

## Firefighter Trainee

*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

**DUTIES** This position performs tasks under the direction of higher level/more experienced employees, including tasks associated with emergency operations to include but not limited to fire suppression, administration of basic life support measures, search and rescue, and/or mitigation of hazardous materials/conditions. The incumbent will be responsible for assisting in the maintenance and inspection of apparatus and equipment; performing assigned administrative activities; participating in training and development activities and performing other tasks as assigned by higher level/more experienced employees and direct supervisor. Firefighters are expected to progressively learn and master the tasks associated with this position.

--Emergency Operations — Under the direction of higher level/more experienced employees, firefighters respond to and take action at various types of incidents including structural, aircraft, vehicle and other types of fires, medical emergencies, vehicular accidents, boating/water accidents, hazardous material emergencies, weather related emergencies. This may include size-up, identifying best routes, driving assigned apparatus, positioning and securing apparatus, engaging pump to supply water/foam/agents, using supply and attack lines, pulling hose to location, operating nozzles of various sizes, operating extinguishers, searching for and rescuing victims, extricating victims from vehicles/structures/confined spaces, conducting overhaul activities, assessing level of injury/threat to life, providing emergency medical services, lifting and moving people of all ages and weights, adhering to HIPPA regulations and monitoring environment during emergency operations for hazardous conditions.

--Training and Fitness — Under the direction of higher level/more experienced employees and instructors as appropriate, firefighters participate in physical training activities to meet and maintain standards as established by the department, participate in training sessions and drills to learn the proper use of apparatus and equipment, enhance knowledge and skill as needed to maintain proficiency and knowledge of issues, laws, procedures relevant to the job, participate in outside agency training to obtain and/or maintain certifications, participate in career development activities as available. This function is above and beyond the initial, post hiring training or orientation training required in order to meet the department's entry requirements.

--Apparatus/Equipment Maintenance/Inspection — Under the direction of higher level/more experienced employees, firefighters conduct daily inspections of apparatus (fluid levels, tire pressure, lights, sirens, etc.) and equipment (hoses, pike poles, halligans, radio, maps, etc.), check water/foam/agent supply for apparatus, inform OIC of any critical problems with apparatus or equipment, inspect SBCA at the beginning of each shift, conduct periodic inspection and preventive maintenance on apparatus and equipment according to pre-established schedules, clean equipment and appliances, conduct inventory of equipment, wash vehicles, perform station cleaning duties, inspect/report station maintenance problems and inspect and maintain station hygiene (e.g., disinfects, )

--Team Environment — Under the direction of higher level/more experienced employees, firefighters participate in pre-planning of structures and post incident analyses, communicate with community/traveling public at incident scenes to answer questions/provide information, communicate with peers to provide information and assist in performing assignments, and contribute to a positive social environment in the station by cooperatively working with teammates.

--Administrative - Under the direction of higher level/more experienced employees, firefighters review runs and activities performed by prior shift, record daily, weekly, monthly, and quarterly apparatus and equipment inspections within inspection logs, notify OIC regarding apparatus/equipment status, deficiencies and/or recommendations based on inspections, communicate with supervisor to obtain assignments and inform of issues/problems, complete incident reports, and submit training requests.

--\*Performs other duties as assigned.\*

*Critical features of this job are described under the headings below. They may be subject to change through reasonable accommodation or otherwise.*

#### MINIMUM QUALIFICATIONS (MQs)

To be rated qualified for this job, an applicant must meet all of the MQs listed below at the time of vacancy announcement closure.

1. Must be 18 years old by date of employment;
2. Must be a high school graduate or possess a GED certificate;
3. Must have a valid driver's license from state of residence.
4. Must pass written exam
5. Must pass Candidate Physical Ability Test (CPAT)
6. Must successfully complete Fire Recruit Training, to include Emergency Medical Technician certification.
7. Must be willing to place one's self in potentially dangerous/chaotic situations
8. Must be able and willing to meet work environment requirements, (e.g., work at heights above ground level, on uneven surfaces, below grade, in confined areas, in the dark, in high temperatures, in dirty conditions, in inclement weather).
9. Must be able and willing to work shift schedule, and/or extended and/or additional hours in emergency situations and when required for training
10. Must be able and willing to attain and maintain State and Department certification requirements.
11. Must be able and willing to work and live in close quarters with others over an extended period of time.

#### PREFERRED QUALIFICATIONS

The qualifications listed below (if any) are preferred and may be considered in the selection process, but they are not required to be rated qualified for this job.

There are no preferred qualifications.

