



B.C.F.D.

VOLUNTEER SECTION

STEERING COMMITTEE MEMBERS

Mike Jaffa – Volunteer Section Chief
Gary Williams – Volunteer Captain
Michael Strosinski – Volunteer Captain
James (Todd) Lerke – Volunteer Lieutenant
Carol Morgan – Volunteer Coordinator
Eric Hawton – Volunteer Firefighter (District)
Victor Cano – Volunteer Firefighter (Shift)
Vance Ervin – Support Volunteer

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SECTION MISSION STATEMENT

To serve our community and department by providing volunteer resources in support of the Department's overall mission of protecting lives and property through proactive education, prevention and response.

SECTION VISION STATEMENTS

We will be:

- A positive image of BCFD within our community.
- Dedicated to meeting the needs of our department and community.
- A team motivated to improve our working relationships with each other, career members of our department, department management staff, Bernalillo County officials, and other members of the Fire Service.
- A proactive team, which promotes, anticipates, influences and embraces change.

SECTION VALUES

We share in the department's values, thereby:

We covet the public's and each other's trust and endeavor to maintain it through **valor**, **excellence** and **selflessness**.

VALOR

Courageously encountering adversity, accepting responsibility of ones actions, and providing respectful and obedient conduct due the public and our peers.

EXCELLENCE

We strive for constant improvement to better serve the community and each other.

SELFLESSNESS

Delivering service without recklessness, we put the consideration of others above and before ourselves.

TYPES OF MEMBERSHIP

The Volunteer Section utilizes members of our community in four (4) general categories. Each category shall have a minimum initial training standard, ongoing refresher training standards as well as minimum participation (time) requirements (addressed later in this document). The categories in which a member may serve are as follows:

- 1) Fire Explorer – Under the supervision of an adult adviser, young people ages 14 to 21 who are exploring a career in the fire service.
- 2) Fire Corps – Under the direction of an assigned supervisor, assists fire department personnel in a support function, primarily within the following areas; Administration/Clerical, FD Photographer, Emergency Management, Fire Ground Support, Rehabilitation, Public Education, Training and other duties as assigned.
- 3) Volunteer Firefighter (SHIFT) – Under the direction of an assigned supervisor, performs fire suppression and emergency medical services in response to emergency calls while working an assigned shift from an assigned Station. This position may also function in any of the roles associated with Fire Corps membership.
- 4) Volunteer Firefighter (DISTRICT) – Under the direction of an assigned supervisor, performs fire suppression and emergency medical services in response to emergency calls, responding from home/work by POV or while working a shift at an assigned Station. This position may also function in any of the roles associated with Fire Corps membership.

ENTRANCE REQUIREMENTS

Following are the requirements for acceptance into one of the BCFD Academies.

- 1) Fire Explorer – Age 14 to 21, maintain at least a “C” average in school and have completed the 8th grade. Must provide 3 personal references.

- 2) Fire Corps – 18 years of age or older, High School Diploma or GED, pass background check.

- 3) Volunteer Firefighter (SHIFT) – 18 years of age or older, High School Diploma or GED, NM EMT-B license, pass background check, pass physical agility test, OSHA Physical, successful completion of the BCFD Fire Corps Academy, and 24 documented hours of Fire Corps service.

- 4) Volunteer Firefighter (DISTRICT) – 18 years of age or older, High School Diploma or GED, NM EMT-B license, pass background check, OSHA Physical, successful completion of BCFD Volunteer Firefighter Academy, IFSAC Firefighter I certification, and 1 year of documented experience (meeting minimum participation standards) as a BCFD Shift Volunteer. The volunteer must petition the Volunteer Management Team and either live within the District boundaries or have a maximum 10 minute response time to the Station for acceptance. (Following all traffic laws.)

ACADEMY REQUIREMENTS

1) **BCFD FIRE CORPS ACACEMY** – This phase of training includes:

- BCFD Orientation
- Bernalillo County mandated training, including but not limited to:
Blood-Bourne Pathogens, Bernalillo County Loss Control Policy,
Bernalillo County Zero Tolerance Sexual Harassment Policy,
Respiratory Protection
- Introduction to Fire
- Emergency Services Unit (ESU), Air-truck, & other support apparatus
- Fire Prevention / Education
- Wildland Firefighter I (S-130/190, I-100 & L-180)
- Hazardous Materials (HazMat) Awareness
- Confined Space Awareness
- Coaching the Emergency Vehicle Operator (CEVO)
- Basic Life Support (BLS) for healthcare providers
- Firehouse Etiquette

2) **BCFD FIREFIGHTER ACADEMY** - This phase of training includes:

- IFSAC Firefighter I
- Successful completion of New Member Task Book

PARTICIPATION REQUIREMENTS

In order to maintain “Active” status the following participation requirements must be met. A member may request (in writing) a leave of absence for up to six months per calendar year based on their needs due to personal circumstances (long term illness, work assignments or family matters) and will be reclassified as “temporarily inactive”. Once returning to “Active” status the member will be required to update any required training prior to returning to the field.

1) Fire Corps Member

- a) Attendance at a minimum of 6 of 12 volunteer section meetings, held once a month.
- b) 12 hours per month, documented time in any support function, primarily within the following areas: Administration/Clerical, Emergency Management, FD Photographer, Fire Ground Support, Rehabilitation, Public Education, Training, and other duties as assigned. These hours include time spent attending monthly meetings and/or refresher training. Long term members will be given a Longevity Credit based on their years of service to BCFD as follows:
 - 0 – 5 years of service = 0 credits
 - 5 – 10 years of service = 1 hr of credit per month
 - 10 – 15 years of service = 2 hrs of credit per month
 - 15 – 20 years of service = 3 hrs of credit per month
 - 20 + years of service = 4 hrs of credit per month
- c) Attend required refresher training in the following subjects
 - Blood-Bourne Pathogens
 - Bernalillo County Loss Control / Sexual Harassment Policy
 - HazMat Awareness
 - Confined Space Awareness
 - CEVO (as required)
 - BLS for Healthcare Providers (as required)

Fire Corp members who are unable to meet these requirements will be moved to inactive status and must return all equipment issued to them. Should the member request reinstatement to active status all training requirements must be met prior to returning to duty.

ANY MEMBER WHO DOES NOT PROVIDE MONTHLY DOCUMENTATION (IN THE FORM OF A DUTY LOG) OF THEIR PARTICIPATION TO THEIR VOLUNTEER FIRE CORPS LIEUTENANT WILL NOT RECEIVE CREDIT.

2) Volunteer Firefighter (SHIFT)

- a) Attendance at a minimum of 6 of 12 volunteer section meetings, held monthly.
- b) 24 hours per month total, with 8 hours of documented time performing fire suppression and emergency medical services in response to emergency calls while working an assigned shift from an assigned Station. Remaining hours may be in a support capacity including: Administration/Clerical, Emergency Management, FD Photographer, Fire Ground Support, Rehabilitation, Public Education and Training. These hours include time spent attending monthly meetings and/or refresher training. Long term members will be given a Longevity Credit based on their years of service to BCFD as follows:
 - 0 – 5 years of service = 0 credits
 - 5 – 10 years of service = 1 hr of credit per month
 - 10 – 15 years of service = 2 hrs of credit per month
 - 15 – 20 years of service = 3 hrs of credit per month
 - 20 + years of service = 4 hrs of credit per month
- c) Attend required refresher training in the following subjects
 - Blood-Bourne Pathogens
 - Bernalillo County Loss Control / Sexual Harassment Policy
 - HazMat Awareness
 - Confined Space Awareness
 - CEVO (as required)
 - BLS for Healthcare Providers (as required)
 - Wildland
 - Respiratory Protection (incl. Annual fit testing)
 - EMT-B, EMT-I or EMT-P (as required)
 - OSHA Physical (as required)

Volunteer Firefighters who are unable to meet these requirements will be reclassified as a Fire Corp Member and must return all equipment issued to them. For reinstatement to Firefighter status the volunteer must petition (in writing) the Volunteer Management Team and all training requirements must be met.

ANY MEMBER WHO DOES NOT PROVIDE MONTHLY DOCUMENTATION (IN THE FORM OF A DUTY LOG) OF THEIR PARTICIPATION TO THEIR VOLUNTEER SQUAD LIEUTENANT WILL NOT RECEIVE CREDIT.

