

OPERATIONS SUPPORT VOLUNTEER

GENERAL STATEMENT OF DUTIES

Perform water supply maintenance, planning and operations in environments that are not immediately dangerous to life or health (non-IDLH), fire prevention and public education by applying skills and knowledge in the promotion of the health and wellness of district personnel and citizens. Drives and operates district vehicles and apparatus as directed or authorized. Maintains facilities and equipment and performs other related duties as assigned. Ability to communicate effectively both verbally and in (electronic) writing; understand and follow oral and written instructions; make good judgments; act appropriately and calmly in emergency situations; establish and maintain effective relationships with other personnel and the general public; prepare complete, accurate reports using English grammar, spelling and mathematics. Does related work as required and performs other related duties as may be assigned.

SUPERVISION RECEIVED

Work is performed under the general supervision of a company officer, and/or Battalion Chief who reviews work for conformance with district policies, procedures and guidelines.

SUPERVISION EXERCISED

Operations Support Volunteers do not have formal supervision over other staff. Limited supervision may be exercised when acting in a capacity during training venues or as directed during emergency incidents providing direction to assigned responders.

EXAMPLES OF ESSENTIAL FUNCTIONS

A person in this classification shall perform the essential functions as outlined below. However, these functions do not include all of the specific essential functions that a person may be required to perform.

1. Responds to reported emergencies requiring water supply operations, lays and connects water supply hose lines, utilizes chemical extinguishers and other equipment or tools as may be required to maintain safe working areas.
2. Deploys with limited assistance and supply's water to portable ground tanks establishing water transfer systems between vehicles and/or ground tanks.
3. Cleans fire stations, grounds and services and cleans related fire equipment as assigned.

4. Inspect and/or test as requested dry hydrants, draft site locations, rural well sites and other related locations.
5. Participates in drills and attends instructional classes, seminars, etc. as required and directed to improve abilities.
6. Drives and operates vehicles as trained and approved.
7. Participates in, and conducts pre-fire water supply planning programs and other fire prevention programs as assigned.
8. Participates in community outreach/public service events as organized and approved by the district.

POSITION QUALIFICATION REQUIREMENTS

Upon successful completion of a district provided recruit academy and prior to the end of probationary status the individual will have demonstrated experience and applied knowledge of safe driving, water supply principles, logistics and operations; maintenance and care of related equipment and programs; ability to complete reports using English grammar, spelling and mathematics; ability to understand and follow oral and written instructions; ability to safely operate district squads, tenders and other apparatus (as trained and authorized); ability to wear traffic safety vests, helmet, gloves and safety glasses as required; ability and appropriate use of communication equipment, district computers. Complete and participate in ongoing annual refresher training as required by regulatory authorities. Ability to work harmoniously with other personnel.

EDUCATION AND EXPERIENCE

Graduation from high school or satisfactory completion of the General Education Development.

REQUIRED QUALIFICATIONS

- Possession of or ability to obtain a valid Oregon Drivers License within 90 days with a driving record consistent with district driving policies.
- Must possess, maintain and authorize a cellular telephone capable of receiving pages for alarms for service, and brief informational communications for immediate assigned service area.
- Must be able to participate within minimum activity guidelines of current volunteer classification.
- Successfully pass a criminal background and personal history investigation.
- NIMS ICS 100, ICS 200, IS 700, and IS 800 at time of application.
- Obtain and maintain CPR/AED certification within 1 year of appointment.
- NFPA Fire Apparatus Driver/Operator, NFPA Apparatus Equipped with a Fire Pump and NFPA Mobile Water Supply within 1 year of appointment.

PHYSICAL DEMANDS

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

While performing the duties of this position, persons are frequently required to stand, walk, use hands to finger, handle or operate objects, tools, or controls; and reach with hands and arms. Persons are occasionally required to sit, climb or balance; stoop kneel, crouch; talk, hear or smell.

The physical demands of this position in emergency situations require a person to frequently lift with proper lifting techniques up to 40 pounds. Physical demands require the ability to exert pressure for pushing and/or pulling, and/or ability to move or lower to the ground up to 200 pounds.

A person is also required to wear personal protective equipment (PPE) including but not limited to approved traffic safety vests, helmets, gloves and/or safety glasses.

Specific vision abilities required by this position include close vision, distance vision, color vision peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those a person encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties of this position are performed regularly outside in all weather conditions. Duties are performed by the person 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, and extreme temperatures.

The noise level in the environment is usually moderate, except during certain firefighting activities when noise levels may be loud.