

CLACKAMAS COUNTY FIRE DISTRICT NO. 1

Job Description

VOLUNTEER SUPPORT EXPLORER

DEPARTMENT: OPERATIONS
SUPERVISOR: Explorer Post Advisor/Instructor
SUPERVISION EXERCISED: None
CIVIL SERVICE STATUS: No
BARGAINING UNIT: No
REVISED: 07/01/09
APPROVED:

General Statement of Duties:

May provide support operations for emergency scenes , fire prevention duties and public relations. Involves contact with a wide variety of personalities both inside and outside the District.

Supervision Received:

Works under the supervision of the Explorer Post Advisor(s), Instructor(s) and/or Explorer Team Leader(s) who evaluate performance and ensures compliance with policies.

Supervision Exercised:

May be required to supervise/mentor other Explorers in the absence of Explorer Team Leader or as directed by an Advisor/Instructor

Primary Duties:

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

Primary Duties continued:

- Follows standard policies, procedures, guidelines, and safety rules as outlined in federal, state, and local regulations as well as by the District for such activities.
- Performs duties in a manner which positively reflects on the Fire District.
- Performs housekeeping and maintenance duties at the station as assigned.
- May assist with duties peripheral to emergency incident scenes, depending on conditions and if so directed.

Participates in fire district training and attends classes on techniques and other emergency topics as required

- Assists in the instruction of Explorers in efficient and modern practices & principles of fire fighting, emergency medical, and rescue work.
- May be asked to perform fire prevention and public education tasks as assigned.
- Responds to the general public regarding questions and help following District policies and procedures in a courteous and respectful manner. Also may assist in public education and fire prevention including station tours, classroom presentation and greeting public walk-ins at stations.
- Keeps assigned apparatus in a constant state of readiness, may be asked to do apparatus inspections. Maintains records and submits reports as may be required.
- Performs other duties as assigned

JOB REQUIREMENTS:

- Proof of eligibility to work in USA as per the I-9 immigration form requirements.
- In the age group of 15 to 21 years of age
- Valid driver's license if issued.
- Successful drivers license check clearance.
- Must be insurable by CFD#1 insurance carrier
- Successful background checks clearance.
- Successfully pass a UA drug screen.
- Successfully pass an annual drug screen
- Successfully complete CFD#1 oral interview.
- Successfully complete CFD#1 physical ability course.
- Successfully complete CFD#1 physical examination.

QUALIFICATIONS:

- Any combination of education, training, or experience that provides knowledge, skills and abilities. Specifically, currently enrolled in school minimum of 14 years of age **AND** enrolling in 9th grade.
- Continued membership is held contingent upon annual demonstration of the OSHA and District required competencies of:
 - a. Physical ability: Must demonstrate the ability to perform the physical activities required for the essential functions of an Explorer as demonstrated by satisfactory completion of the regularly scheduled physical ability test and Medical testing given by the District.
 - b. Hazardous Materials Awareness & Operations Recertification.
 - c. Bloodborne /Airborne Pathogens
 - d. Respiratory Protection "mask fit testing"
 - e. CPR/AED.
 - f. Mandatory Compliance Training, Card lock, Haz Com & Fire Extinguishers.
 - g. Personal protective equipment usage.
- Ability to prepare reports by computer, using proper, detailed descriptions and appropriate grammar.
- Ability to communicate in English, both orally and in writing, including understanding and following oral and written instructions, Also the ability to hear and orally respond to calls for assistance, Radio communications, and all other calls as needed in all conditions which may include substantial background noise as experienced during drill activities.

QUALIFICATIONS continued:

- Ability to work independently as well as established and maintain harmonious relations with others both inside and outside the organization.
- Physical Requirements and Potential Hazards:
The following identifies the physical demands and potential hazards typically encountered in this position. The information is a necessary part to ensure compliance with the Americans with Disability Act (ADA).
- Explorers are **NOT** permitted to function within an established IDLH atmosphere or hazard zone.

