



UINTAH CITY FIRE DEPARTMENT POSITION DESCRIPTION

Job title	<i>Volunteer Safety Officer (Collateral Duty)</i>
Reports to	<i>Fire Captain</i>

GENERAL PURPOSE

Provides, as collateral assignment, identification and correction of health and safety hazards during Department Training and Operations.

NOTE: Collateral duty assignments will account for up to 20% of current position duties; selectee will remain in current position at present duty location.

SUPERVISION RECEIVED

Works under the close supervision of a Fire Captain. May be assigned to report to another officer in the Department.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs all functions, essential duties, and peripheral duties of their primary assignment within the department.
- Routinely observe operations at emergency incidents and training operations of the department to ensure that safety regulations are being followed.
- When necessary, the Safety Officer shall recommend corrective actions to the Fire Chief and/or the Incident Commander if at an emergency scene.
- At emergency incidents, the Safety Officer shall be integrated with the command structure. The Safety officer shall monitor the scene, report on the status of conditions, hazards and risks and mitigate any identified safety hazards.
- The Safety Officer shall ensure that the department Personnel Accountability System is being properly utilized at Trainings and Emergency Incidents.
- In the event of exposure, injury, or illness to fire personnel, it is the responsibility of the Safety Officer to communicate this to the Incident Commander, and the Fire Chief, as well as ensure that proper medical care is provided.
- The Safety Officer shall be involved in the process of post incident critiques in order to review the safety factors involved in emergency and training incidents.
- The Safety Officer shall provide safety supervision at all training activities.

- The Safety Officer shall ensure that all Fire Department personnel comply with the provisions of the Personal Protective Equipment and all other Departmental Standard Operating Guidelines at all emergency incidents and training activities.
- The Safety Officer shall have the authority to identify and cause immediate correction of situations that create an imminent hazard to personnel.
 - At an emergency incident, or during a training evolution, when activities are judged by the Safety Officer to be unsafe and to involve an imminent hazard, the Safety Officer shall have the authority to alter, suspend, or terminate those activities.
 - The Safety Officer shall immediately inform the incident commander of any actions taken to correct imminent hazards at an emergency scene.
 - When non-imminent hazards are identified, the Safety Officer shall develop actions and submit recommendations to the Fire Chief.
- In the absence of an appointed safety officer, or when the scope of operations dictates the need for Assistant Safety Officers, a member of the department with appropriate experience shall be substituted to perform the duties and responsibilities of the position that requires immediate action.

PERIPHERAL DUTIES

- Prepares a variety of reports.
- Performs the duties of subordinate personnel as needed and fulfills obligations during duty work periods.
- Performs the duties of primary duty assignment in addition to this collateral assignment.
- Attends conferences and meetings to keep abreast of current trends in the field' represents the City Fire Department in a variety of local, county, state and other meetings.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- A. Graduation from High School or GED equivalent. Specialized training in fire department administration desired but not required.
- B. At least one (1) year of prior work experience as a volunteer firefighter

Necessary Knowledge, Skills and Abilities

- A. Working knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Working knowledge of First Aid and resuscitation techniques' Working knowledge of applicable laws, ordinances, departmental standard operating guidelines and regulations.
- B. Skill in the operation of listed tools and equipment.
- C. Ability to supervise work crews and personnel;

- D. Ability to perform work requiring good physical condition;
- E. Ability to communicate effectively orally and in writing;
- F. Ability to exercise sound judgment in evaluating situations and in making decisions;
- G. Ability to effectively give and receive verbal and written instructions;
- H. Ability to establish and maintain effective working relationships with other employees, supervisors, and public;
- I. Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

- A. Must be eighteen (18) years of age or older at time of appointment;
- B. Must possess, or be able to obtain by time of hire, a valid Utah Driver's License without record of suspension or revocation in any state;
- C. No felony convictions or disqualifying criminal histories within the past seven (7) years;
- D. Ability to read, write, and speak the English Language; and
- E. Ability to meet Uintah Fire Department physical standards.
- F. Must reside within 6 minutes of UFD Station 91.

TOOLS AND EQUIPMENT USED

Emergency medical aid equipment, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, radio, pager, personal computer, telephone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is frequently required to sit; talk or hear; stand; walk; use hand to finger, handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

