

ORGANIZATIONAL MANUAL



VOLUNTEER ENGINEER

Non-Compensated, Non-Represented

Section P
PERSONNEL
Procedure P-8V

Position Summary:

A Volunteer Engineer needs to have taken the necessary classes, received the necessary certifications, and proven their competence in the operation of all the district's fire apparatus. The Volunteer Engineer has direct control of, and is responsible for, apparatus and equipment assigned.

The Volunteer Engineer may perform duties, positions, or functions at incident scenes assigned to them by the Incident Commander. The Volunteer Engineer assists in emergency medical, motor vehicle accidents, hazardous materials incidents, and fire suppression activities.

Supervision Received:

The Volunteer Engineer will always follow the chain of command and reports to the on-duty Lieutenant. In the absence of Lieutenant, the Volunteer Engineer shall report directly to the Assistant Chief or Deputy Chief in their absence.

The list of essential duties for this volunteer position is not intended to be exhaustive; additional related duties, as necessary, may be required. In general, this volunteer position will:

- Perform all requirements of a Firefighter (Procedure P-9).
- Be the primary operator for apparatus and specialized technical equipment
- Conduct apparatus and equipment checks to ensure all apparatus and equipment are operational.
- Act as a resource for other personnel on training techniques, hazardous material mitigation, and fire suppression principles, and methods.
- Direct response routes to be used by responding units and determine the need for additional resources at incident scenes.
- Direct the operation of apparatus, equipment, and personnel assigned to them.
- Complete accident forms, incident reports and any other forms as necessary.
- Assist with training of personnel at regular and specialized training sessions. Be self-motivated and willing to function as an integral part of Philomath Fire & Rescue emergency services team.
- Respond to Automatic or Mutual Aid outside the boundaries of the District In the compacity of an apparatus operator.

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- Possess a thorough knowledge of district geography.
- Other duties as assigned by the Assistant Chief, Deputy Chief, or designee.

Contact with Others:

The Volunteer Engineer will:

- Work with the public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Fire Chief or their designee.
- At all times reflect a professional image of Philomath Fire & Rescue.
- Lead by example (i.e., completing reports in a timely manner, participation in volunteer firefighter activities, attendance at drills, teamwork, positive behaviors, etc.).

Knowledge, Skills, and Abilities:

The position of Volunteer Engineer requires the following knowledge, skills, and abilities:

- Thorough knowledge of the Fire District policies and guidelines governing the operation of the District.
- Working knowledge of hazardous materials control and containment procedures, structural fire suppression strategy and tactics, and wildland firefighting strategy and tactics.
- Ability to assist with training programs including teaching others the skills needed to perform specific tasks.
- Exhibit leadership qualities and possess the ability to inspire personnel to follow their lead.
- Possess the ability to analyze emergency conditions and make decisive, effective, and sound course of action.
- Working knowledge of the fire suppression resources of the district and surrounding fire service agencies.
- Physical stamina necessary to perform duties at the emergency scene over prolonged periods of time, in various weather conditions, in potentially hazardous environments.
- Self-motivated and able to collaborate as part of an emergency services team.

Required Certifications:

- Minimum of 2 years' experience in fire suppression
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- NFPA Firefighter I
- NWCG Firefighter Type II
- NFPA Pumper Operator NFPA Aerial Operator
- NFPA Mobile Water Supply Operator
- Traffic Incident Management Responder training

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Any combination of experience and training that provides the required skills, knowledge, and abilities may be substituted for the above at the discretion of the Fire Chief or their designee with input from the Officers.

Preferred Certifications:

- NFPA Instructor I
- Safety Officer
- NWCG Engine Boss
- NREMT or OHA AEMT Certification or higher
- Fire Inspections for the Company Officer

Physical Demands:

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this voluntary position.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this voluntary position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this voluntary position include use of an SCBA and mask which is worn close to the face. This voluntary position also requires the operation of heavy machinery including large fire apparatus.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladders. Specific vision abilities required for this position include the ability to adjust focus and read street and road signs while driving.

Mental/Cognitive Demands

Work involves multiple tasks that change frequently and require sound mental organization. A volunteer working in this position will be frequently interrupted to respond to team members and the emergency needs of members of the public. Individuals in this voluntary position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Work Environment:

The work environment characteristics described here are representative of those encountered while performing the duties and responsibilities of this voluntary job. Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from

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mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Availability of the volunteer and the needs of the District will determine hours worked.

Occasionally, this position may require you to attend meetings, seminars, and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief or their designee.

Selection Guidelines:

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

This job description does not constitute an employment agreement between the District and the volunteer and at any point in time, the volunteer or duties can be altered, or terminated.