



## Rutherford County Fire Department

Larry Farley, Fire Chief  
1220 West College Street  
Murfreesboro TN, 37129



# **JOB DESCRIPTION**

**Classification Title:** Volunteer Fire Fighter

**Purpose of Classification:** The purpose of this volunteer position is to perform specialized duty work functions in preparing for and responding to fire/rescue emergency calls and in providing general support within the Fire Department. Duties and responsibilities include maintaining readiness for emergency call response; responding to fire, vehicle rescue, and related emergency calls when dispatched and taking proper action; educating staff and public on fire safety/prevention; and performing other tasks related to County and Fire Department activities.

**Essential functions:** The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Responds to emergency calls for fire, vehicle rescue, and other emergency situations.
- Removes individuals from dangerous/hazardous situations.
- Performs all activities necessary to suppress/extinguish fires.
- Performs vehicle rescue.
- Maintains fire hydrants.
- Provides education to the public on fire safety/prevention as well as conducts tours of fire station facilities.
- Cleans/maintains fire stations, grounds, apparatus and other equipment; makes minor repairs/adjustments to apparatus and equipment.
- Operates machinery, equipment and light motor vehicles; ensures appropriate maintenance.
- May operate specialized fire vehicles/equipment (fire engines, ladder trucks, pumps, etc.) with sufficient experience and training.
- Receives and/or prepares various documentation (forms, checklists, reports, correspondence, etc.); processes, completes, and/or forwards as appropriate.
- Responds to routine requests for information from officials, volunteers, and members of the staff, the public or other individuals.
- Participates in and conducts training classes.

**ADDITIONAL FUNCTIONS:** Performs other related duties as required.

**MINIMUM QUALIFICATIONS:** The volunteer must maintain valid Tennessee Driver's License at all times after joining the Fire Department (except explorers). The volunteer must pass the annual physical ability test within the required time at least once annually.

**PERFORMANCE APTITUDES:**

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange administrative, firefighting and emergency medical information. Includes giving assignments and/or directions to co-workers or assistants.

**Language Ability:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Certified Firefighter. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise and confidence, using correct English and a well modulated voice.

**Intelligence:** Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Certified Firefighter.

**Verbal Aptitude:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; and to determine time and weight.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape, visually with supplied equipment.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in using automated equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to the job of Certified Firefighter.

**Knowledge of Firefighting:** After completing one year of service, the volunteer will have considerable knowledge of the policies, procedures, and activities of the Fire Department

practices as they pertain to the performance of duties relating to the job of Certified Firefighter. Will have considerable knowledge of Fire Department practices as necessary in the completion of daily responsibilities. Will know how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Will know how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Will be knowledgeable and proficient with computers.

### **ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS:**

**Physical Ability:** Must be physically able to operate a variety of machines, tools and equipment which includes a motor vehicle, computer, generator, fire pump, fire hydrant, axe, shovel, hydraulic tools, power tools, hand tools, medical equipment, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert in excess of one hundred pounds of force occasionally, and/or in excess of fifty pounds of force frequently. Must be able to drag up to 200 pounds. Physical demand requirements are at levels of those for very heavy work.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as fire, dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, or vibrations.

### **PHYSICAL DEMANDS ANALYSIS:**

#### **STANDING AND WALKING:**

- Tasks: Assisting and caring for others, monitoring situation, tour of fire station
- Surface: indoors, outdoors.
- Estimated Total Hours: 8
- Maximum Continuous Time: 2

#### **SITTING:**

- Tasks: operating vehicles
- Estimated Total Hours: 3 Maximum Continuous Time: 3

#### **LIFTING/CARRYING:**

- Objects: Human victims, fire hose, power saws, extrication equipment, axe, ladders, power fans.
- Weights less than 10 lbs. daily/weekly
- Weights between 11 lbs. and 25 lbs. daily/weekly
- Weights between 26 lbs. and 50 lbs. daily/weekly

- Weights between 51 lbs. and 75 lbs. daily/weekly
- Weights between 76 lbs. and 100 lbs. monthly
- Weights above 100 lbs. monthly

**PUSHING/PULLING:**

- Objects: fire hose, ladders, power fans, pike poles, sheet rock
- Height of hands above floor during push: 2-3 feet

**CLIMBING:**

- Tasks: firefighting
- Device: ladders
- Height: 20-75 feet
- Frequency: daily/weekly

**BENDING/SQUATTING/KNEELING:**

- Tasks: retrieving equipment
- Frequency: occasionally

**REACHING:**

- Hands Used: both
- Distance: 0-36"
- Direction: 360 degrees
- Frequency: daily
- Duration: 30 minutes
- Average Weight: 30-35 lbs.

**WORK CONDITIONS:**

- Exposure to hot temperatures
- Exposure to cold temperatures
- Exposure to sudden changes in temperature
- Exposure to loud noise
- Exposure to toxic fumes
- Exposure to cramped quarters
- Exposure to cold surfaces
- Exposure to hot surfaces
- Exposure to sharp edges
- Exposure to vibrations
- Exposure to fluorescent lighting
- Inside work: 50% of time
- Outside work: 50% of time

**OTHER JOB DEMANDS:**

- Crawling
- Jumping
- Lying on back
- Lying on stomach
- Twisting
- Sweeping/mopping
- General cleaning
- Handling trash

**HAND USE:**

- Grasp
- Fine Motor: writing, twisting hands or wrist, etc

Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current volunteers to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the volunteer assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date