3) Volunteer Firefighter (DISTRICT)

- a) Attendance at a minimum of 6 of 12 volunteer meetings, held monthly.
- b) 24 hours per month total, with 8 hours of documented time performing fire suppression and emergency medical services in response to emergency calls while working within their District or an assigned shift from an assigned Station. Remaining hours may be in a support capacity including:
Administration/Clerical, Emergency Management, FD Photographer, Fire Ground Support, Rehabilitation, Public Education and Training. These hours include time spent attending monthly meetings and/or refresher training. Long term members will be given a Longevity Credit based on their years of service to BCFD as follows:
 - 0 – 5 years of service = 0 credits
 - 5 – 10 years of service = 1 hr of credit per month
 - 10 – 15 years of service = 2 hrs of credit per month
 - 15 – 20 years of service = 3 hrs of credit per month
 - 20 + years of service = 4 hrs of credit per month
- c) Attend required refresher training in the following subjects
 - Blood-Bourne Pathogens
 - Bernalillo County Loss Control / Sexual Harassment Policy
 - HazMat Awareness
 - Confined Space Awareness
 - CEVO (as required)
 - BLS for Healthcare Providers (as required)
 - Wildland
 - Respiratory Protection (incl. Annual fit testing)
 - EMT-B, EMT-I or EMT-P (as required)
 - OSHA Physical (as required)

Volunteer Firefighters who are unable to meet these requirements will be reclassified as a Fire Corp Member and must return all equipment issued to them. For reinstatement to Firefighter status the volunteer must meet all training requirements prior to petitioning (in writing) the Volunteer Management Team requesting said reinstatement.

ANY MEMBER WHO DOES NOT PROVIDE MONTHLY DOCUMENTATION (IN THE FORM OF A DUTY LOG) OF THEIR PARTICIPATION TO THEIR VOLUNTEER SQUAD LIEUTENANT WILL NOT RECEIVE CREDIT.

DOCUMENTATION OF PARTICIPATION

All volunteer service performed representing Bernalillo County Fire and Rescue Department (i.e. shifts, training, PT, etc.) must be documented. The Volunteer Section shall use a Duty Log (attached) for this purpose.

The duty log shall be completed at the end of each calendar month and submitted either in person, by fax or electronically to the Volunteer Squad Lieutenant by the 10th of the following month to receive credit for hours worked and avoid status reclassification. The Squad Lieutenant will submit the Duty Logs to the Volunteer Coordinator at the monthly Volunteer Management Team meeting.

Once a member has been reclassified he/she will remain in the new position for a minimum of 90 days. At the end of which the Volunteer Management Team will review the member's work performance and determine future status of the member.

LEAVES OF ABSENCE

A member may request a Leave of Absence (in writing) for up to 6 months per calendar year at any time. Written requests shall be given to the Volunteer Squad Lieutenant who will submit them for review at the monthly Volunteer Management Team meeting.

Upon requesting a Leave of Absence the member shall return any and all issued equipment to the Department (Logistics Division) where it will be held until the end of the Leave of Absence. Once the Leave of Absence has ended and the member has shown evidence that their training is current, the equipment will be re-issued to the member.

Extended Leaves (more than six months per calendar year) shall be considered by the Volunteer Management Team on an individual basis where extenuating circumstances exist.

ISSUED EQUIPMENT

All equipment issued remains the property of BCFD and shall be returned to the Volunteer Coordinator upon reclassification, release from the department or upon demand by any member of BCFD Command Staff.

Equipment will be issued as follows:

1) Fire Explorers

- **2 sets of uniforms (pants & shirts)**
- **1 set of Bunker Gear (pants, coat, boots, hood, gloves, blue – wildland type helmet & gear bag) (non-OSHA compliant)**

2) Fire Corp Members

- **2 sets of uniforms (pants & shirts)**
- **1 jacket**
- **1 digital pager**

3) Volunteer Firefighter (Shift)

- **2 sets of uniforms (pants & shirts)**
- **1 Badge**
- **1 jacket**
- **1 digital pager**
- **EMS Fanny Pack**
- **Traffic Vest**
- **1 complete set of Structural Bunker Gear with gear bag**
- **1 complete set of Wildland PPE with gear bag**
- **Wildland Boots**

4) Volunteer Firefighter (District)

In addition to the items listed above a District Volunteer will be issued:

- **1 Handheld radio with charger and spare battery**
- **Cover-alls (optional)**

VOLUNTEER RANK STRUCTURE

The Volunteer Section shall consist of the following rank structure.

- 1) Volunteer Section Chief – 4 gold crossed bugles
One position which oversees the Volunteer Section.**
- 2) Volunteer Area Commander – 2 gold crossed bugles
Two positions assigned one to a region (area). East & West.**
- 3) Volunteer Squad Lieutenant – 1 silver bugle**
- 4) Fire Corps Lieutenant – 1 silver bugle**
- 5) Explorer Adviser – no bugles**

Following are the job descriptions and requirements for each of these positions.

VOLUNTEER SECTION CHIEF

POSITION DESCRIPTION



Department: Fire Department
Reports to: Chief of Fire and Rescue
Date Originated: April 2005

Grade: Volunteer
Pay Status: Volunteer
EEOC Code: N/A

POSITION SUMMARY

Under the general direction of the Chief of Fire and Rescue perform professional and technical duties pertaining to the administration and operations of the Volunteer Section consistent with County and Departmental goals, objectives, and performance standards.

MAJOR DUTIES AND RESPONSIBILITIES SUMMARY

1. Assist the Chief of Fire and Rescue with the general coordination and supervision of daily volunteer operations and activities of volunteer fire and rescue personnel.
2. Direct, assign, and evaluate the work of Volunteer Fire and Rescue officers as delegated by the Chief.
3. Establish and monitor volunteer staffing trends and prepares work schedules for Volunteer personnel.
4. Assist the Chief and administrative staff in the preparation of the annual budget. Monitor the budget on an ongoing basis.
5. Prepare, plan, schedule and develop efficiency and performance strategies in consultation with the Chief of Fire and Rescue.
6. Oversees entire operations of the Volunteer Section.
7. Ensure that policies and procedural operations are provided to affected staff and that they are followed.
8. Implements new procedures and policies of the department within the volunteer section.
9. Responds to emergency situations. Assume command of incidents when required and until relieved by the Chief of Fire and Rescue.
10. Oversee development programs for volunteer personnel.
11. Represents (or designates a representative) BCFD Volunteer Section in meetings with other volunteer groups or agencies.
12. Conducts monthly Volunteer Section Meetings.
13. Communicates information regarding the Volunteer Section with field personnel via Commander briefings. (may assign a representative)
14. Participates in budgeting process for Volunteer Section.

15. Assist in the development, communication, training and implementation of the Department's Emergency Operations Plan (EOP). Communicate the Department's EOP to all Volunteer Section Staff. Train all levels of Section personnel on the EOP. Ensure full participation of all employees and that roles have been established and delegated to lower management. Direct and execute the Emergency Management Procedure for the Section ensuring the safety of all residents and employees.

The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job.

MINIMUM QUALIFICATIONS

1. Must have a minimum of ten (10) years of current continuous time as a Career/Volunteer Firefighter, Paramedic, with the Bernalillo County Fire & Rescue Department.
2. Background in administration is preferred.
3. Knowledge of emergency incident command procedures.
4. Knowledge of controlling laws, ordinances, codes, standards and applicable state and federal regulations.
5. Knowledge of the activities and functions in fire stations.
6. Ability to command subordinates and to direct their activities in a manner, which provides for efficiency of operations, and stresses professionalism in the workplace.
7. Ability to develop productive working relationships with other members to maintain a cooperative and meaningful rapport within the department.
8. Ability to understand and effectively communicate, through both oral and written means, all operational and administrative aspects of the assigned divisions, programs and activities.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

1. Must comply with the Loss Control Policy and safety guidelines of the County.
2. Must possess a valid New Mexico Class E driver's license, or equivalent upon going active as a volunteer firefighter and retain a valid NM Class E driver's license while serving in this position.
3. May be required to respond nights, weekends and holidays.
4. Must comply with New Mexico OSHA requirements concerning medical examinations for firefighters, and must pass a background investigation.

WORKING CONDITIONS

1. Indoor duties are performed in a temperature-controlled environment.
2. Worker is exposed to natural weather conditions when performing or assisting in emergency situations.
3. Outdoor surfaces include natural ground, concrete, asphalt, ramps, stairs or wood decks.

