



Job Description

Title: Recruit

Reports To: Mentor

FLSA Classification: Volunteer

General Statement of Duties

- Attend all recruit academy classes.
- Respond to fires, rescues, hazardous materials incidents, and medical emergencies as approved to do so by operations division leadership.
- Attend scheduled meetings, training, and provide availability for special events as requested.
- Assist in providing scheduled or unscheduled fire safety education to the public.

Supervision Received

Directly supervised by assigned department mentor.

Supervision Exercised

None

Essential Duties and Responsibilities

- Complete Recruit Academy
- Complete entire Rookie Book with exception of skills section.
- Maintain the ability to perform all physical skills related to firefighting and associated duties.
- Perform firefighting, EMS, and rescue procedures in accordance with all state and national protocols, department policies and standard operating procedures or guidelines (SOPs, SaGs).
- Perform truck and station duties as assigned by the chain of command. Be available to assist with preparing trucks for special events, severe weather (i.e., chains for snow).
- Fill out necessary reports as designated by the chain of command.
- Maintain the ability and availability to attend optional education/training throughout their volunteer career.
- Maintain issued personal protective equipment per the NFPD SOGs.

Essential Character Traits

- Maintain a safety-first attitude
- Maintain the highest level of honesty, integrity, and empathy in all circumstances.
- Be able to isolate personal views from interpersonal disagreements
- Strong individual work ethic
- Ability to receive and execute on orders from superiors
- Display a positive and professional disposition in all circumstances.
- Ability to receive and positively act upon constructive feedback.

Necessary Knowledge, Skills and Abilities

- Excellent verbal and written communication skills

- Becomes familiar with departmental rules, regulations and standard operating procedures.

- Requires solid knowledge of the principles, practices, and techniques of modern fire suppression and prevention; delivery of emergency services; emergency communications systems, and hazardous materials operations.

- Requires the ability to perform emergency services tasks in a variety of environmental conditions to include the ability to operate all communications equipment, assigned firefighting apparatus and equipment. Must be able to don protective clothing and to utilize self-contained breathing apparatus as needed.

Physical Demands

- Maintains levels of physical aptitude as set forth by applicable NFPD SOGs

- While performing the duties of this job, the employee is regularly required to perform climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions. Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Work Environment and General Information

- The duties listed are intended only as illustrations of the various types of work that may be performed and are in no way construed or perceived to be exhaustive.

- The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reviewed By:

Approved By:

Revision Date: