



COLOGNE FIRE & RESCUE DEPARTMENT

110 Louis Street West
P.O. Box 88
Cologne, MN 55322
(952) 466-2586



CITY OF COLOGNE POSITION DESCRIPTION

JOB TITLE: Volunteer Member

DEPARTMENT: Fire Department

EFFECTIVE DATE: January, 2018

FLSA STATUS: Volunteer

HOURS WORKED: On-call

DEFINITION:

Responsibilities of this position are to serve as a volunteer firefighter and to provide fire suppression and emergency rescue services as needed.

SUPERVISION RECEIVED:

Works under the general supervision of the Fire Chief.

SUPERVISORY FUNCTIONS:

None.

EQUIPMENT/JOB LOCATION:

Works indoors/outdoors in all weather conditions. May be exposed to temperature extremes and potentially hazardous conditions including direct and fume exposure to chemicals. Works with power tools of various weights and sizes. May work around moderate levels of dirt, chemicals, and outside air dust. Exposure to moderate levels of noise from machinery, trucks, equipment, etc. This job requires periods of heavy physical efforts. Equipment, hand tools, and power tools are utilized in this position.

ESSENTIAL FUNCTIONS OF THE JOB:

- Attend training sessions as directed.
- Attend EMS training sessions as required.
- Maintain and clean station and equipment as directed.
- Follow department direction relating to equipment operations, department policies, and operational guidelines.
- Perform firefighting, EMS, or other emergency service as directed.
- Operate equipment in a safe and efficient manner.
- Report to the Fire Chief on all matters related to this position.
- Attend necessary meetings both in town and out of town.
- Present a positive and constructive attitude in the performance of all duties.
- Strive to maintain morale within the department and working relations with other agencies.
- Respond to fire and medical calls.
- Maintain data privacy as required by the Minnesota Government Data Practices Act.
- Accept specific responsibilities as assigned by the Chief and/or First Assistant Chief.
- Report to the Chief and/or First Assistant Chief on all matters related to this position.
- Must attend 12/18 training sessions.
- Must attend 20% of the total calls.
- Perform appropriate suppression techniques.
- Identify the source of fires.
- Perform hazardous materials response.
- Perform search and rescue of victims.
- Provide continuous fire-watch in the event of suspected arson.
- Maintain the fire apparatus, fire equipment, and the fire station.
- Maintain an active Fire Prevention program.
- Perform Operations functions as directed.
- Perform Fire Prevention functions as directed.
- Perform Administrative functions as directed.
- Perform Hazardous Materials functions as directed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY:

- Ability to work outside of normal working hours on an on-call basis as the needs of the City require.
- Ability to perform essential functions during required hours of position.
- Ability to communicate effectively in English, both in oral and written formats.
- Possession of effective problem solving and analytical skills.
- Ability to concentrate and use reasoning and good judgment.
- Ability to establish and achieve priorities in the work environment.

- Must be able to socially, physically, and mentally perform all essential functions of the position in the working conditions described above.
- Demonstrated ability to establish and maintain positive and effective relationships with other volunteer members, the Chief(s), the Council, the City Administrator, the public and other governmental agencies.
- Considerable knowledge of tools, methods, operations, and materials used in the Fire Department.
- Considerable ability to communicate tactfully and effectively with the general public, regulatory agencies, elected officials, department staff, and other City staff.
- Considerable ability to organize, plan and direct the work of others.
- Working ability to operate a telephone, radio and computer.
- Working ability to hear alarms and mechanical malfunctions.
- Working ability to effectively read, write and speak the English language to communicate with other volunteer members and the public.
- Working ability to maintain equipment and vehicles, record information, and to develop and maintain a preventative maintenance program.
- Working ability to work with some exposure to infectious diseases.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by a volunteer member to successfully perform the essential job functions of this position. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to focus as it relates to such tasks as driving a vehicle, operating equipment, processing paperwork, overseeing public activities, etc. Considerable ability to use small motor skills necessary to manipulate objects requiring manual dexterity. Considerable ability to use large motor skills which include bending, walking, balancing, kneeling, pushing and pulling. Volunteer member is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools or controls and reach with hands and arms.

- **SITTING:** In vehicles and at training sessions.
- **STANDING:** On calls and hard slippery surfaces.
- **REPETITIVE MOVEMENT:** With hand/wrists while driving, using tools and equipment.
- **SIGHT:** Performing work and operating equipment safely including ability to see, read and interpret data.
- **HEARING:** Communicating with personnel and the public in person, by radio and telephone, hearing warning mechanisms on equipment and vehicle. Noise level is usually moderate.
- **SPEECH:** Answering telephones and radios, speaking with volunteer members, other personnel and the public.
- **LIFTING:** Tools, supplies, materials, and equipment. Considerable ability to lift up to 50 pounds.

- WALKING: Performing duties in response to calls.
- CLIMBING: Getting onto and off machinery, equipment, and ladders. Heights could be over 8 feet in the air.
- REACHING: Retrieving supplies, materials, and equipment.
- PULLING/PUSHING: Using tools and equipment of various sizes, weights, and shapes.
- GRASPING: Pens, pencils, radios, tools, and various equipment.
- TWISTING/TURNING: Performing work in response to calls and on equipment.
- KNEELING: Performing work in response to calls and on equipment.

ENVIRONMENTAL CONDITIONS:

The position requires exposure to the following:

- NOISE: Moderate to high level from machinery, trucks, and heavy equipment.
- FUMES: Odors from equipment, vehicles, paint, chemicals, gasoline, asphalt, oils, cleaning agents, sealers, and trash pick/disposal.
- DUST: Moderate levels of wood dust, dirt, fertilizers, outside air dust.
- CHEMICALS: Paints, sprays, chemicals used in public works and parks maintenance operations.

MINIMUM QUALIFICATIONS:

- High School Graduate or G.E.D.
- Valid Minnesota State Driver's License (Class D).
- Positive Driving Record.
- Passage of written examination.
- Passage of physical agility test.
- Passage of medical examination.
- Pass a criminal background check.
- Pass a Minnesota State Drug and Alcohol Test.
- Passage of successful background investigation.
- Be at least 19 years of age.
- Reside in a location that allows for required response time to the Fire Hall.
- Meet the minimum position requirements of Fire Fighter.

NON-DISCRIMINATION POLICY:

The City of Cologne will not discriminate against or harass any employee, volunteer member, or applicant for employment because of race, color, creed, religion, national origin, familial status, genetic information, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the City and requirements of the position change. The City of Cologne reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing.)