4. Work hazards or potential work hazards include the use of vehicles, ladders, stairs, solvents, chemical fire retardants, asbestos and electricity; hazards associated with treating patients in emergency medical situations.

EQUIPMENT, TOOLS AND MATERIALS

1. Equipment used in performing duties includes: computer, camera, typewriter, recording equipment, telephone, calculator, facsimile machine, and photocopy machine.
2. Materials and products handled in performance of duties include: logs, spreadsheet, graphs, writing utensils, fire safety manual, rules and regulations, and various office forms.
3. Uses all safety aids related to EMS, rescue, and firefighting during emergency situations.

FUNCTIONAL ANALYSIS

(Please initial each item to indicate whether you are or are not capable of performing that function.)

****NOTE: You are not required to disclose information about physical or mental limitations that you believe will not interfere with your capability to do the job. On the other hand, if you want the Department to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.**

MENTAL FUNCTIONS

YES	NO	
___	___	1. Must be able to communicate orally and in writing in English.
—	—	
___	___	2. Must be able to correctly judge situations and determine appropriate actions to be taken.
—	—	
___	___	3. Must be able to write reports and documentation in proper format, using correct punctuation, spelling and grammar.
—	—	
___	___	4. Must be knowledgeable of the principals, practices and techniques of fire safety.
—	—	
___	___	5. Must possess the ability to research, interpret and apply rules, regulations, policies and procedures and make recommendations for the resolution of fire safety problems.
—	—	
___	___	6. Must possess the ability to analyze data; present ideas effectively; communicate policies and procedures to department directors, employees and the general public; and obtain and maintain the confidence and cooperation of others.
—	—	
___	___	7. Must be able to organize and prioritize own tasks as well as the tasks of subordinates.
—	—	
___	___	8. Must remain current on innovations on fire prevention and fire safety.
—	—	
___	___	9. Must be able to train others in firefighting, fire investigations and inspections, and emergency medical procedures.
—	—	

PHYSICAL FUNCTIONS

YES NO

- | | | | |
|-----|-----|----|---|
| ___ | ___ | 1. | Work is frequently physical, with periods of extreme exertion in climbing ladders and hills while wearing heavy protective equipment and gear, sometimes in rain, snow, mud and temperature extremes. |
| - | - | | |
| ___ | ___ | 2. | Must be able to stoop, kneel and crouch as needed. |
| - | - | | |
| ___ | ___ | 3. | Must be able to carry 50-75 pounds above the waist- level, work with up to 50 pounds of weight suspended from shoulders and bend at the waist and twist/rotate at the waist as needed. |
| - | - | | |
| ___ | ___ | 4. | Must be able to work with arms extended when performing essential duties. |
| - | - | | |
| ___ | ___ | 5. | Must meet the requirements of NM OSHA including the ability to use and work while wearing Self-Contained Breathing Apparatus (SCBA). |
| - | - | | |
| ___ | ___ | 6. | Must be able to use finger dexterity in the use of necessary machines, hand tools and equipment. |
| - | - | | |
| ___ | ___ | 7. | Must be able to coordinate the use of hands and eyes in the performance of essential duties. |
| - | - | | |
| ___ | ___ | 8. | Must have eyesight sufficient to perform duties described above and have hearing within normal ranges. |
| - | - | | |
| ___ | ___ | 9. | Must be able to use legs and feet to drive, walk, climb, and descend stairs. |
| - | - | | |

DECLARATION:

I have read the above Position Specifications. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name: _____

Date:

APPROVED:

DEPARTMENT: _____

VOLUNTEER AREA COMMANDER

POSITION DESCRIPTION



Department: Fire Department
Reports to: Volunteer Section Chief
Date Originated: March 2001

Grade: Volunteer
Pay Status: Volunteer
EEOC Code: N/A

POSITION SUMMARY

Under the general direction of the appropriate Officer of the division, performs the duties of the commanding officer of the section to which assigned.

MAJOR DUTIES AND RESPONSIBILITIES

1. Responsible for the recruitment and retention of volunteer personnel.
2. Coordinates the work of the division or function to which assigned.
3. Makes work assignments, supervises, and evaluates work performance and training of immediate subordinates and new probationary volunteer firefighters.
4. Consults regularly with the Volunteer Section Chief, Deputy Chief and Chief of Fire and Rescue on the development and review of plans, programs and procedures in the interest of improving efficiency and effectiveness.
5. Responsible for communicating and explaining general orders and decisions of the Department's Management Team to subordinate personnel as directed by the Chief.
6. Participate in fire prevention activities, to include inspection of buildings and development of pre-fire plans.
7. Participates in budgeting process for Volunteer Section.
8. Provides oversight and/or may organize and participate in regional training programs.
9. Performs administrative duties as directed by the supervisor.
10. Keeps such records as are necessary to insure efficient operation of his/her command.
11. Responds with his/her command to alarms and other emergency calls as dispatched, and institutes incident command until relieved.
12. May serve as representative of the department at various meetings as directed.
13. May be required to perform the activities of subordinates.
14. Approves duty logs and training requests from volunteers.

15. Assist in the development, communication, training and implementation of the Department's Emergency Operations Plan (EOP). Communicate the Department's EOP to all Volunteer Section Staff. Train all levels of Section personnel on the EOP. Ensure full participation of all employees and that roles have been established and delegated to lower management. Direct and execute the Emergency Management Procedure for the Section ensuring the safety of all residents and employees.

The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job.

MINIMUM QUALIFICATIONS

1. Must have a minimum of six (6) years of current continuous time, as a Career/Volunteer Firefighter, Paramedic with the Bernalillo County Fire Department. At least two of those years at the rank of Volunteer Lieutenant within BCFD or 4 years experience with another department at the rank of Lieutenant or higher.
2. Comprehensive knowledge of operating instructions, manuals, local policies and regulations, standard instructional methods and techniques.
3. Ability to plan, organize, direct and control activities of fire and/or rescue personnel.
4. Ability to communicate effectively in both oral and written English.
5. Ability to maintain effective working relationships with career and volunteer personnel, supervisors, department heads, elected officials and the public.
6. Ability to respond quickly, calmly, and with good judgment under emergency conditions.
7. Basic knowledge of fire suppression, incident command systems, fire behavior and chemistry, and basic knowledge and procedures for Emergency Medical Technician-Basic.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

1. Must comply with the safety guidelines of the County.
2. Must possess a valid New Mexico Class E driver's license, or equivalent upon going active as a volunteer firefighter and retain a valid NM Class E driver's license while serving in this position.
3. May be required to respond nights, weekends and holidays.
4. Appropriate certification as required for division assigned including EMT-B.
5. Must comply with New Mexico OSHA requirements concerning medical examinations for firefighters, and must pass a background investigation.

WORKING CONDITIONS

1. Performs work indoors and outdoors as the situation dictates. Indoor duties are performed in a temperature-controlled environment on an even and dry surface, which may be carpeted or tiled.
2. Works outdoors during emergency situations and/or fire fighting activities.

3. May be exposed to temperature extremes depending on weather conditions and fire hazard conditions.
4. Exposed to intermittent high noise levels such as sirens, engines and loud voices.
5. May be exposed to vibration of the body on an intermittent basis from vehicle rides, off road travel.
6. May be exposed to the following hazards: driving hazards, rescue attempts and difficult terrain, possibility of hazardous material spills and hazards inherent in fire fighting. May be exposed to exhaust fumes, heat, smoke, water, dusts, fire retardant chemicals, and toxic fumes.
7. Works on uneven, natural ground surfaces, asphalt, cement, stairs, ladders, scaffolding.
8. Works with a select team without direct supervision, and at times may work with a large group of people.
9. May be required to work nights, weekends, and holidays.

EQUIPMENT, TOOLS AND MATERIALS

1. Utilizes the following tools and equipment: computer, telephone, radio, emergency vehicle, fire fighting vehicle, calculator, camera, copy machine, flashlight, first aid kit, fire extinguisher, fire hoses, axes, pike poles, circular saws, sledge hammers, pry bars, salvage covers, slim jims, ground ladders, jaws of life, spreader, air bags, blood pressure cuff, EKG monitor, defibrillator, oxygen regulator and valves, medical anti-shock trousers and foot pump, splints, back boards, extrication collars, forceps, portable suction devices, I.V's, syringes, bandages, ropes and stokes basket, ladders.
2. Handles paperwork, bandages, I.V. solutions, medications, oxygen, and other medical supplies needed for emergency situations. Utilizes protective clothing and devices (bio-medical and fire), as needed, flares, reflective vests, hearing and eye protection.
3. May be exposed to pathogenic bodily fluids and air during rescue attempts and emergency situations. May be exposed to high-pressure water, fire retardant during fire fighting efforts.