Descriptions:

- Not applicable:** Not required of the position.
- Non Essential:** Requirement is present but is not essential to the position.
- Occasional:** Occasional (up to 33% of working time) yet essential to the position.
- Frequent:** Between 34% and 66% of working time.
- Continuous:** Between 67% and 100% of working time.

ACTIVITY	NOT APPLICABLE	NOT ESSENTIAL	OCCASIONAL	FREQUENT	CONTINUOUS
Sitting				X	
Walking				X	
Standing				X	
Running		X			
Bending or Twisting			X		
Squatting or Kneeling			X		
Reaching Above Shoulder Level			X		
Climbing (i.e., ladders)			X		
Driving cars, light duty trucks			X		
Driving heavy duty vehicles			X		
Using foot controls			X		
Repetitive motion of hands and/or fingers			X		
Grasping with hand(s), gripping			X		
Lifting/carrying 10-15 pounds			X		
Lifting/carrying 26-50 pounds			X		
Lifting/Carrying more than 50 pounds			X		
Pushing/pulling			X		
Work in or exposure to inclement weather			X		
Work in or exposure to cold weather			X		
Exposure to dust, chemicals and/or fumes			X		
Use of hazardous equipment			X		
Work at heights (reservoirs, etc.)			X		
Exposure to electrical current			X		
Seeing objects at a distance			X		
Seeing objects peripherally			X		
Seeing close work (i.e., typed material)			X		
Distinguishing colors			X		
Hearing conversations and/or sounds			X		
Hearing via radio or telephone			X		
Communicating through speech				X	
Communicating by writing and reading			X		
Distinguishing odors by smell		X			
Exposure to aggressive/angry people			X		
Respiratory protection needs			X		
Exposure to work in confined spaces			X		

QUALIFICATIONS continued:

ACTIVITY	NOT APPLICABLE	NOT ESSENTIAL	OCCASIONAL	FREQUENT	CONTINUOUS
Put on and wear protective equipment PPE {Helmet, Coat, Boots, Gloves and Other Protective Clothing and SCBA}			X		
Operate fire apparatus in non-emergency mode			X		
Climb onto apparatus to perform maintenance and repairs up to 10 feet.			X		
Crawl under apparatus to perform maintenance and repairs.			X		
Lift equipment from awkward positions.			X		
Perform in slippery areas.			X		
Works on or around moving machinery			X		
Balance on unstable surfaces or great inclines while operating heavy machinery			X		
Lifts, carries and maneuvers' hard suction hose and related appliances.			X		
Lifts, carries and maneuvers' assorted sizes of fire hose and appliances.			X		
As a team member of two persons or more, removes, set's up and restores Water Tenders Port-a-Tanks			X		
Carries heavy equipment to the top of Fire Apparatus while wearing PPE Equipment			X		
Pulls uncharged fire hose from a fire apparatus to a fire hydrant. {20 to 75LBS}			X		
Pulls and/or drags a charged fire hose from 25 to 150 feet unassisted.			X		
Must function in all conditions while wearing a SCBA pack, bottle and mask {about 25 to 30 Lbs}			X		
Must function while on a ladder from 6ft to 100ft			X		
Must be able to carry a fire service ladder ranging from 6ft to 24ft. alone or with a second person in all conditions			X		
Must work in almost zero visibility with a SCBA mask on.			X		
Must be able to swing and chop with a fire axe in all conditions			X		

Educational Requirements

Explorers are expected to:

- Attend a minimum of 75% of scheduled drills/activities
- Complete assigned reading each week
- Pass quizzes/exams with a minimum score of 75%
- Complete assigned duties/responsibilities in a timely manner
- Seek opportunities to improve in all areas
- Ride along with career engine/truck companies to reinforce/improve knowledge and skills

Clackamas Fire District #1 maintains close relationships with the following Colleges/Agencies:

- Chemeketa Community College
- Eastern Oregon University
- Portland Community College
- Western Oregon University
- Clackamas Community College

Explorers will have the opportunity to visit these colleges and learn more about their programs, and how to prepare for entrance.