TOWN OF STEVENSVILLE

FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: Fire Department Support

Department: Fire

Date: 04/25/2024

**GENERAL PURPOSE**

This position is responsible for performing support functions during emergency incidents and as otherwise needed or assigned. As a member of a team, support staff will contribute to response, training, community readiness, and non-emergency activities of their designated team in and out of the fire station. The position is responsible for maintaining safe and effective working relationships within the department and con1munity. Under the general supervision of the incident commander, support staff must exercise considerable judgment and discretion in carrying out his or her delegated responsibilities.

Support roles may include but are not limited to: Fundraising, Marketing, SCBA, Videography/Photography, Drone Operations, Apparatus Projects, Maintenance Projects, On-scene rehab, Incident Command assistance, Staging/Water Supply assistance, Station Projects, Reporting, etc.

**SUPERVISION RECEIVED**

Works under the general supervision of the Assistant Fire Chief or the Fire Chief.

**SUPERVISION EXERCISED**

Coach/Mentor/Train subordinate personnel.

Not a management/supervisory position. May be required to assume a leadership role out of their classification due to limited staffing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential Duties* & *Responsibilities may include the following dependent on support role assigned to:*

Operate utility apparatus, staff cars/trucks, light rescues, Type 5/6 Wildland Engines, Personal Vehicles, and ancillary equipment associated with incident support.

Respond to fires and other calls for emergency assistance to support the incident command structure.

Have a basic understanding of the National Incident Management System and/or incident command system.

Participate in the general maintenance and custodial care of fire department facilities and grounds, apparatus, tools, and equipment and assume responsibility for the general condition and readiness of their assigned fire station, fire apparatus, and work unit.

Gather information for the accountability of personnel, incident risk reduction, and overall incident support.

Support personnel may also participate in fire investigation, peer support, emergency management (EOC operations), public education, and recruitment/ retention.

Request apparatus repairs and company supplies through the approved channels.

Carry out orders and assignments of the immediate supervisor and/or Chief officers and shall perform related work as assigned.

Monitors and observes departmental activities to ensure that conduct and performance conform to department standards.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances.

Participates in department in-service training activities.

Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscal responsibility as it relates to the Department's budget and operations.

Perform other duties as assigned.

**PERIPHERAL DUTIES**

Perform the duties of other personnel as needed and fulfills obligations.

Attend conferences and meetings to keep abreast of current trends in the field; represents the Fire Department in a variety of local, county, state, and other meetings.

Maintain contact with general public, department officers and other local officials in the pe1formance of fire department activities.

Promote recruiting and retention of personnel.

**DESIRED MINIMUM QUALIFICATIONS**

**MCA 7-33-4107, Qualifications of Firefighters**

1. Graduation from high school or GED equivalent.
2. Other combinations of training and/or experience that can be demonstrated to result in the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.
3. Previous firefighting, emergency management, and/or military experience (preferred).
4. Checked off to operate their primary response apparatus.
5. Checked off to operate utility apparatus, staff cars, and ancillary equipment associated with incident support.

**Necessary, Knowledge, Skills and Abilities**

1. Knowledge of the National Incident Management System (NIMS) and the incident command system.
2. Organizational skills.
3. Problem-solving skills.
4. Instructional skills.
5. Ability to effectively communicate orally and in writing.
6. Ability to work in a team.
7. Ability to positively interact with the general public.
8. Ability to understand and follow oral or written instructions.
9. Ability to use reason and good judgment in working with all kinds of people.

**SPECIAL REQUIREMENTS**

1. Must be eighteen (18) years of age or older at time of appointment, **MCA 7-33-4107**
2. No felony convictions or disqualifying criminal histories
3. Ability to read and write the English language
4. A valid Montana Driver’s License

*Drone Support Operations Only*

1. A valid FAA Remote Pilot Certificate (Drone Pilot License)

**TOOLS & EQUIPMENT USED**

Personal computer, including word processing and spreadsheet software; phone; copy machine; fax machine, standard Fire equipment, drink coolers, ice machines, apparatus, radio, pager, computer, phone, drone, and other specialized tools. Additional tools & equipment may be used as necessary to conduct the specific support role assigned to.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities or limitations to perform the essential functions.

While performing the duties for this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move upwards of 10 pounds and occasionally lift and /or move upwards of 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities or limitations to perform the essential functions.

Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during the day and night shifts.

Work is often performed in emergency and stressful situations. Individual may be exposed to hearing alarms and loud noises and hazards associated with Firefighting and EMS operations, including smoke, noxious odors, fumes, chemicals, liquid chemical, solvents, and oils.

The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

**SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination (medical examination may be waived based on support role assigned).

Note: Appointees will be subject to completion of a standard probationary period as outlined in the Town of Stevensville Personnel Policy.

 Appointees will also be subject to governance to all applicable Stevensville Fire Department SOPs/SOGs and policies/directives.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Other duties may be assigned.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_