FUNCTIONAL ANALYSIS

(Please initial each item to indicate whether you are or are not capable of performing that function.)

****NOTE: You are not required to disclose information about physical or mental limitations that you believe will not interfere with your capability to do the job. On the other hand, if you want the Department to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.**

MENTAL FUNCTIONS

YES	NO	
—	—	1. Must be able to quickly and accurately assess emergency situations and act appropriately.
—	—	

- | | | | |
|-----|-----|-----|--|
| ___ | ___ | 2. | Must be able to maintain composure, concentration and attention when under extremely stressful situations while performing essential duties. |
| - | - | | |
| ___ | ___ | 3. | Must be able to apply principles of statistics, scientific or medical thinking to define the problems, collect data, establish facts and draw valid conclusions. |
| - | - | | |
| ___ | ___ | 4. | Must possess the ability to perform a variety of duties, often changing from one task to another task of a different nature without loss of efficiency or composure. |
| - | - | | |
| ___ | ___ | 5. | Must possess the ability to deal with people beyond giving and receiving instructions including the ability to influence people in their opinions, attitudes or judgments about ideas or situations. |
| - | - | | |
| ___ | ___ | 6. | Must possess the ability to synthesize information gathered from safety manuals, first aid training, medical personnel, and a variety of other sources when performing the essential duties. |
| - | - | | |
| ___ | ___ | 7. | Must possess the ability to learn and retain information regarding safety, emergency medical procedures, and laws and regulations regarding safety and health. |
| - | - | | |
| ___ | ___ | 8. | Must be able to apply sound reasoning and judgment in the performance of all essential functions. |
| - | - | | |
| ___ | ___ | 9. | Must be able to apply theories of hydraulics, recognize hazardous or toxic materials. |
| - | - | | |
| ___ | ___ | 10. | Must be able to write detailed reports and accurately record statistical data obtained from EKG monitor strips, blood pressure cuffs and other medical equipment. |
| - | - | | |
| ___ | ___ | 11. | Must be able to speak before a group of people using correct English. |
| - | - | | |
| ___ | ___ | 12. | Must be able to accurately read all gauges on tools and equipment and make correct judgment in the operation of said equipment. |
| - | - | | |
| ___ | ___ | 13. | Ability to work as a member of a team in stressful situations. |
| - | - | | |
| ___ | ___ | 14. | Must be able to prioritize own tasks as well as the tasks of subordinates. |
| - | - | | |

PHYSICAL FUNCTIONS

- | YES | NO | | |
|-----|-----|----|--|
| ___ | ___ | 1. | Ability to climb, crawl, crouch, kneel, bend and rotate waist and remain in a prone position during emergency situations. |
| - | - | | |
| ___ | ___ | 2. | Ability to wear 70 pounds of equipment including a 35-pound air pack for extended periods during rescue or fire fighting duties. |
| - | - | | |
| ___ | ___ | 3. | Ability to carry and/or move 250-pound fire hoses, utilizing a two-person team. |
| - | - | | |
| ___ | ___ | 4. | Ability to work with arms bent up to eight hours and arms extended up to one-third of workday. May be required to work with arms extended for a longer period of time during an emergency situation. |
| - | - | | |
| ___ | ___ | 5. | Ability to push and pull with arms with a force up to 50+ pounds during an emergency situation. In addition, must be able to twist and rotate arms and waist during emergency rescue situations. |
| - | - | | |

- | | | | |
|-----|-----|-----|---|
| ___ | ___ | 6. | Ability to lift and pull such items first aid kits, fire extinguishers, medical equipment to and from a vehicle. |
| - | - | | |
| ___ | ___ | 7. | May be expected to lift and carry other heavy items, objects or people in an emergency situation. |
| - | - | | |
| ___ | ___ | 8. | Must be able to use legs in operating a vehicle. May be expected to balance, twist/rotate or push/pull with legs during an emergency situation. |
| - | - | | |
| ___ | ___ | 9. | Ability to grasp and manipulate objects with hands during entire shift and perform fine finger dexterity movements up to one-third of the workday. Such handwork requires accurate eye-hand coordination and at times may require bilateral coordination. |
| - | - | | |
| ___ | ___ | 10. | Must be able to stand/walk for an entire shift as needed. |
| - | - | | |

DECLARATION:

I have read the above Position Specifications. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name: _____

Date:

APPROVED:
DEPARTMENT: _____

VOLUNTEER SQUAD LIEUTENANT POSITION DESCRIPTION



Department: Fire Department
Reports to: Volunteer Area
Commander
Date Originated: January 2002

Grade: Volunteer
Pay Status: Volunteer
EEOC Code: N/A

POSITION SUMMARY

Under the direction of the Captain or assigned division supervisor, perform the administrative duties of the first line supervisor and be responsible for developing programs appropriate to the division assigned.

MAJOR DUTIES AND RESPONSIBILITIES SUMMARY

1. Lead and direct the activities of Volunteers .
2. Respond to emergency calls as dispatched and administers emergency medical treatment at level of licensure according to approved protocols and standard of care, assist in patient transport when needed, control and extinguish fire and protect life and property
3. Brief subordinates regularly on policy, procedures, bulletins, and other relevant information.
4. Prepare, review and forward reports, records, statistics and other data gathered to the Area Commander as required.
5. Prepare and compile necessary documentation to support duties and responsibilities.
6. Enforce training and participation requirements for volunteers assigned to squad.
7. Participate in fire prevention activities, to include inspection of buildings and development of pre-fire plans.
8. Collect and approve monthly duty logs from volunteers assigned to squad.
9. Develop and maintain proficiency in hydraulics/pump operation and aerial operations.
10. May drive apparatus to scene of emergencies.

The above information on this job description has been designed to indicate the general nature and level of work performed by persons within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job.

MINIMUM QUALIFICATIONS

1. Must have a minimum of four (4) years of current continuous service as a Career/Volunteer firefighter, fire inspector/investigator, and/or paramedic with the Bernalillo County Fire Department or 2 years with BCFD and 2 years with another department at a rank of Lieutenant or higher.
2. Must pass a Fire Department administered written exam before he/she is eligible to apply for this position.
3. Comprehensive knowledge of operating instructions, manuals, local and state policies and regulations.
4. Ability to plan, organize, direct and control activities of fire and/or rescue personnel.
5. Ability to communicate effectively in both oral and written English.
6. Ability to maintain effective working relationships with co-workers, supervisors, and the public.
7. Ability to respond quickly, calmly, and with good judgment under emergency conditions.
8. Basic knowledge of fire suppression, incident command systems, fire behavior and chemistry, and basic knowledge and procedures for Emergency Medical Technician-Basic.
9. Must have and maintain a valid certification as an Emergency Medical Technician-Basic, Intermediate, or Paramedic and be duly licensed by the State of New Mexico while serving in this position.
10. Ability to administer appropriate emergency medical services according to techniques and procedures approved by the State of New Mexico.
11. Ability to ascertain the best means of fire suppression.
12. Ability to maintain and operate all fire equipment.
13. Ability to develop productive working relationships with chiefs, other supervisors, volunteer and career firefighters, emergency medical services personnel, law enforcement officers and the general public.
14. Ability to work as a member of a team in stressful situations.
15. Ability to effectively respond to the needs of those affected by the fire or emergency.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

1. Employee must comply with the safety guidelines of the County.
2. Must possess a valid New Mexico Class E driver's license or equivalent and retain the valid NM Class E driver's license while serving in this position.
3. May be required to work nights, weekends and holidays.
4. Appropriate certification as required for division assigned.
5. Must comply with New Mexico OSHA requirements concerning medical examinations for firefighters and pass a background investigation and an oral board examination.
6. Must provide certification that he/she has passed the written examination for lieutenant.

WORKING CONDITIONS

1. Performs work indoors and outdoors as the situation dictates. Indoor duties are performed in a temperature-controlled environment on an even and dry surface, which may be carpeted or tiled.
2. Works outdoors during emergency situations and/or fire fighting activities.
3. Employee may be exposed to temperature extremes depending on weather conditions and fire hazard conditions.
4. May be exposed to intermittent high noise levels such as sirens, engines and loud voices.
5. May be exposed to vibration of the body on an intermittent basis from vehicle rides, off road travel.
6. May be exposed to the following hazards: driving hazards, rescue attempts and difficult terrain, possibility of hazardous material spills and hazards inherent in fire fighting. May be exposed to exhaust fumes, heat, smoke, water, dusts, fire retardant chemicals, and toxic fumes.
7. Works on uneven, natural ground surfaces, asphalt, cement, stairs, ladders, scaffolding.
8. Works with a select team without direct supervision, and at times may work with a large group of people.

