



<b>Department</b>	Fire
<b>Last Revision</b>	February 2018

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# **FIRE RESERVE PROGRAM**

Effective Date – 04-02-2018

## **JOB DESCRIPTION**

### **DEFINITION:**

The Fire Reserve Program classification performs a variety of unskilled, semi-skilled, and skilled duties. The Fire Reserve Program augments the City of Hollister Fire Department by providing qualified Reserve Firefighters with the responsibilities of responding to fire alarms, medical emergency and other calls to protect life and property. Additional responsibilities include participation in fire prevention activities, training, and station and equipment maintenance activities. Work is performed under close supervision depending upon the complexity of the task and the skills of the incumbent. This classification does not provide work direction, however it requires a high level of work direction to the less experienced employees in this classification

### **SUPERVISION RECEIVED:**

Receives general direction from the Fire Captain  
Reports directly to the Fire Fighter, or the Fire Engineer

### **CLASS CHARACTERISTICS:**

Incumbent positions in this class represent the working level firefighting crew. The incumbent is required to complete a formal training program. The incumbent is trained on the various skill sets and application of equipment used in firefighting, rescue, salvage, emergency medical services and public education. The classification of Fire Reserve differs from the next lower classification of Fire Explorer in that a Fire Explorer functions as a support function to department events and has no administrative duties in connection with other Department functions and programs.

### **EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include but are not limited to the following:

- Respond to fire, emergency medical calls, and other emergency alarms and public service calls as a member of a fire suppression company.
- Apply Basic Life Support (BLS) and perform primary and secondary assessments on patients at the scene of a medical emergency to determine appropriate medical treatment.
- Gain access to involved structures or areas to evacuate inhabitants, lay hose lines and assist in operating nozzles to direct streams of water on fires to control and

## **FIRE RESERVE PROGRAM (Continued)**

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extinguish fires.

- Select proper tools from a wide variety of specialized manual and power equipment in order to perform required tasks such as raising, lowering, and climbing ladders, and operating equipment from attics, ladders, basements, roofs, and other hazardous points.
- Operate rescue equipment such as the air chisel, air bags, etc.
- Use salvage covers to prevent water damage, and overhaul operations after a fire to prevent rekindling.
- Inspect and perform routine maintenance on rescue equipment, fire apparatus, hydrants, fire hoses, and other support equipment.
- Study and attend training sessions concerning, but not limited to, subjects such as modern techniques of firefighting, emergency medical services, hazardous materials and rescue techniques.
- Provide assistance and information regarding fire and life safety education and other related community service programs to the public.
- Perform general maintenance and upkeep of fire stations, including but not limited to gardening and housekeeping duties.
- Clean apparatus and equipment and perform general custodial duties
- Participate in fire drills; attend training sessions which include firefighting techniques, emergency medical care, and the proper use of all equipment and related tools.
- Perform other duties as assigned.

### **KNOWLEDGE OF:**

- Cardiopulmonary Resuscitation (CPR) procedures for evaluation and treatment of patients during various medical emergencies.
- Basic techniques on safe and proper use of tools and equipment associated with mechanical and maintenance work.
- Basic principles relating to flammable and combustible materials.
- Basic mechanical principles such as leverage, force, acceleration, friction, etc.
- English grammar, punctuation, and spelling.
- Basic math such as addition, subtraction, multiplication, and division utilizing both whole numbers and decimals.

### **ABILITY TO:**

- Learn fire fighting methods and techniques, the basic operation and mechanics of fire fighting equipment, location of hydrants, mains, major traffic and fire hazards.
- Learn and maintain proficiency in Basic Life Support (BLS) practices and techniques.
- Think and act quickly in emergencies.
- Understand and carry out verbal and written directions.
- Maintain effective working relationships with those contacted in the course of work.
- Work irregular or protracted hours and to respond to call-backs.
- Perform heavy and hazardous physical labor for extended periods.
- Meet and maintain physical standards.
- Work well with others as a team.
- Analyze problems quickly and take appropriate action under pressure.
- Effectively interact with various individuals with tact and courtesy.

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- Effectively and clearly communicate in both verbal and written formats.
- Work under conditions of zero visibility and temperature variations with various equipment and tools.
- Perform heavy lifting and physical maneuvering.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

#### **EDUCATION:**

Firefighter I Academy Certification from an Accredited Regional Training Program or an Accredited Local Academy as approved by the California Office of State Fire Marshal/State Fire Training.

Or

Firefighter I Certification from the California Office of State Fire Marshal/State Fire Training.

#### **EXPERIENCE:**

None

### **LICENSE, CERTIFICATE AND QUALIFICATIONS:**

#### **Must have the following:**

- A valid Class C California Driver's license and a safe driving record.
- Possession of a Current Cardiopulmonary Resuscitation (CPR) and Automated Defibrillation (AED) certificate.

#### **Must complete the following coursework within one year of appointment:**

- California State Fire Training Fire Fighter I (2013)
- California Emergency Medical Technician (EMT) card or National Registry

### **SPECIAL REQUIREMENTS:**

- Must meet minimum medical requirement defined in NFPA Standard 1582
- Must demonstrate physical strength, endurance and agility as defined by NFPA Standard 1582 and as applied to the position
- Must maintain physical fitness according to Departmental Standards
- Must sign non-tobacco use agreement
- Must complete all required items in Hollister Fire Department Fire Reserve Task Book prior to appointment. Entire task book must be completed and each year after.

## **FIRE RESERVE PROGRAM (Continued)**

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### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Incumbent must be able to satisfy the Arduous physical demand of the job.

#### **Arduous**

Duties involve fieldwork requiring physical performance calling for above-average endurance and superior conditioning. These duties may include an occasional demand for extraordinarily strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Requirements include running, walking, climbing, jumping, twisting, bending, and lifting more than 50 pounds; the pace of work typically is set by the emergency situation.

### **EMPLOYMENT STANDARDS:**

#### **Education and Experience:**

High school diploma or a California High School Equivalency Certificate,

#### **Age Requirement:**

Must be the age of 18 by closing of application filing deadline.

#### **Physical Standards:**

Weight in proportion to height in accordance with medical standards.

Must possess a current Candidate Physical Ability Test (CPAT) prior to employment. CPAT must be within one (1) year from employment date.

#### **Medical Requirements:**

Must pass a medical examination and drug screen prior to employment.

#### **Residency:**

Must live within thirty (30) minutes by automobile from the Fire Stations located within the City of Hollister (Stations 1 and 2)

### **COMPENSATION:**

Ten dollar (\$10) stipend per hour for Reserve Call Backs, Training, and Special Events. Two hundred forty dollar (\$240) stipend for the first 24 hour shift – One hundred dollar (\$100) stipend for the second and third 24 hour shift (per quarter).