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER FACTORS (KSAOs)**

The following KSAOs are required for successful performance of this job and are a basis for rating and ranking applicants who are found to meet the MQs. *Local, Federal, airport industry, or Airports Authority specific bodies of knowledge listed below may be acquired on the job, typically; ability to rapidly acquire them is required at the time of vacancy announcement closure.*

#### ***Required upon entry into job..***

1. Ability to work in high pressure and potentially stressful situations while making decisions and interacting with others.
2. Ability to follow instructions under a variety of stressful/high demand situations.
3. Ability and willingness to effectively work within a team environment, in the station and in the field.
4. Ability and willingness to adhere to a high set of standards of work quality, trustworthiness, ethics, moral character and safety.
5. Skill in effectively interacting with others in a variety of situations. Capable of calming distraught individuals, obtaining critical information, working effectively with a diverse group of individuals.
6. Skill in oral communication sufficient to actively listen to others, provide clear information and/or direction to others.
7. Ability to work independently with little or no direct supervision.
8. Skill in handling multiple tasks at the same time.
9. Skill in problem solving/decision making sufficient to make decisions with little or ambiguous information, reason with others, and/or develop solutions to novel situations.
10. Observational skills sufficient to notice critical and small details in a variety of situations.
11. Ability to read and comprehend written material presented.
12. Community/customer service orientation.
13. Skill in written communication sufficient to write clearly and concisely.
14. Skill in math (e.g., add, subtract, multiply, divide, basic algebra).
15. Ability to understand and apply basic mechanical principles.

#### ***Acquired through training, prior experience and/or on the job...***

1. Knowledge of emergency medical services/basic life support techniques including CPR, emergency medical care techniques, and transport techniques to lift and move victims/patients.
2. Knowledge of firefighting techniques, principles, practices, and procedures including ventilation, extinguishing fires, overhaul and search and rescue in all types of structures and vehicles including aircraft.

3. Skill in providing emergency medical services/basic life support care to the sick and injured (e.g., CPR, transport).
4. Skill in the operation of firefighting and EMS apparatus and equipment sufficient to perform and/ emergency medical procedures and firefighting activities (e.g., patient assessment, patient treatment, extinguishment, ventilation, overhaul).
5. Skill performing basic firefighting operations (e.g., ventilation, extinguishing fires, overhaul and search and rescue).
6. Skill in performing basic rescue operations, e.g., vehicle rescue, water rescue, basic technical rescue.
7. Knowledge of fire behavior including chemistry, physics, and/or general fire science.
8. Knowledge of building construction sufficient to aid in the mitigation of emergencies within and affecting the structure.
9. Knowledge of the methods and approaches of emergency incident mitigation techniques useful to protecting the public and personnel from a variety of hazardous conditions, e.g., environmental emergencies.
10. Knowledge of Departmental rules, regulations, policies and procedures relevant to performing the job, e.g., SOPs, FSOs, NOVA manuals.
11. Skill in driving a vehicle in all weather conditions, at various times of the day, in congested traffic and at the appropriate speed while responding to an emergency situation.
12. Knowledge of Operational level HAZMAT procedures.
13. Knowledge of apparatus capabilities (e.g., pump capacity, tank capacity, aerial ladder extension length and rating).
14. Knowledge of the Incident Command System (NIMS) as it is used by the Department and mutual aid jurisdictions.
15. Knowledge of area geography including landmarks, streets, numbering, maps, fire protection systems and type of area (e.g., residential, commercial, etc.).
16. Knowledge of aircraft construction and type sufficient to aid in the mitigation of emergencies within and affecting the aircraft.
17. Knowledge of the proper care and maintenance of departmental apparatus (e.g., engine type, fluid specifications, agent capacities, discharge pressures) sufficient to conduct daily, weekly, monthly and quarterly inspections.
18. Skill in the maintenance and repair of firefighting and EMS apparatus and equipment sufficient to ensure company operational readiness.
19. Skill setting up and maintaining water flow at the scene of an emergency incident, using apparatus, hydrant, supply and attack lines, and alternative water supplies, etc.
20. Skill in managing personnel and equipment on emergency scenes (e.g., medical emergencies, fires, hazardous materials incidents, vehicle accidents, mass casualty incidents) sufficient to manage emergency incidents in the absence of a higher ranking officer.
21. Knowledge of the department and state emergency medical protocols.
22. Knowledge of hydraulics sufficient to set up and maintain water flow at the scene of an emergency incident, using apparatus, hydrant, supply and attack lines, etc.
23. Skill in prioritizing problem resolution activities.
24. Knowledge of building systems, e.g., HVAC, plumbing, alarm.
25. Knowledge of relevant federal, state, and/or local laws and ordinances sufficient to recognize violations.

