

# **Auxiliary Firefighter Job Description/Specifications**

**Job Title:** Auxiliary Firefighter

**Salary Grade:** Paid On-call

**Branch:** Fire

**Reports To:** Deputy Fire Chief

**Supervises:** None

## **Background:**

Palmer Fire & Rescue is a small, family-oriented fire department that provides many services. To provide those services, there is a lot of “behind the scenes” support work that is needed to accomplish the mission of the Department.

Traditionally, members of the Fire Department are trained and worked as firefighters. We recognize that there are many like-minded community members with similar core values and can benefit the Department in providing its service to the community.

This position will not have a reoccurring firefighting or rescue training requirement as the functions of a typical Palmer Fire & Rescue responder is not expected. A person in the position of Auxiliary Firefighter will have expectations set upon their acceptance into the Department regarding what work/services they intend to provide the community through Palmer Fire & Rescue and accepted by the Fire Chief or their designee.

## **1. General Function:**

- a.** Under supervision, provides work or services (tasks) that directly support the mission and/or the personnel performing the mission of Palmer Fire & Rescue. This position is not responsible for performing mitigation at emergencies. Examples of tasks include, but are not limited to, supporting or performing fire prevention activities, administrative work, public events, and firefighter and equipment rehabilitation on emergency incidents.

## **2. Duties and Responsibilities:**

- a. Assist Department members in regard to the Auxiliary Firefighter's assigned task, as directed by the Deputy Fire Chief or Fire Chief.
- b. After training, all Auxiliary Firefighters will be expected demonstrate proficiency at extinguishing a small fire utilizing a fire extinguisher.
- c. May drive and operate Department pick-ups and SUV's after being certified through the Palmer Fire & Rescue driver/operator program on specific vehicles.

## **3. Education and Training:**

- a. Must be at least 18 years of age.
- b. Must have a high school diploma or state recognized equivalent.
- c. Must complete required training such as:
  - i. Annual harassment, diversity, extinguishers, and HIPAA.
  - ii. Other training may be required depending upon assigned tasks such as ICS/NIM's, blood borne pathogen or other training pertinent to the assigned task.

## **4. Knowledge and Experience:**

- a. No previous experience required. Skills and knowledge as necessary will be acquired through departmental training.

## **5. Initiative and Judgement:**

- a. Requires initiative in completing assigned tasks supporting the mission of Palmer Fire & Rescue. Should use his/her good judgment in performing all tasks and assignments following the Palmer Standard Operating Guidelines.
- b. Judgement will always be rooted in the Department's mission statement (SOG Admin 005) and established core values (SOG Admin 007).

## **6. Supervision:**

- a. None. Work is performed under supervision.

## **7. Property and Resources:**

- a. Expected to be familiar with the approved Standard Operating Guidelines for their level of training and role as a member within the department.

- b. Responsible for maintaining any assigned protective gear and equipment needed to carry out assigned tasks.

## **8. Contacts:**

- a. Must establish and maintain effective working relationships with personnel, public and private officials and the community members, as appropriate to assigned tasks. Contact with personnel, supervisors and the public requires tact and courtesy.

## **9. Working Conditions:**

- a. Auxiliary Firefighters are preferred to live within the Greater Palmer Consolidated Fire Service Area. Work is on-call and pre-scheduled for any necessary training. Work may be performed in classrooms, stations, shops, at home, or out-of-doors, depending upon the assigned task. All assigned tasks will be in accordance with the responsibilities and expectations set with each Auxiliary Firefighter. Working conditions include:
  - i. Operating as a team member.
  - ii. May spend extensive time outside exposed to the elements.
  - iii. May operate in environments of high noise and poor visibility.
  - iv. May use tools in the performance of assigned tasks.
  - v. Rely on senses of sight, hearing, smell and touch to help maintain personal safety.

## **10. Physical Effort:**

- a. Physical exertion in accordance with the assigned tasks may require standing, walking, traveling between locations and performing supportive duties. Depending upon the tasks, personal protective equipment may be required as per Palmer Fire & Rescue SOG's.



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Chad Cameron  
Fire Chief