

CITY OF OSKALOOSA – POSITION DESCRIPTION FORM

POSITION:	RESERVE FIREFIGHTER	CIVIL SERVICE:	NO
DEPARTMENT:	FIRE	FLSA EXEMPT:	NO
REPORTS TO:	FIRE CHIEF/FIRE CAPTAIN	UNION:	NO
PAY CLASSIFICATION:	RESERVE FIRE EMPLOYEE	PAY GRADE:	N/A

POSITION SUMMARY:

The primary function of the reserve firefighter is to supplement full-time staff in protecting the community from disaster situations, including house and building fires, and promote an environment of public safety within the City of Oskaloosa and the entire response area. This position also participates in fire prevention and inspection activities, equipment and quarter's maintenance, and training dealing with all phases of fire suppression, prevention, inspection, rescue and emergency operation. An employee in this classification performs the duties of other employees in the City of Oskaloosa Fire Department when qualified to do so and when so assigned. Performs related duties as required.

SUPERVISES:

Occasionally supervise other reserve staff.

EQUIPMENT USED:

Fire engines, brush trucks, water tender, staff vehicles, all types of gas powered and electric saws, generators, extrication equipment, rescue equipment, hand tools, and water craft.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Responds to fire alarms and extinguishes fire.
- Responds to all types of motor vehicle accidents and performs extrication and assists Emergency Medical Services with patient care.
- Performs salvage operations such as throwing salvage covers, sweeping water and removing debris.
- Responds to and renders assistance in emergency cases.
- Cleans and inspects of equipment and apparatus after returning from a fire.
- Inspects equipment and apparatus and notifies superior officer of any defects.
- Makes minor repairs to equipment and apparatus, performs routine preventative maintenance tasks, and keeps records of such action.
- Keeps fire station, equipment and grounds in a clean and orderly condition.
- Participates in training activities and instruction sessions.
- Retains a thorough knowledge of the City, including streets, buildings, water supply, unusual hazards and related items.
- Periodically performs various public information or education tasks.
- Performs all work duties and activities in accordance with City policies and procedures.
- Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning personal conduct, as outlined in the City of Oskaloosa **Employee Handbook** and the **Oskaloosa Fire Department Rules and Regulations**.



Other Duties and Responsibilities:

- May respond to emergency calls for specialized service such as hazardous materials, confined spaces rescue, and technical rescues that include high angle, below grade, swift water, trench and collapse rescues.
 - May respond to non-emergency calls for burning complaints, fire prevention demos, etc..
 - Deals with social service related areas of emergency response by assisting victims and relatives of victims of traumatic events.
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ENTRY REQUIREMENTS AND SKILLS:

A high school diploma or GED equivalent and must be at least 18 years of age at the time of application;

- Ability to learn the geography of the City of Oskaloosa and surrounding areas including the streets system and hydrant locations.
- Ability to learn current strategies for all types of fire such as wild-land, commercial, residential, flammable and combustible liquids, vehicle, etc.
- Ability to become Firefighter I certified.
- Ability to become Firefighter II certified.
- Ability to become Hazardous Materials Operations Level certified.
- Ability to learn current strategies for all types of fire such as wild-land, commercial, residential, flammable and combustible liquids, vehicle, etc.
- Ability to operate emergency communications equipment and use fire computer applications.
- Ability to operate specialized fire fighting vehicles and equipment.
- Ability to work under extremely stressful situations, day and night, which result from a fire and other emergencies, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property.
- Ability to work in a team environment under extremely stressful situations.
- Ability to learn and correctly apply department policies and procedures.
- Ability to read, comprehend, and follow oral and written instructions; and to understand and apply available guidelines to varied operational requirements.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Must demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.
- Ability to operate a personal computer using program applications appropriate to administrative duties.
- Ability to communicate effectively both orally and in writing, with the public and other employees.
- Ability to maintain a level of physical fitness to allow employee to accomplish firefighting and rescue activities.

REQUIRED SPECIAL QUALIFICATIONS:

- Must possess a valid operator's license and have and have an acceptable driving record.
 - Pass a post offer entry level physical examination.
 - Pass an entry level drug screening.
 - Be able to obtain and hold a minimum Class B Commercial Driver's License (CDL) with air brake and tanker endorsements.
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WORKING CONDITIONS:

- Work indoors in a fire station environment.
 - Work outdoors during all types of weather conditions including severe weather.
 - Periodically expected to work in extreme heat and cold conditions for extended periods.
 - While there are no set hours of work for this position, employees will be required to attend two monthly training exercises. These exercises occur on the first and third Thursdays of each month between the hours of 7:00 P.M. and 10:00 P.M. This position is subject to being called to duty at any time of the day or night. When qualified, employees in this position may work any portion of a twenty-four (24) hour shift filling in for full-time staff when adequate staffing is not available.
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PHYSICAL REQUIREMENTS:

The primary duties of this class are performed in a work environment in which the employee is subject to potential personal danger. Therefore, the following physical abilities are deemed essential:

- Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise.
- Sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the employee to effectively operate at a fire or related emergency scene.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in firefighting.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting life and property.
- Maintain a level of physical fitness to allow employee to accomplish firefighting and rescue activities.
- Regular and dependable attendance during assigned work schedule hours.