**RESPONSIBILITY:** Firefighters are responsible for continuously learning and applying a range of knowledges and skills including, but not limited to, fire operations and emergency medical operations, as well as hazard mitigation operations and services.

Firefighters typically report to a Captain or Battalion Chief during a shift, but may report to another rank or civilian depending on the circumstances and tasks. The supervisor makes individual assignments for the shift or other prescribed period by indicating generally or specifically what is to be done, priorities, and any special conditions, concerns or approaches that may apply. The supervisor provides additional, specific instructions for new, difficult or unusual assignments. Firefighters carry out individual and team assignments under the guidance of a higher level/more experienced employee. Firefighters are expected to summon assistance or otherwise seek a teammate and/or supervisory assistance and advice, as appropriate and available in situations that require it. The supervisor typically reviews work (in progress or upon completion) through reports, inspections, direct observations (primarily) and other means to assess technical effectiveness, operational efficiency, compliance with requirements, standards, and special guidance (if any), customer service, timeliness, and such other factors as specific Trainee goals and measures.

Guidelines include a variety of regulatory, operational and administrative conditions and constraints such as; federal, state and county laws, ordinances and regulations, Airports Authority regulations, Department policies and procedures, EMS regulations and NFPA or Virginia Department of Fire Programs standards. Firefighters use knowledge and judgment to identify technical problems and dangerous/hazardous conditions and select and apply the proper procedures and techniques in specific situations, according to guidelines, and under the guidance of higher level/more experienced employees.

**EFFORT** Core functions require extreme physical effort on a regular, recurring basis, although type, degree and intensity of effort vary greatly based on duty assignment — duties range from administrative work to very strenuous firefighting for short or long periods. Work may also require considerable mental attention to maintain alertness and concentration of vital importance, such as that used to avoid or minimize danger when working in very close proximity to fires, energized electrical wires and unstable substances or surroundings. Uses strength, climbing/balancing, stooping/kneeling, crouching/crawling, reaching, handling/touching, talking/hearing and seeing to fight fires, provide emergency medical services and perform other tasks. Examples: lifts, carries, pushes and pulls to move equipment, objects and people (using learned techniques to gain leverage); climbs and balances on ground and aerial ladders and ledges; stoops, kneels, crouches and crawls to operate equipment and overcome obstacles; reaches, handles, and feels to grasp, pick out and perceive objects, temperatures and textures; exchanges information face-to-face and by radio and telephone and responds to cries for help; reviews documents with small print, such as incident reports and training manuals; and distinguishes color-coded objects up close and beyond 20 feet, judging distances, speeds and spatial relationships to drive vehicles, avoid obstacles and operate equipment during all weather conditions, day and night, and in smoke-obscured situations. Recognizes abnormal behavior in a given situation and the signs of potential mental illness, especially in medical emergencies. Stays alert and maintains concentration amid distractions to suppress and extinguish fires, locate and

extricate victims, and provide emergency medical care while identifying and avoiding potentially dangerous/hazardous situations or working through them.

**WORKING CONDITIONS** Working conditions vary greatly based on duty assignment. Firefighter work can be indoors or outdoors in all types of weather, including extreme heat and cold, and potentially for long work periods. Is constantly subject to automotive and aircraft noise and exhaust when working outdoors. Is regularly subject to dangerous/hazardous situations (vision-obscured conditions, chemical spills, fires, collapse hazards, aircraft hazards, etc.) and job pressures from the intensity of work (including critical incidents.) Is subject to significant potential for serious injury or death from moving vehicles, fires and other factors. May be subject to communicable diseases. Wears personal protective clothing and equipment (including SCBA), stays alert, maintains concentration, and follows training and guidelines to reduce or minimize risk to self. Despite conditions, must maintain personal bearing and emotional composure and continue to provide proper emergency care and/or polite instructions and assistance, as appropriate.

**OTHER SIGNIFICANT JOB ASPECTS** The incumbent is required to enter and successfully complete initial firefighter/EMS training. Upon completion of initial training, incumbents are subject to recurring training, certification and other requirements and standards mandated by the Commonwealth of Virginia and/or other proper authority. This includes but is not limited to successful completion of National Incident Management System modules, as required.

Works established shifts. Is subject to holdover and recall for staffing shortages, emergencies, training and other reasons. May be assigned to Ronald Reagan Washington National Airport - DCA (MA-321) or Washington Dulles International Airport - IAD (MA-322) at the sole discretion of the Department.

Operates and/or drives all vehicles and apparatus (ARFF, Structural, EMS and specialty) safely and effectively.

Ability to perform effectively without adverse effects of motion sickness, claustrophobia or similar factors is required.