



POSITION DESCRIPTION

PURPOSE: The specific objective and function of a Position Description sets out the position and purpose of the job as well as where the position fits into the organization. It also details expected behaviors, principal accountabilities, responsibilities, key tasks, and job performance for the position a member or Officer has been appointed to.

WBRFA MISSION: “. . . As a Team, WBRFA is dedicated to the preservation and protection of Life, Property, and the Environment by maintaining a state of readiness in order to provide the community with emergency services and hazard prevention / education.”



POSITION: Firefighter

DEFINITION & JOB SUMMARY: The Firefighter is responsible for maintaining a state of readiness in order to respond and mitigate emergency situations that West Benton Regional Fire Authority responds to. A Firefighter will provide members of the department with leadership as well as maintain a high level of professionalism while responding to emergency incidents. Firefighters will be certified to the minimum training standards set forth by West Benton Regional Fire Authority Training Division to perform the duties assigned.

REPRESENTATIVE DUTIES

- ✓ Respond to and mitigates fire, rescue, and emergency medical incidents both inside and outside of WBRFA's response area.
- ✓ Conducts self professionally when representing West Benton Regional Fire Authority.
- ✓ Supports and carries out West Benton Fire Rescue orders and policies.
- ✓ Attends and actively participates in training.
- ✓ Participates in State Mobilizations, DNR, BLM and USFWS incidents when requested.

SUPERVISION / CONTROLS OVER WORK: Immediate supervision is provided by the Shift Captain. Receives workflow direction from Shift Captain or Designated Program Managers.

LEVEL OF RESPONSIBILITY: Operational

JOB GOAL:

NATURE / SCOPE OF WORK: Knowledge of the Incident Command System and modern principles of firefighting will assist the incumbent in being responsible for activities and assignments centered around the station environment and other collateral duties. The incumbent must respond to major emergency situations and at such times may be subject to extreme noise, toxic smoke and gases, hazardous chemicals, and adverse weather conditions. However, this is an operational role within the Department and at time may require above-average aerobic capacity and lifting capabilities as well as good balance, manual dexterity, eyesight, and hearing. Incumbents in this position may be subject to extreme heat, noise, toxic smoke and gases, hazardous chemicals, adverse weather conditions, communicable diseases and possible verbal and physical abuse from hostile or disoriented individuals.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- ✓ Analyze situations correctly and quickly and to adopt effective courses of action, giving due regard to surrounding hazards and circumstances.
- ✓ Establish and maintain effective working relationships with management, subordinates, other local officials, and the general public.

- ✓ Communicate both clearly and effectively, both orally and in writing.
- ✓ Perform all required tasks of the job under adverse conditions.
- ✓ Responding to emergency incidents assigned to 24-hour shift and performing initial emergency functions.
- ✓ Assist in Developing long range plans and objectives for assigned programs.
- ✓ Execute policies, plans and goals for WBRFA.
- ✓ Assists with the maintenance and repair of WBRFA buildings, equipment, and apparatus.
- ✓ Provides Shift level leadership in the absence of the Shift Captain.

MINIMUM QUALIFICATIONS:

- ✓ Completion of a recognized recruit academy “meets state requirements”
- ✓ Completion of required initial Hazardous Material Training.
- ✓ Completion of all minimum wildland training requirements “Red Carded”
 - 32 Hour Classroom
 - Field Exercise
 - Fitness Test
- ✓ EVIP Certified
- ✓ High school diploma or G.E.D.
- ✓ One Year of Firefighting Experience
- ✓ Valid WA State driver’s license with insurable driving record
- ✓ Incident Management/ICS IS-100, IS-200, IS700, IS-800
- ✓ Must live within 30 minutes of Station 310
- ✓ WA State EMT “At Time of Hire”

DESIRABLE QUALIFICATIONS:

- ✓ Hazmat Operations
- ✓ IFSAC Firefighter 1
- ✓ Wildland single resource boss
- ✓ Structural firefighting Tactics Class
- ✓ Wildland firefighter 1

SKILLS, KNOWLEDGE, AND ABILITIES

KNOWLEDGE OF:

- ✓ Thorough knowledge of modern firefighting methods and equipment.
- ✓ Operation and maintenance requirements of the various types of apparatus and equipment used by the Fire Department.
- ✓ Local, State and Federal policies and regulations affecting Fire Department operations.
- ✓ Current issues impacting Firefighter safety, health, and wellness.

