

**HAINES BOROUGH
POSITION DESCRIPTION
Firefighter/Training Officer
Fire Department**

SUMMARY:

This position carries out duties under the immediate supervision of the Fire Chief and includes authority to act under AS 18.70. The Firefighter/Training Officer is responsible for all Haines Volunteer Fire Department training activities; maintaining facilities, hydrants, automotive equipment, portable equipment and tools of the department; and supervision and evaluations of any paid staff. This job description reflects the administration's assignment of essential duties and responsibilities. It does not prescribe or restrict the tasks that may be assigned.

EXAMPLES OF DUTIES:

1. Maintain all fire department equipment, buildings, ambulance, fire apparatus and hydrants in readiness for emergencies.
2. Coordinate with the public works department for necessary repairs to the fire department facilities and equipment.
3. Work closely with the training committee in the training of fire department personnel.
4. Keep accurate and up-to-date records of the department, including equipment records, personnel training records and inventory records.
5. Issue burn permits and inspect burning techniques.
6. Submit a written monthly activity report and any other reports required to the Fire Chief.
7. Keep a record of fire hydrant flow and pressures and provide recommendations for upgrading the water system.
8. Respond to ambulance, fire, other emergency calls and citizen assist.
9. Train members in fire ground tactics, pumper operations, first aid, CPR and medical training.
10. Perform other duties as directed by the Fire Chief.

KNOWLEDGE AND ABILITIES:

The requirements, demands and characteristics listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The Firefighter/Training Officer must have knowledge of the safe and effective operation, maintenance and repair of a wide variety of firefighting equipment, portable equipment and tools. Must have knowledge of the layout of the Borough water hydrant system; firefighting methods; basic pyrotechnic procedures for all types of fire suppression and basic radio operation systems.

2. Must have the ability to think quickly and clearly during emergencies and be able to learn the operating procedures of the department.
3. Must function with a high degree of independence, follow oral and written instructions, work cooperatively with others and be able to operate fire apparatus.
4. Must be able to operate computer word processing programs.
5. Ability to read, analyze, and interpret business periodicals or government regulations.
6. Ability to write reports, business correspondence, and department plans or procedures.
7. Ability to effectively present information and respond to questions from groups, clients, customers, and the general public.
8. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EMPLOYMENT STANDARDS:

1. High school graduate or equivalent.
2. Be certified or certifiable within 2 years as an EMT 3.
3. Response time from primary residence should be within 10 minutes for callout purposes.
4. Be able to work flexible shifts if required.
5. Good physical health required. Ability to pass law enforcement physical exam.
6. Alaska CDL class B driver's license required (or completed within reasonable timeframe agreed to by the Fire Chief).
7. Firefighter 2 certification required (or completed within reasonable timeframe agreed to by the Fire Chief).
8. Must maintain all certifications.
9. Must be capable, willing and experienced in interior fire suppression and attack.
10. Must have a minimum level 2 fire extinguisher state certification (or completed within reasonable timeframe agreed to by the Fire Chief).

WORK CONDITIONS & ENVIRONMENT:

1. While performing the duties of this job, the employee is regularly required to sit; use hands to handle tools; operate heavy equipment; talk and hear. The employee is frequently required to reach with hands and arms, to stand, walk, climb, balance or crouch. The employee frequently will be required to move about to coordinate work. Stair climbing is required on a regular basis.
2. The employee must regularly lift and/or move up to fifty pounds and occasionally lift and/or move up to one hundred pounds. The employee must have clear close, distance and color vision with or without visual aids.
3. The employee is required to operate the motor vehicles of the HVFD.
4. The noise level in the work environment is often high. The employee is required to work in and out of doors on a regular basis in all types of weather conditions.