




Lake Travis Fire Rescue
Travis County Emergency Services District Six

Job Description

REFERENCE NUMBER: 1.9.1	JOB TITLE: Probationary Firefighter
DEPARTMENT: Operations	FLSA: Non-Exempt
REPORTS TO: Lieutenant or Captain	EFFECTIVE DATE: 1/1/ 2018
REF: NFPA, TAC Title 37 Part 13 (TCFP), Auto-Aid Agreement	
AUTHORIZED BY: 	

GENERAL STATEMENT OF DUTIES

Under supervision, Probationary Firefighters respond to emergency/non-emergency alarms with an assigned unit. Probationary Firefighters shall protect lives and property, extinguish fires, administer medical aid, and assist in rescue work in various environments. Probationary Firefighters will also participate in public safety education, public relations, and fire prevention programs. During probationary period, probationary firefighters may also be assigned to other divisions such as, but not limited to, administration, medical, training, logistics, or fire prevention.

All positions are subject to approval and continued funding based on the needs of the District. It should not be assumed that simply maintaining and implementing specific job descriptions commits the District or its agents to permanently maintaining any or all positions.

SUPERVISION RECEIVED AND EXERCISED

Probationary Firefighters receive supervision from Instructors, Firefighters, Engineers, Lieutenants, Captains, and Battalion Chiefs. Probationary Firefighters exercise no supervision.

INTERPERSONAL RELATIONSHIPS

Probationary Firefighters interact with Fire District staff (e.g., colleagues, supervisors, etc.) and representatives of other agencies (e.g., police, EMS, fire departments, etc.). Probationary firefighters also interact with citizens and the general public (e.g., motorists, home owners, business owners, vacationers, etc.) on a regular basis, and conduct activities related to the Fire District's Mission Statement in their respective areas. These interactions occur during routine day-to-day operations, emergency operations, training classes and exercises, inspections, and educational or informational presentations.

COMPLEXITY

The Probationary Firefighter's job involves complex emergency scene tasks, which must be accomplished correctly and rapidly, often without taking the time to reference procedures and policies, or to repeat tasks once they are accomplished. Errors may lead to life safety hazards and property loss.

TYPICAL WORKING CONDITIONS

Probationary Firefighters typically work one day (24 hours) and then have two days (48 hours) off, when not assigned to an alternative work schedule. This work environment includes many of the same amenities of a home, including kitchens, showers, bed, etc. In this environment, Probationary Firefighters will perform routine day-to-day activities, such as maintaining equipment and apparatus, meeting with supervisors and co-workers, planning and scheduling work, etc. Outside of the fire station, Probationary Firefighters must perform essential job functions in all weather, noisy conditions, and under extreme emergency conditions such as fires, hazardous materials, auto accidents, etc. Personnel may also be assigned various other work schedules in accordance with the District's needs.

DUTIES, FUNCTIONS, AND RESPONSIBILITIES

The duties listed below illustrate the various types of knowledge, skills, abilities, and characteristics expected of all Firefighters at LTFR. The omission of specific statements of duties does not exclude them from work that is similar, related or a logical assignment to this rank.

Physical Functions

1. Put on and wear protective equipment
2. Open hydrant to charge the hose
3. Use 1"- 2.5" inch hose as an attack line
4. Use equipment (e.g., ax, sledge hammer, etc.) to make forcible entries
5. Enter smoke filled buildings/rooms with a hose in hand while wearing full protective clothing
6. Crawl on a floor and if you cannot see, feel for the heat of the fire source
7. Systematically search for trapped persons
8. Drag victims with the help of another firefighter
9. Screw the hose connection to the hydrant
10. Drag charged 1-1 3/4 inch hose up stairs and around furniture when fighting a fire
11. Carry victims with the help of another firefighter
12. Use a hose clamp to clamp a charged/uncharged hose
13. Wrap a hose around a hydrant to stretch it out and ensure it reaches the plug
14. Climb stairs wearing full equipment while responding to a call for service
15. Carry heavy equipment (hose pack, medical bags, air bottles) up stairs while wearing full equipment
16. Support a ladder, and raise the halyard to extend to the desired length, then lower into objective
17. Climb an aerial ladder wearing full equipment
18. Hold a charged 1-1 3/4 inch hose unassisted and open the nozzle
19. Drag a victim out of a building while wearing PPE
20. Drag acceptable length of folded or flat loaded, uncharged 2 1/2 or 3 inch hose until it is fully extended
21. Drag charged 1-1 3/4" inch hose unassisted
22. Reload hose and put it back onto the engine/quint/brush truck
23. Remove heavy equipment (i.e., ejector, positive pressure fan, medical bags) from the truck; transport and place it in operation unassisted
24. Use a pike pole to pull down a ceiling
25. Remove a victim out of a building while wearing full turnout gear

26. Remove people via ladders wearing full turnout gear
27. Remove people via stairs wearing full turnout gear
28. Carry a section of rolled hose unassisted
29. Lower ladders and re-bed them onto the truck/quint
30. Remove an extension ladder from the apparatus assisted/unassisted and carry it to its destination
31. Be able to swim unassisted
32. Operate a charged line from confined spaces
33. Operate foam equipment
34. While on a ladder, direct water at fire
35. Operate the ladder pipe from an aerial platform
36. Extend the booster line to a fire
37. Hoist equipment to upper levels by a rope

