements

- Must be at least 18 years old
- Must possess a valid US Driver's License and pass a driving background check
- Must possess a High School Diploma or GED Equivalent

Section 2: Additional Job Requirements

Firefighters must live within a certain response-time radius from the Osawatomie Fire Department's primary Fire Station located at 700 Walnut Avenue in Osawatomie, KS.

Section 3: Preferred Qualifications

Previous experience as a first responder, EMT, or other emergency personnel is preferred but not required.

Section 4: Physical Requirements

This is a highly physical position and employees must be able to achieve and maintain rigorous physical fitness levels in order to execute the essential duties and responsibilities of an emergency first responder. Abilities should include:

- Ability to carry a ladder weighing approximately 75 pounds, to raise and extend the ladder, to assist victims down ladders, and to carry fire hose and other heavy equipment up and down ladders and stairs
- Ability to move and advance a charged hose line, weighing approximately 180 pounds into a burning building, while standing or crawling on the floor
- Ability to hold flowing hose line for long periods of time and to shut off a flowing line while maintaining control of the hose line
- Ability to work in high, open places and confined spaces
- Ability to operate a power saw in awkward positions, such as overhead cutting, cutting on a sloping roof, and cutting from a ladder
- Ability to use a variety of tools to remove walls and ceilings, requiring pulling and pushing motions with arms extending overhead for long periods of time, or to force entry into a building
- Ability to operate power extrication equipment to assist in patient removals from motor vehicles
- Ability to lift and carry patients over rough or uneven terrain for considerable distances, including the ability to bend, strain, stretch, contort, push, pull, twist, carry, walk with weight or lift to remove a victim from a motor vehicle and place the victim on a stretcher
- Ability to complete firefighter and emergency rescue functions and tasks which are physically demanding over a period of time, without breaks, recovering quickly when given a short break

Section 5: Working Conditions

This position works in dangerous or un-safe conditions as necessary to respond to emergency situations. Potential working conditions and requirements include:

- Entering a building under adverse fire conditions which might include smoke, extreme heat, and no visibility, in full protective clothing, including air pack with face piece
- Searching for fire victims (sometimes searching by feel only), while walking or crawling, and if victim is found, to drag or carry the victim to safety
- Performing firefighting and rescue duties while exposed to extreme cold and/or wet environmental elements
- Responding to an alarm, wake, and go from a sound sleep to full activity and exertion within a matter of minutes

- Hearing and orally responding to verbal orders, calls for assistance, and radio communications, as well as the ability to hear, identify, and appropriately respond to various sounds in an environment of substantial background noises, such as sounds produced by structural collapses, back-drafts, breaking glass, fire, other firefighters, sirens, traffic, and victims
- Safely navigating emergency scenes in any weather, day or night, that include any combination of dim or ultra-bright light; or repetitive or flashing lights from emergency vehicles, emergency beacons, headlights, or traffic lights
- Shouting orders, warnings, and responses when necessary
- Understanding and working under other adverse conditions which may include hazardous chemicals and materials, electrical hazards, communicable diseases and biohazards, hazards associated with working in and near traffic, and natural and man-made disasters.

Section 6: Work Schedule

This position is considered a part-time “On Call” position and responds as needed to emergency situations. Calls should be expected at any time in any season.

Section 7: Personal Knowledge, Skills, and Abilities

The City of Osawatomie has identified the following employee core competencies that allow and encourage innovation, learning and improvement in both internal and external City services. These core competencies allow the City to accomplish the programs and strategic goals set by the organization in accordance with the organizational values. The core competencies are included in the performance assessment and review processes. Every successful employee is expected to demonstrate each of the following core competencies:

- *Personal Accountability*
Accepts responsibility and is accountable for his or her actions. Acts in ways that support honesty and upfront dealings with his or her work and maximizes the use and efficiency of time and resources. Completes tasks independently and in a timely manner. Meets attendance and punctuality guidelines.
- *Communication*
Clearly and concisely presents oneself both verbally and in writing assuring that others understand the intended message. Keeps appropriate people accurately informed and up-to-date of both positive and potentially negative information. Appropriately expresses one’s own opinion. Refrains from immediate judgment and criticism of others’ ideas. Delivers criticism in a way that demonstrates sensitivity to the feelings of others and waits for others to finish their intended message before responding. Writes concise correspondence when required. Understands of the importance of non-verbal communication and presents oneself in an appropriate manner.
- *Job Performance*

Maintains functional knowledge for position including experience, education, situations and systems. Follows City and Department policies and procedures regarding work performance as defined by the Department.

- *Initiative and Innovation*

Recognizes and pro-actively addresses opportunities to improve. Takes independent action within his/her scope of responsibility. Looks for opportunities to learn from others or on-the-job and applies new skills and knowledge to daily work. Applies and/or shares ideas about new trends, technology of data to improve organizational performance or customer service.

- *Leadership (Non-Supervisory)*

Willingly cooperates and works collaboratively toward solutions that best benefit all involved; works cooperatively with others to accomplish City and department goals. Willing to take a pro-active stance and/or leadership role. Puts goals of the City and/or department ahead of personal agenda, and supports and acts in accordance with City or departmental decisions even when such decisions may not entirely reflect personal position. Works to understand decisions, the reasons behind decisions, and is able to communicate them. Solicits the input of others who are affected by plans or action and gives credit and recognition to others who have contributed. Is able to provide guidance of direction through informal leadership, moving towards shared goals and objectives.

Section 8: Benefits Available

This position is not eligible for enrollment in the City of Osawatomie benefits package.

Section 9: Other Information and Disclaimer

Department	Fire
Division	
Type	Part-Time
Pay Rate Type	Per Call
Weeks Per Year	52
Hours Per Week	Standby
KPERS Eligible	No
CDL Required	Yes
Random Drug Screen	Yes
Clothing Allowance	Yes
Drug Test Requirement	Yes

Physical Requirement	Yes
Background Check	Yes (Driving Record)

The included statements are intended to describe the general nature and level of the work performed by employees assigned to this position. It is not designed to contain or be interpreted as a complete or exhaustive list of duties, responsibilities, or qualifications. The City of Osawatomie reserves the right to amend and change responsibilities of job descriptions to meet business and organizational needs as necessary. The job description is not a contract or guarantee of employment.