EQUIPMENT, TOOLS AND MATERIALS

1. Utilizes the following tools and equipment: computer, telephone, radio, emergency vehicle, fire fighting vehicle, calculator, camera, copy machine, flashlight, first aid kit, fire extinguisher, fire hoses, axes, pike poles, circular saws, sledge hammers, pry bars, salvage covers, slim-jims, ground ladders, jaws of life, spreader, air bags, blood pressure cuff, EKG monitor, defibrillator, oxygen regulator and valves, medical anti-shock trousers and foot pump, splints, back boards, extrication collars, forceps, portable suction devices, IVs, syringes, bandages, ropes and stokes basket, ladders.
2. Handles paperwork, bandages, I.V. solutions, medications, oxygen, and other medical supplies needed for emergency situations. Utilizes protective clothing and devices (bio-medical and fire) as needed, flares, reflective vests, hearing and eye protection.
3. May be exposed to pathogenic body fluids and air during rescue attempts and emergency situations. May be exposed to high-pressure water, fire retardant during fire fighting efforts.

FUNCTIONAL ANALYSIS

(Please initial each item to indicate whether you are or are not capable of performing that function.)

****NOTE:** You are not required to disclose information about physical or mental limitations that you believe will not interfere with your capability to do the job. On the other hand, if you want the Department to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MENTAL FUNCTIONS

YES	NO	
___	___	1. Must be able to ask questions of supervisor and be able to listen to and follow verbal directions in English.
___	___	2. Must be able to understand and follow written directions in English.
___	___	3. Must be able to give verbal and written directions in English.
___	___	4. Must be able to speak and write clearly in order to communicate essential data.
___	___	5. Must be able to communicate verbally with co-workers as well as the general public.
___	___	6. Must be able to maintain concentration and attention to duties while performing work.
___	___	7. Must possess the adaptability to making generalizations, evaluations or decisions based on sensory or judgmental criteria.
___	___	8. Must be able to apply sound reasoning and judgment in the performance of all essential functions.
___	___	9. Must be able to speak before a group of people using correct English.
___	___	10. Must be able to accurately read all gauges on tools and equipment and make correct judgment in the operation of said equipment.
___	___	11. Ability to work as a member of a team in stressful situations.

PHYSICAL FUNCTIONS

YES	NO	
___	___	1. Ability to climb, crawl, crouch, kneel, bend and rotate waist and remain in a prone position during emergency situations.
___	___	2. Ability to wear 70 pounds of equipment including a 35-pound air pack for extended periods during rescue or fire fighting duties.
___	___	3. Ability to carry and/or move 250-pound fire hoses, utilizing a two-person team.
___	___	4. Ability to work with arms bent up to eight hours and arms extended up to one-third of workday. May be required to work with arms extended for a longer period of time during an emergency situation.

- ___ ___ 5. Ability to push and pull with arms with a force up to 50+ pounds during an emergency situation. In addition, must be able to twist and rotate arms and waist during emergency rescue situations.
- -
- ___ ___ 6. Ability to lift and pull such items first aid kits, fire extinguishers, medical equipment to and from a vehicle.
- -
- ___ ___ 7. May be expected to lift and carry other heavy items, objects or people in an emergency situation.
- -
- ___ ___ 8. Must be able to use legs in operating a vehicle. May be expected to balance, twist/rotate or push/pull with legs during an emergency situation.
- -
- ___ ___ 9. Ability to grasp and manipulate objects with hands during entire shift and perform fine finger dexterity movements up to one-third of the workday. Such handwork requires accurate eye-hand coordination and at times may require bilateral coordination.
- -
- ___ ___ 10. Must be able to stand/walk for an entire shift as needed.
- -

DECLARATION:

I have read the above Position Specifications. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name: _____

Date:

APPROVED:
DEPARTMENT: _____

FIRE CORPS LIEUTENANT POSITION DESCRIPTION



Department: Fire Department
Reports to: Volunteer Section Chief
Date Originated: January 2002

Grade: Volunteer
Pay Status: Volunteer
EEOC Code: N/A

POSITION SUMMARY

Under the direction of the assigned division supervisor, perform the administrative duties of the first line supervisor and be responsible for developing programs appropriate to the division assigned.

MAJOR DUTIES AND RESPONSIBILITIES SUMMARY

1. Lead and direct the activities of Fire Corps members .
2. Brief subordinates regularly on policy, procedures, bulletins, and other relevant information.
3. Prepare, review and forward reports, records, statistics and other data gathered to the Volunteer Coordinator as required.
4. Prepare and compile necessary documentation to support duties and responsibilities.
5. Enforce training and participation requirements for Fire Corps members.
6. Participate in fire prevention activities, to include inspection of buildings and development of pre-fire plans.
7. Collect and approve monthly duty logs from Fire Corps members.
8. May drive apparatus to scene of emergencies as directed.
9. May respond to calls for medical services and administers emergency medical treatment at level of licensure according to approved protocols and standard of care, and assist in patient transport when needed.

The above information on this job description has been designed to indicate the general nature and level of work performed by persons within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job.

MINIMUM QUALIFICATIONS

1. Must have a minimum of four (4) years of current continuous service as a Fire Corps member Bernalillo County Fire Department or 2 years with BCFD and 2 years with another department at a rank of Lieutenant or higher.
2. Must pass a Fire Department administered written exam before he/she is eligible to apply for this position.

3. Comprehensive knowledge of operating instructions, manuals, local and state policies and regulations.
4. Ability to plan, organize, direct and control activities of Fire Corps personnel.
5. Ability to communicate effectively in both oral and written English.
6. Ability to maintain effective working relationships with co-workers, supervisors, and the public.
7. Ability to respond quickly, calmly, and with good judgment under emergency conditions.
8. Basic knowledge of fire suppression, incident command systems, fire behavior and chemistry, and basic knowledge and procedures for Emergency Medical Technician-Basic.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

1. Volunteer must complete drug screen and background investigation.
2. Volunteer must comply with the safety guidelines of the County.
3. Support Volunteer need not possess a valid New Mexico driver's license. Any support volunteer that will operate an emergency vehicle must possess a NM driver's license class E or equivalent that will be required within 45 days of academy completion. The volunteer must retain the valid NM driver's license, class E, while in this position.

WORKING CONDITIONS

1. Volunteer performs work indoors and outdoors as the situation dictates, and except when in an emergency vehicle.
2. Volunteer may be exposed to temperature extremes depending on weather conditions and fire hazard conditions.
3. Volunteer is exposed to intermittent high noise levels such as sirens, engines and loud voices.
4. Volunteer may be exposed to vibration of the body on an intermittent basis from vehicle rides, off road travel.
5. Volunteer may be exposed to driving hazards.
6. Volunteer may work on uneven, natural ground surfaces, asphalt, cement, stairs, ladders, scaffolding.
7. Volunteer may work with a select team while under direct supervision, and at times may work with a large group of people.

EQUIPMENT, TOOLS AND MATERIALS

1. Volunteers may upon assignment, respond in an Emergency Vehicle to the scene however, **WILL NOT PERFORM** in any operational function, and must first report to the *Incident Commander* upon arrival. Volunteer will use as needed, flare, reflective vests, hearing and eye protection.

2. Volunteer handles paperwork while using the following tools and equipment: telephone, radio, calculator, camera, copy machine, and flashlight, blood pressure cuff, EKG monitor, defibrillator, oxygen regulator and valves, medical anti-shock trousers and foot pump, splints, back boards, extrication collars, forceps, portable suction devices, IVs, syringes, bandages, ropes and stokes basket, ladders..

FUNCTIONAL ANALYSIS

(Please initial each item to indicate whether you are or are not capable of performing that function.)