ABILITY TO:

- ✓ Utilize resources to accomplish assignments in accordance with safety plans and in an efficient manner including evaluating personnel performance and supervising personnel during emergency and non-emergency work periods.
- ✓ Deal with inquiries of the community and communicating the role, image, and mission of the department to the public and delivering safety, injury prevention and fire prevention education programs.
- ✓ Follow departmental policies and procedures at the unit level.
- ✓ Conduct inspections to identify hazards and address violations, conduct pre-incident plans, perform fire investigation to determine origin and preliminary cause, secure incident scene and preserve evidence.
- ✓ Supervise emergency operations and deploy resources in accordance with the local emergency plan in the absence of the Shift Captain.
- ✓ Integrate health and safety plans, policies, procedures, and standards into daily activities as well as the emergency scene, including determining appropriate levels of personal protective equipment to ensure a work environment that is in accordance with health and safety plans for all assigned members in the absence of the Shift Captain.
- ✓ Analyze situations correctly, quickly, and independently, and to adopt effective courses of action, giving due regard to surrounding hazards and circumstances.
- ✓ Establish and maintain effective working relationships with subordinates, other local officials, and the public.
- ✓ Communicate both clearly and effectively, both orally and in writing.

- ✓ Apply knowledge of organizational structure for the effective and economical utilization of departmental resources.
- ✓ Earn trust and respect from subordinates.
- ✓ Perform all required tasks of the job under adverse conditions.

PRINCIPLE ACCOUNTABILITIES

Emergency response and leadership of assigned shift personnel in the absence of the Shift Captain.

ESSENTIAL FUNCTIONS/TYPICAL DUTIES *(Expanded description of the duties and responsibilities):*

- ✓ Plans, prioritizes, assigns, supervises, and evaluates the work of assigned staff involved in fire suppression/EMS operations.
- ✓ Coordinates and directs daily shift training in the absence of the Shift Captain.
- ✓ Coordinates, assigns, and directs the work and activities of assigned Fire Suppression Personnel.
- ✓ Respond to major emergency incidents; direct appropriate actions to protect life and property and control the fire's spread.
- ✓ Supervises the effective operation, utilization and maintenance of fire, rescue, hazardous materials and emergency medical service apparatus and equipment.
- ✓ Cleaning of quarters, equipment, and apparatus at the fire stations.
- ✓ Reports the need for major maintenance or repairs to fire suppression/EMS equipment and facilities.
- ✓ Performs minor and moderate maintenance and repairs to fire suppression/EMS equipment and facilities and reports the completion.
- ✓ Transmits, supports, and carries out West Benton Fire Rescue orders and policies.
- ✓ Recommend appropriate purchases of supplies and equipment.
- ✓ May assist in preparation of a program budget for the suppression and related expenditures.
- ✓ Attends and actively participates in professional training.
- ✓ Complete all reporting requirements relating to incident response, training, events, and other assigned daily tasks.
- ✓ Performs other duties as assigned.

PERIPHERAL DUTIES *(List other non-related duties this position may be requested or required to do):*

- ✓ May be assigned a to manage a department program (i.e., Resident Program, HazMat, Swiftwater, Tech Rescue, Public Education etc.)
- ✓ Maintaining positive working relationships with neighboring Fire Departments/Districts
- ✓ Other Duties as Assigned

OPS/DISASTER FUNCTIONS

- ✓ The Firefighter could be in charge of leading the initial response to any and all emergency incidents which occur during their shift.
- ✓ The Firefighter may also be assigned as part of the Incident Command Structure during a large incident such as a Haz-Mat Incident, Fire, Technical Rescue, Wildland Fire, or other type of large event.
- ✓ The Firefighter is a "Response-First" position, and emergency incident response may make day-to-day operations difficult to complete in a timely fashion.