

## Platteville/Gilcrest Fire Protection District Job Description

**Job Title:** Volunteer Firefighter  
**Job Status:** Volunteer Firefighter  
**FLSA Classification:** Exempt  
**Reports To:** Captain

The following job description is established for the Platteville/Gilcrest Fire Protection District to outline the basic duties and responsibilities of the above captioned position. This position is a volunteer position and is exempt from the minimum wage and overtime requirements of the FLSA.

Applications are available online at [www.pgfpd.org](http://www.pgfpd.org) or the District Headquarters located at 303 Main Street Platteville, CO. Completed applications need to be sent to PGFPD, PO Box 407 Platteville, CO 80651 or via fax 970-785-0139 or you may email to [emedina@pgfpd.org](mailto:emedina@pgfpd.org).

### **Summary of Position:**

The volunteer firefighter is charged with the responsibilities of safely responding to alarms and protecting life and property through prevention and the extinguishment of fires. Firefighters are also expected to provide basic life support until advanced life support unit arrives.

### **Minimum Qualifications and Requirements:**

1. Experience working as a volunteer firefighter in a combination volunteer/career Fire Department preferred but **not** required.
2. Successfully complete a physical examination and drug screen after a conditional offer of membership.
3. Successfully pass a background investigation.
4. Must be at least 18 years of age at the time of appointment to this position.
5. Demographic and operational knowledge of the Fire District. If needed, a Map and Address Training course can be provided.
6. Shift Volunteers must live within a 1-hour driving time, under normal conditions, obeying all traffic laws, to Station 1 (Platteville).
7. Shift Volunteers must be willing to complete a minimum of 36 hours of shift time at the Station per month.
8. Shift Volunteers must complete 36 hours of shift time per month and must be in good standing with the District to receive quarterly stipend.
9. In-District Volunteer Firefighters must maintain 15% call volume for the calendar year.
10. In-District Volunteer Firefighters must maintain 15% call volume per quarter and must be in good standing with the District to receive quarterly stipends. Per state statute all Volunteer Fire Fighters must obtain 36 hours of training per year, 16 hours of training must be "in house" with PGFPD.
11. Must attend a minimum of two business meetings per calendar year.
12. Willing to participate and pass an Integrity interview and an Oral Board interview.
13. Willing to participate and pass a Physical Agility Test.

### **The Volunteer Firefighter shall possess or acquire and maintain the following:**

1. Valid Colorado Driver's License with a safe driving record.
2. High school diploma or GED.
3. Completion of State Firefighter I Academy within one year of hire.
4. Proof of or Certificate of completion of, Firefighter I Academy and Hazardous Materials Operations after being accepted to the District. (Reserve Firefighter must join the first available academy). Within 18 months of hire, Firefighter must complete and pass First Responder Class. Within three years of hire, Firefighter must complete and pass EMT-B.  
**You do not need to possess the certificates to apply.**

5. The Volunteer Firefighter must maintain his/her certifications either through the District or provide documentation of required training. (Example; Professional Firefighter, Employee of an ambulance service)
6. Complete driving and equipment evaluation on an annual basis.
7. Maintain valid CPR card.

### **Primary Duties and Responsibilities**

1. Respond to emergency and non-emergency calls, as required.
2. Operate equipment related to the fire service, including but not limited to; fire hoses, nozzles, air packs, various tools, fire extinguishers, fans, ropes, ladders, extrication equipment, emergency medical equipment, AED, oxygen bottles, suction units, spine boards, cervical collars, and ambulance cots. Must be able to use VCR, slide projector, computers, sound systems and other audio-visual devices to present training materials.
3. Assist with presentations of quality training opportunities.
4. Maintain records and documentation relating to Call Reports and District equipment, including computer entry and organization of records, as required.
5. Assist the maintenance department in areas of light maintenance, as required, such as the safety and general cleanliness of the facilities, grounds, apparatus and other District property. Responsible for the maintenance and regular inspection of tools, equipment, hose and other firefighting equipment.
6. Complete special projects, as required, including non-incident related projects that will have completion deadlines and standards such as effectively deliver presentations and information to diverse groups prescribed by the Fire Chief or his/her designee.
7. Positively and effectively work within a team environment and shared decision making process with, but not limited to, the District volunteers and employees, supervisors, the Board, the public and other agencies, such as police, ambulance, the Division of Fire Safety, City Government, community groups and other professional service providers.
8. Assist the Fire Prevention Technician with the fire prevention programs and inspections.
9. Attend the community meetings, as required,
10. Adhere to the District's rules, policies and procedures.
11. Timely prepare complete and accurate District reports and other records.
12. Present a professional image of the District at all times.
13. Perform duties in a safe and effective manner.

### **Working Environment/Physical Requirements**

This position requires work in a variety of locations and conditions, including emergency scenes of every type, the fire stations, living quarters and office areas in and around a wide variety of automotive, mechanical, chemical and medical equipment and supplies.