****NOTE: You are not required to disclose information about physical or mental limitations that you believe will not interfere with your capability to do the job. On the other hand, if you want the Department to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.**

MENTAL FUNCTIONS

YES	NO	
___	___	1. Must be able to ask questions of supervisor and be able to listen to and follow verbal directions in English.
___	___	2. Must be able to understand and follow written directions in English.
___	___	3. Must be able to give verbal and written directions in English.
___	___	4. Must be able to speak and write clearly in order to communicate essential data.
___	___	5. Must be able to communicate verbally with co-workers as well as the general public.
___	___	6. Must be able to maintain concentration and attention to duties while performing work.
___	___	7. Must possess the adaptability to making generalizations, evaluations or decisions based on sensory or judgmental criteria.
___	___	8. Must be able to apply sound reasoning and judgment in the performance of all essential functions.
___	___	9. Must be able to speak before a group of people using correct English.
___	___	10. Must be able to accurately read all gauges on tools and equipment and make correct judgment in the operation of said equipment.
___	___	11. Ability to work as a member of a team in stressful situations.

VOLUNTEER DECLARATION:

I have read the above Position Specifications. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name: _____

Date:

APPROVED:

DEPARTMENT: _____

VOLUNTEER COORDINATOR (C419)

POSITION DESCRIPTION



POSTING NUMBER 999-98

Department: Fire & Rescue
Reports to: Assigned Supervisor
Date Originated: July 1995

Grade: 9
Pay Status:
EEOC Code: 6

POSITION SUMMARY

Under general direction of the Fire & Rescue Chief, coordinate the development and administration of the Volunteer Program. Direct the work of volunteer support staff and assist management in coordinating department volunteer functions. Serve as coordinator and liaison between various community based organizations and the Fire Department regarding emergency management issues.

MAJOR DUTIES AND RESPONSIBILITIES SUMMARY

1. Coordinate the volunteer program from the interview process, hiring, supervising, prepare performance evaluation and recommends discipline action or termination of the volunteer staff.
2. Assist department management in staff capacity by coordinating administrative services, such as personnel issues, purchasing functions, budget preparation and control for the volunteer program.
3. Assist management in issuing and interpreting operating policies for the volunteer program. Recommend changes to improve workflow, simplify procedures, implement cost control and establish a more efficient department operation.
4. Coordinate and conduct basic orientation for newly recruited volunteer members, both firefighters and support.
5. Schedule and monitor departmental requirement such as physicals, immunizations, intake testing and training for volunteer members. Ensure all volunteer members are scheduled for required physical exams and training.
6. Create and maintain files, and databases for all volunteer members which will contain level of training, personal information and equipment issued.
7. Issue fire equipment and retrieve all returned equipment. Create, modify and maintain automated inventory systems, spreadsheets and databases.
8. Compile narrative or statistical information to prepare standard reports for PERA.
9. Inform public of our volunteer program through website, pamphlets, newsletters, bulletins and other advertising sources.
10. Assist in developing Community Emergency Response Team guidelines. Assist the Emergency Management division with emergency planning as it pertains to the volunteer program and various community organizations.
- 11.

12. Perform data entry and retrieval of information from computer databases and/or spreadsheets for reports.

The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job.

MINIMUM QUALIFICATIONS

1. Associate Degree in Communications, Emergency Management, Political Science, Fire Science, or Business Administration and experience totaling four (4) years in a business management or supervision of staff and overall department administration **OR** any combination of post-secondary education and/or experience totaling six (6) years in a business management or supervision of staff and overall department administration.
2. Experience as a volunteer firefighter preferred.
3. Basic knowledge of fire department operations and emergency management planning preferred.
4. Proficient skills and ability to utilize Microsoft Office Suite, Excel, databases, and PowerPoint.
5. Ability to maintain objectivity and confidentiality in dealing with a variety of human resource situations and problems.
6. Ability to exercise judgment and discretion in interpreting department policy and in staff supervision matters.
7. Broad knowledge of rules, regulations and policies applicable in the processing or completion of business details.
8. Must be able to communicate in oral and written English.
9. Ability to maintain effective working relationship with career and volunteer personnel, supervisors, department heads, elected officials and the public.
10. Ability to respond quickly, calmly and with good judgment under emergency conditions.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

1. Employee must successfully complete the post-offer employment medical examination and background investigation.
2. Employee must comply with the safety guidelines of the County.
3. Employee must have and valid New Mexico's Driver's License and maintain a valid driver's license while employed in this position.

WORKING CONDITIONS

1. Performs work indoors and outdoors as the situation dictates.
2. Most duties are performed in a temperature-controlled environment.
3. Most duties are performed on an even surface, which may be carpeted or tile. Working surface is typically dry.
4. Worker often works alone both with and without directions from supervisor.
5. May be required to work nights, weekends, and holidays.

EQUIPMENT, TOOLS AND MATERIALS

- 1. Equipment typically used in the performance of office duties include telephone, computer terminal, computer printer, computer keyboard, typewriter, photocopy machine, fax machine and calculator.
- 2. Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork and a wide variety of basic office supplies.

FUNCTIONAL ANALYSIS

(Please initial each item to indicate whether you are or are not capable of performing that function.)

****NOTE: You are not required to disclose information about physical or mental limitations that you believe will not interfere with your capability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.**

MENTAL FUNCTIONS

YE NO

S

- | | | | |
|-----|-----|----|--|
| ___ | ___ | 1. | Must be able to apply knowledge of typing and general clerical work. |
| - | - | 2. | Must be able to maintain high level of concentration while performing repetitious work. |
| ___ | ___ | 3. | Must be able to type correspondence and reports with proper format, punctuation, spelling and grammar. |
| - | - | | |

PHYSICAL FUNCTIONS

YE NO

S

- | | | | |
|-----|-----|----|--|
| ___ | ___ | 1. | Work is primarily sedentary, with opportunities to stand/walk as needed typically being available throughout the workday. |
| - | - | 2. | Must be able to sit for long periods as necessary to perform essential functions. |
| ___ | ___ | 3. | Must be able to bend at the waist and twist/rotate occasionally. |
| - | - | 4. | Must be able to work with arms bent or extended away from body or overhead and be able to push/pull with arms as needed. |
| ___ | ___ | 5. | Must be able to crouch and kneel occasionally. |
| - | - | 6. | Must be able to use hands and fingers in order to grasp/manipulate various equipment and materials needed to perform essential duties. |
| ___ | ___ | 7. | Must be able to coordinate use of hands and eyes in operation of office equipment. |
| - | - | | |

EMPLOYEE DECLARATION:

I have read the above Position Specifications. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name: _____ Date: _____

APPROVED:

DEPARTMENT: _____

Revised: 4/98; 9/99; 10/02, 05/03; 09/04

VOLUNTEER FIREFIGHTER (V701)

POSITION DESCRIPTION



Department: Fire Department
Reports to: Volunteer Squad Lieutenant
Date Originated: August 2004

Grade: Volunteer
Pay Status:
EEOC Code:

POSITION SUMMARY

Under the direction of the assigned supervisor, perform fire suppression and emergency medical services in response to emergency calls.

MAJOR DUTIES AND RESPONSIBILITIES SUMMARY

1. Control and extinguish fires and protect life and property.
2. Respond to calls for medical services and administers emergency medical treatment at level of licensure according to approved protocols and standard of care, and assist in patient transport when needed.
3. Participate in fire prevention activities, to include inspection of buildings and development of pre-fire plans.
4. Prepare and compile necessary documentation to support duties and responsibilities.
5. Maintain apparatus, quarters, building, equipment, grounds, and hydrants at assigned station.
6. Participate in public education activities, and participate in on duty training, both as student and instructor, as needed.
7. Develop and maintain proficiency in hydraulics/pump operations and aerial operations.
8. Drive apparatus to scene of emergencies.

The above information on this job description has been designed to indicate the general nature and level of work performed by persons within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all Members assigned to this job.

MINIMUM QUALIFICATIONS

1. High school diploma or GED plus completion of Bernalillo County Fire and Rescue's Volunteer Recruit Academy.
2. Must have and maintain a valid certification as an Emergency Medical Technician Basic or Intermediate and be duly licensed by the State of New Mexico while employed in this position.
3. Knowledge of the principles and accepted practices of modern fire fighting including appropriate equipment operation in the suppression of fire.
4. Ability to administer appropriate emergency medical services according to techniques and procedures approved by the State of New Mexico.
5. Ability to ascertain the best means of fire suppression.

6. Ability to maintain and operation all fire equipment.
7. Ability to effectively respond to the needs of those affected by the fire or emergency.
8. Ability to develop productive working relationships with chiefs, command staff, volunteer and career members, emergency medical services personnel, law enforcement officers and the general public.
9. Ability to communicate effectively in both oral and written English.
10. Ability to work as a member of a team in stressful situations.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

1. Member must successfully complete the post-offer employment medical examination to include compliance with the State of New Mexico's OSHA Physical requirement, and background investigation.
2. Member must comply with the safety guidelines of the County.
3. Member must possess a valid New Mexico driver's license. A NM driver's license class E or equivalent will be required within 45 days of Volunteer Firefighter Academy start date and must retain the valid NM driver's license, class E, while serving in this position.
4. Member must pass the physical agility test.

WORKING CONDITIONS

1. Member performs work indoors and outdoors as the situation dictates. The Member performs maintenance duties while indoors, waiting to be called out on an emergency.
2. Member works outdoors during emergency situations and/or fire fighting activities, except when in emergency vehicle or inside emergency locations.
3. Member may be exposed to temperature extremes depending on weather conditions and fire hazard conditions.
4. Member is exposed to intermittent high noise levels such as sirens, engines and loud voices.
5. Member may be exposed to vibration of the body on an intermittent basis from vehicle rides, off road travel.
6. Member may be exposed to the following hazards: driving hazards, rescue attempts and difficult terrain, possibility of hazardous material spills and hazards inherent in fire fighting. Member may be exposed to exhaust fumes, heat, smoke, water, dusts, fire retardant chemicals, and toxic fumes.
7. Member works on uneven, natural ground surfaces, asphalt, cement, stairs, ladders, scaffolding.
8. Member works with a select team without direct supervision, and at times may work with a large group of people.

EQUIPMENT, TOOLS AND MATERIALS

1. Utilizes the following tools and equipment: telephone, radio, emergency vehicle, fire fighting vehicle, calculator, camera, copy machine, flashlight, first aid kit, fire extinguisher, fire hoses, axes, pike poles, circular saws, sledge hammers, pry bars, salvage covers, slim jims, ground ladders, jaws of life, spreader, air bags, blood pressure cuff, EKG monitor, defibrillator, oxygen regulator and valves, splints, back boards, extrication collars, forceps, portable suction devices, IV's, syringes, bandages, ropes and stokes basket, ladders.
2. Member handles paperwork, bandages, I.V. solutions, medications, oxygen, and other medical supplies needed for emergency situations. Member utilizes protective clothing and devices (bio-medical and fire) as needed, flares, reflective vests, hearing and eye protection.
3. Member may be exposed to pathogenic bodily fluids and air during rescue attempts and emergency situations. Member may be exposed to high-pressure water, fire retardant during fire fighting efforts.

FUNCTIONAL ANALYSIS

(Please initial each item to indicate whether you are or are not capable of performing that function.)

****NOTE:** You are not required to disclose information about physical or mental limitations that you believe will not interfere with your capability to do the job. On the other hand, if you want the Department to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MENTAL FUNCTIONS

YES	NO	
___	___	1. Must be able to ask questions of supervisor and be able to listen to and follow verbal directions in English.
-	-	
___	___	2. Must be able to understand and follow written directions in English.
-	-	
___	___	3. Must be able to give verbal and written directions in English.
-	-	
___	___	4. Must be able to speak and write clearly in order to communicate essential data.
-	-	
___	___	5. Must be able to communicate verbally with co-workers as well as the general public.
-	-	
___	___	6. Must be able to maintain concentration and attention to duties while performing work.
-	-	
___	___	7. Must be able to quickly and accurately assess emergency situations and act appropriately.
-	-	
___	___	8. Must be able to maintain composure, concentration and attention while under extremely stressful situations.
-	-	
___	___	9. Must be able to apply principles of logic, scientific or medical thinking to define the problems, collect data, establish facts and draw valid conclusions.
-	-	

- | | | | |
|-----|-----|-----|---|
| ___ | ___ | 10. | Must be able to deal with several abstract and concrete variables concurrently. |
| - | - | | |
| ___ | ___ | 11. | Must possess the adaptability to perform a variety of duties, often changing from one task to another task of a different nature without loss of efficiency or composure. |
| - | - | | |
| ___ | ___ | 12. | Must possess the adaptability to making generalizations, evaluations or decisions based on sensory or judgmental criteria. |
| - | - | | |
| ___ | ___ | 13. | Must possess the ability to synthesize information gathered from safety manuals, first aid training, medical personnel, and a variety of other sources when performing the essential duties of firefighter. |
| - | - | | |
| ___ | ___ | 14. | Must possess the ability to learn and retain information regarding safety, emergency medical procedures, and laws and regulations regarding safety and health. |
| - | - | | |
| ___ | ___ | 15. | Must be able to apply sound reasoning and judgment in the performance of all essential functions. |
| - | - | | |
| ___ | ___ | 16. | Must be able to apply theories of hydraulics, recognize hazardous or toxic materials. |
| - | - | | |
| ___ | ___ | 17. | Must be able to write detailed reports and accurately record statistical data obtained from EKG monitor strips, blood pressure cuffs and other medical equipment. |
| - | - | | |
| ___ | ___ | 18. | Must be able to speak before a group of people using correct English. |
| - | - | | |
| ___ | ___ | 19. | Must be able to accurately read all gauges on tools and equipment and make correct judgment in the operation of said equipment. |
| - | - | | |
| ___ | ___ | 20. | Ability to work as a member of a team in stressful situations. |
| - | - | | |

PHYSICAL FUNCTIONS

YES NO

- | | | | |
|-----|-----|----|--|
| ___ | ___ | 1. | Ability to climb, crawl, crouch, kneel, bend and rotate waist and remain in a prone position during emergency situations. |
| - | - | | |
| ___ | ___ | 2. | Ability to wear 70 pounds of equipment including a 35-pound air pack for extended periods during rescue or fire fighting duties. |
| - | - | | |
| ___ | ___ | 3. | Ability to carry and/or move 250-pound fire hoses, utilizing a two-person team. |
| - | - | | |
| ___ | ___ | 4. | Ability to work with arms bent up to eight hours and arms extended up to one-third of workday. May be required to work with arms extended for a longer period of time during an emergency situation. |
| - | - | | |
| ___ | ___ | 5. | Ability to push and pull with arms with a force up to 50+ pounds during an emergency situation. In addition, must be able to twist and rotate arms and waist during emergency rescue situations. |
| - | - | | |
| ___ | ___ | 6. | Ability to lift and pull such items first aid kits, fire extinguishers, medical equipment to and from a vehicle. |
| - | - | | |
| ___ | ___ | 7. | Member may be expected to lift and carry other heavy items, objects or people in an emergency situation. |
| - | - | | |
| ___ | ___ | 8. | Must be able to use legs in operating a vehicle. May be expected to balance, twist/rotate or push/pull with legs during an emergency situation. |
| - | - | | |

- ___ ___ 9. Ability to grasp and manipulate objects with hands during entire
- - shift and perform fine finger dexterity movements up to one-third of
the workday. Such handwork requires accurate eye-hand
coordination and at times may require bilateral coordination.
- ___ ___ 10. Must be able to pass the Bernalillo Country Fire Department
- - Physical Agility Test.
- ___ ___ 11. Must be able to stand/walk for an entire shift as needed.
- -

MEMBER DECLARATION:

I have read the above Position Specifications. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name: _____ Date:

APPROVED:
DEPARTMENT: _____

FIRE CORPS MEMBER



VOLUNTEER SUPPORT

Department: Fire Department
Reports to: Fire Corps Lieutenant

Pay Status: Volunteer
Date: Originated

POSITION SUMMARY

Under the direction of the assigned supervisor, assists fire department personnel in a support function, primarily within the following areas: Administration/Clerical, FD Photographer, Fire Ground Support, Rehabilitation, and Public Education.

MAJOR DUTIES AND RESPONSIBILITIES SUMMARY

1. Active Fire Corps members must participate at least 12 hours/month.
2.
 - *Administration/Clerical:* perform administration within a district station or headquarters, such as data entry, filing of reports and general office duties.
 - *Fire Department Photographer:* will work with Training, Volunteer Coordinator, Fire Prevention or Incident Commander for assignments, using the following equipment: digital, and 35mm cameras, and video recorders.
 - *Fire Ground Support:* assist the Incident Commander at the command post, assist with recharging self contained breathing apparatus, as well as general post incident cleanup.
 - *Rehabilitation:* to assist personnel of BCFRD in maintaining safe levels of physical / mental endurance as part of the rehab group for personnel revitalization.
 - *Public Education:* public speaking to small and large groups regarding Fire Prevention, assists personnel with special events. (i.e.; children's fair, heart start)
 - *Training:* to assist training personnel with current and ongoing training classes for all members and the community.
3. May be called upon to perform EMT duties, if licensed, on some scenes.
4. **FIRE CORPS MEMBERS WILL NOT** perform any duties within the warm or hot zone.
5. Encouraged to attend training, district meetings and all special events.