1. Strenuous physical activity under extreme adverse conditions may be required frequently in all weather conditions and in extreme temperatures below 20 degrees Fahrenheit and in excess of 100 degrees Fahrenheit.
2. Must possess the ability to lift items in excess of 150 pounds occasionally and up to 60 pounds frequently.
3. This position requires standing, running, walking, stooping/bending, lifting, crawling, jumping, sliding, climbing and repetitive motion.
4. Work may be performed under hazardous and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, confined spaces, hazardous materials, smoke, gases, chemicals, fumes, odors, mists, dust and exposure to air and blood borne infectious diseases or illnesses, such as Hepatitis A, B, C, HIV, tuberculosis, small pox, etc
5. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
6. Work may result in exposure to high noise levels requiring the wearing of hearing protection.

7. This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.
8. This position will involve periods of high physical, mental and/or emotional stress.

**Benefits for your service**

1. Pension plan for 20 years of service and 50 years of age. Vesting after 5 years of service with FPPA. Offer half pension after 10 years.
2. Weight Room/Facilities access.
3. Educational/training funding and opportunities.
4. Internal hiring/promotions.
5. Annual clothing incentive.
6. Uniforms/equipment provided.
7. Meal allowance for Shift crews.
8. Obtain valuable experience.
9. Service to the Community.
10. Hepatitis B Vaccines.
11. \$50,000.00 24 hour coverage life insurance policies.
12. Flexibility.
13. Work Comp Insurance
14. Other Benefits adopted by the District.

Name Printed: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Protocols for the Shift Work

### **Reporting to the Station**

Firefighter will report to the officer on duty immediately upon arrival to the Fire House to get further information.

Class B uniforms will be worn while on shift from 8am to 5pm (business hours).

Class C uniforms/District workout clothing can be worn anytime outside of business hours.

Uniforms and turn out gear will be issued once accepted on or just prior to Fire Academy.

Uniforms and turn out gear can be washed at the Stations.

### **While on Duty**

Reserve Firefighter will respond to any calls that may occur on duty.

Reserve Firefighter will be En Route within 2 minutes of the alarm (See EOG on Response matrix)

Follow all policies and procedures from the EOG's, handbook and BLS protocols.

Daily inspection of the apparatus will be done immediately upon reporting for duty, all other duties will be carried out as assigned.

Leaving the District at any time is left up to the discretion of the officer on duty.

When a Reserve Firefighter signs up for the shift it must be six hours or longer.

### **While off Duty**

Reserve Firefighter is a crucial part of the recall system. In the event of a recall all available Firefighter will report to the Fire House or the location desired by Command.

Reserve Firefighter will not receive station shift time credit for attending meetings, trainings or recall standby unless on shift.

When responding to a recall event, Firefighter will obey traffic laws and drive safely in regard to weather conditions.

### **After each alarm**

The apparatus will be cleaned and fully stocked at all times and in a state of readiness after each call.

Patient care report and Fire reports will be filled out before the end of the shift.

### **Station Operation**

You will work under the Captain/Lieutenant on duty. This may be a volunteer, reserve and/or paid employee of the Fire District.

The Reserve Firefighter will conduct him/her self in a respectful manner to all citizens of the District.

The Reserve Firefighter can be a member of any committee formed by the District.

While on duty, the Reserve Firefighter must bring Class B and C uniforms and all turn out gear. Immediately upon reporting for duty the first truck due truck checks must be done to ensure the trucks are in a state of readiness.

Completion of daily clean up and truck checks must be completed prior to the end of shift.

### **Discipline**

Any complaints must be reported to the officer on duty which will go through the chain of command until the problem is solved.

All discipline will be handled though the handbook policy.

### **Officer**

The Reserve Firefighter may be advanced through the rank as assigned by the District Chief.

### **Training**

The Reserve Firefighter must maintain his/her certificates either through the District or provide documentation of required training (Example: Professional Firefighter, Employee of the ambulance service.)

The Reserve Firefighter must acquire a minimum of 16 hours in house training annually either while on or off duty.

## Shift Volunteer Stipend Program

|  |                          |                          |
|--|--------------------------|--------------------------|
| Shift Hour   | \$1.25                   |                          |
| Per Call   | \$1.00                   |                          |
| Corporate Officer<br>(President, Dept Rep, Pension Rep, Treasurer) | \$2.00                   |                          |
| Lieutenants  | \$3.00                   |                          |
| Holiday  | \$1.00 per hour          |                          |
| EMT-B, FFII, HAZ MAT<br>TECH, DRIVER OP                            | \$1.00 Per Cert.         |                          |
| Meal Allowance   | \$3.50 per 12 hour shift | \$7.00 per 24 hour shift |

## Volunteer Stipend Program

|  |                  |  |
|--|------------------|--|
| Firefighter  | \$4.00           |  |
| Corporate Officer<br>(President, Dept Rep, Pension Rep<br>Treasurer) | \$5.00           |  |
| Lieutenants  | \$3.00           |  |
| Holiday  | \$1.00           |  |
| EMT-B, FFII, Haz-Mat Tech, Driver<br>Op.                             | \$1.00 per cert. |  |