The above information on this job description has been designed to indicate the general nature and level of work performed by volunteers within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all volunteers assigned to this job.

MINIMUM QUALIFICATIONS

1. High School diploma or GED and successful completion of BCFD Fire Corps Academy.

2. Ability to develop productive working relationships with volunteers chiefs, career and volunteer firefighters, other supervisors, emergency medical services personnel, law enforcement officers and the general public.
3. Ability to communicate effectively in both oral and written English.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

1. Volunteer must complete drug screen and background investigation.
2. Volunteer must comply with the safety guidelines of the County.
3. Support Volunteer need not possess a valid New Mexico driver's license. Any support volunteer that will operate an emergency vehicle must possess a NM driver's license class E that will be required within 45 days of volunteering. The volunteer must retain the valid NM driver's license, class E, while in this position.

WORKING CONDITIONS

1. Volunteer performs work indoors and outdoors as the situation dictates, and except when in an emergency vehicle.
2. Volunteer may be exposed to temperature extremes depending on weather conditions and fire hazard conditions.
3. Volunteer is exposed to intermittent high noise levels such as sirens, engines and loud voices.
4. Volunteer may be exposed to vibration of the body on an intermittent basis from vehicle rides, off road travel.
5. Volunteer may be exposed to driving hazards.
6. Volunteer may work on uneven, natural ground surfaces, asphalt, cement, stairs, ladders, and scaffolding.
7. Volunteer may work with a select team while under direct supervision, and at times may work with a large group of people.

EQUIPMENT, TOOLS AND MATERIALS

1. Volunteers may upon assignment; respond in an Emergency Vehicle to the scene however, **FIRE CORPS MEMBERS WILL NOT** perform any duties within the warm or hot zone.
2. Volunteer handles paperwork while using the following tools and equipment: telephone, radio, calculator, camera, copy machine, and flashlight.

FUNCTIONAL ANALYSIS

(Please initial each item to indicate whether you are or are not capable of performing that function.)

****NOTE:** You are not required to disclose information about physical or mental limitations that you believe will not interfere with your capability to do the job. On the other hand, if you want the Department to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MENTAL FUNCTIONS

YES NO

- ___ ___ 1. Must be able to ask questions of supervisor and be able to listen to and follow verbal directions in English.
- ___ ___ 2. Must be able to understand and follow written directions in English.
- ___ ___ 3. Must be able to give verbal and written directions in English.
- ___ ___ 4. Must be able to speak and write clearly in order to communicate essential data.
- ___ ___ 5. Must be able to communicate verbally with co-workers as well as the general public.
- ___ ___ 6. Must be able to maintain concentration and attention to duties while performing work.
- ___ ___ 7. Must possess the adaptability to making generalizations, evaluations or decisions based on sensory or judgmental criteria.
- ___ ___ 8. Must be able to apply sound reasoning and judgment in the performance of all essential functions.
- ___ ___ 9. Must be able to speak before a group of people using correct English.
- ___ ___ 10. Must be able to accurately read all gauges on tools and equipment and make correct judgment in the operation of said equipment.
- ___ ___ 11. Ability to work as a member of a team in stressful situations.

VOLUNTEER DECLARATION:

I have read the above Position Specifications. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name: _____

Date:

APPROVED:

DEPARTMENT: _____

VOLUNTEER PROMOTIONAL PROCESS

The following describes the Promotional Process for the ranks of Volunteer Lieutenant, Fire Corps Lieutenant, Volunteer Area Commander and Volunteer Section Chief.

VOLUNTEER LIEUTENANT AND FIRE CORPS LIEUTENANT

APPLICATION PROCESS:

1. Once openings for Volunteer Lieutenant are identified all Volunteer members will be notified and will have 10 working days from the date the opening is announced to submit a “Letter of Intent” as an application for the position.
2. Once an application has been submitted the applicant will be allowed to “check out” the necessary study material from the Training Division and the applicant will be provided a schedule of the upcoming promotional process.

TESTING PROCESS:

Testing for the Volunteer Lieutenant positions will consist of the following:

1. Written test from Fire Officer I and IFSAC Firefighter I
*Applicant must score a minimum of 70% to continue in the process.
2. Fire Scenario
3. Interview Panel
4. Chief’s Interview

Once selections have been made and promotions are in place, those candidates who completed the process will be placed on a promotional list for 1 year. During the course of that year should a Volunteer Lieutenant position become available persons on this list are eligible for a Chief’s interview to fill the position. Further, during the absence of any of the Volunteer Lieutenants, the promotional list shall be used to determine “Acting” Volunteer Lieutenants.

VOLUNTEER AREA COMMANDER

APPLICATION PROCESS:

1. Once openings for Volunteer Area Commander are identified all Volunteer members will be notified and will have 10 working days from the date the opening is announced to submit a "Letter of Intent" as an application for the position.
2. Once an application has been submitted the applicant will be allowed to "check out" the necessary study material from the Training Division and the applicant will be provided a schedule of the upcoming promotional process.

TESTING PROCESS:

Testing for the Volunteer Commander positions will consist of the following:

1. Written test from Fire Officer I and IFSAC Firefighter I
*Applicant must score a minimum of 75% to continue in the process.
2. Assessment Center
3. Interview Panel
4. Chief's Interview

Once selections have been made and promotions are in place, those candidates who completed the process will be placed on a promotional list for 1 year. During the course of that year should a Volunteer Commander position become available persons on this list are eligible for a Chief's interview to fill the position. Further, during the absence of any of the Volunteer Commanders, the promotional list shall be used to determine "Acting" Volunteer Commander.

VOLUNTEER SECTION CHIEF

The Volunteer Section Chief is an appointee of the Chief of Fire & Rescue. The Volunteer Section Chief is terminable-at-will and cannot grieve membership decisions. The Volunteer Section Chief is eligible for all volunteer firefighter benefits in accordance with applicable state statutes and regulations and privileges provided by the Department.

Bernalillo County Fire & Rescue **Volunteer Disciplinary Action**

Disciplinary Process

Any officer may summarily relieve a member under his/her command from duty and assign the member to administrative leave when, in the officer's judgment, an offense committed is sufficiently serious to warrant immediate action. An verbal report of such action shall be made through channels immediately followed by a proper and well-justified written complaint. The officer placing the member on administrative leave will be held accountable for the propriety of the action.

Volunteer Members

- a. Volunteer firefighters have the right to grieve terminations, suspensions and demotions. Other disciplinary actions are not subject to the volunteer firefighter grievance procedure.
- b. A cadet or probationary member is not entitled to a grievance hearing. The disciplinary action against a cadet or probationary volunteer member by the Chief of Fire & Rescue is final. A written decision shall be mailed directly to the volunteer by certified mail, return receipt required.
- c. Where there are established legislated and/or administrative process, e.g. criminal complaints, EEOC, harassment, promulgated by either the County Manager, the County Commission or other legislative authority those processes will prevail and supersede these Rules and Regulations.
- d. Volunteers must pursue grievances involving terminations, suspensions and demotions according to the following rules.
 1. Within five (5) working days of the receipt of notification of disciplinary measures, the volunteer is required to notify, in writing, the Chief of Fire & Rescue of intent to file a grievance.
 2. Immediately upon receipt of the volunteer's written statement of intent, the Chief of Fire & Rescue shall confirm the scheduled time or set the time, place, and date of the hearing. The volunteer and the supervisor must be advised of the hearing date and time in writing.
 3. The Chief of Fire & Rescue or designee shall meet with the volunteer and his/her representative at the appointed time. At this hearing, the volunteer shall have to opportunity to respond to the proposed disciplinary action. The hearing shall be held within five (5) days after receipt of the request for the hearing unless a continuation is mutually agreed upon by both parties in writing.

The Chief of Fire & Rescue will issue a decision in writing, or approve the written decision of his/her designee if one is appointed, within five (5) working days of the hearing. The written decision shall include the time, date, and location of the meeting, persons present and the determination. The written decision either shall be delivered

directly to the volunteer (obtaining his/her signature of receipt of the decision) or be sent by certified mail, return receipt required.