Mechanical Functions

1. Make and unmake coupling connections
2. Operate power tools (e.g., chain saw, circular saw, etc.) during the course of assigned activities
3. Remove the hydrant cap with a wrench
4. Safely shut off utility services to buildings in emergency situations
5. Operate heavy equipment (e.g., "jaws- of-life", etc.) in response to an emergency
6. Operate electrical/gas shut-off valves
7. Make openings for ventilation using equipment (e.g., saws, axes, etc.)
8. Drive firefighting/emergency equipment to and from a scene
9. Respond to hazards related to electrical emergencies
10. Operate a fire extinguisher
11. Inspect a pumper during operation; check gauges
12. For aerial ladders, set up truck jacks, place chocks, position, and raise ladder

Rescue & Fire Suppression

1. If assigned to a special operations unit, personnel must meet required qualifications.
2. Be aware of electrical lines when setting up ladders and directing water streams
3. Seek the source of a fire and extinguish
4. Determine the safest evacuation route
5. Evacuate persons from a fire area
6. Determine the stability of supporting surfaces
7. Assist at a water rescue
8. Calculate friction loss in hose to ensure the proper water pressure is provided to successfully put out a fire
9. Calculate, achieve, and maintain correct water pressure for hose lines
10. Determine when to open roofs, walls, and doors
11. Calculate the height of a building in feet from its floors to ensure ladders are elevated to the proper height
12. Determine the number of lines to hook up to successfully put out a fire
13. Select the proper length and size of hose
14. Determine the correct stream to use
15. Calculate gallons per minute out of a particular size of hose
16. Calculate the height of a building in feet from its floors to ensure the proper number of hoses are selected to reach the fire
17. Calculate the height of a building in feet from its floors to ensure the proper number of hoses are selected to reach the fire
18. Recommend assistance from law enforcement, medical, coroner, or utility personnel as needed

Administrative Functions

1. Write descriptions of situations in medical reports
2. Complete incident reports on the computer
3. Write building fire inspection, building survey reports
4. Complete all required documentation pertaining to Probationary Firefighter status

Emergency Medical Service

1. If assigned to a specialized medical resource, personnel must meet required qualifications.
2. Maintain required training and credentials
3. Extricate people from automobiles
4. Assess a patient's condition and provide appropriate care
5. Properly utilize emergency equipment and supplies
6. Safely drive emergency response vehicle to and from a scene
7. Use the necessary tools to free trapped persons
8. Perform CPR or other appropriate cardiac emergency procedures
9. Rescue victims and apply resuscitation measures as necessary
10. Administer medical interventions to victims
11. Remove persons from entrapments; safely free victims
12. Prepare and transfer a patient to an emergency vehicle
13. Control the bleeding of a patient
14. Treat shock
15. Identify and respond to hazards at the scene
16. Gather information from a patient or family regarding the patient's medical history
17. Provide concise and complete information to regarding the status of patients
18. Assist in childbirth
19. Prepare the emergency vehicle for the next response, including decontaminating and disinfecting unit and equipment, restocking supplies, inspecting equipment, and making or arranging for necessary repairs or replacement
20. Control the emergency scene to protect yourself, coworkers, and the patient
21. Set up and operate the Automatic External Defibrillator and Heart Monitor
22. Immobilize fractures
23. Assess the emergency scene and request assistance if necessary
24. Accurately take incoming calls or information from the dispatcher regarding requests for emergency medical services
25. Control a hysterical patient requiring medical attention
26. Monitor and provide needed care when transporting a patient to a medical facility
27. Bandage wounds
28. Calm mentally disturbed patients to ensure they can be cared for successfully
29. Assist medical staff with continued care of the patient
30. Administer medications according to protocols
31. Comfort patients, family, friends, and bystanders at a fire scene or medical facility

Hazardous Materials (HAZ-MAT)

1. Respond to the release or potential release of hazardous material
2. Utilize and maintain personal/chemical protective equipment
3. Complete required Hazardous Materials training
4. Read HAZ-MAT reference materials at a scene to provide the proper response to a hazardous materials spill
5. Perform defensive mitigation techniques (e.g., diking, damming, diverting, etc.)
6. Apply a foam blanket
7. Perform offensive mitigation techniques (e.g., plugging, patching, etc.)
8. Spray chemicals on a fire

Fire Prevention/Inspections

1. Inspect commercial buildings for fire hazards defined in fire codes and state law (e.g., building interiors/exterior, hazardous materials storage, and inspection of standpipes, smoke detectors, fire extinguisher, fire alarm, and sprinkler systems)
2. Identify fire code violations
3. Document fire code violations
4. Inspect residential complexes of three or more families for fire hazards
5. Seek compliance with fire codes by a building owner
6. Note tactical information such as location of exits to assist in future operations
7. Investigate complaints of fire hazards, dangers, or violations
8. Manage burn permit according to district policies

Fire Investigations/Post-Fire Duties

1. Provide post-fire air monitoring information to IC
2. Inspect, service, and perform tests of all SCBA to ensure they are working properly
3. Maintain all personal protective equipment
4. Keep all tools and equipment in working condition
5. Remove, document, and notify direct supervisor of any OOS equipment immediately
6. Maintain an inventory of tools and equipment
7. Replenish supplies when needed
8. After a fire is extinguished, check for smoldering fire inside walls and ceiling
9. Perform regular service tests on all apparatus
10. Search for missing people
11. Preserve evidence at fire scene
12. Perform overhaul operations
13. Inspect, clean, and polish equipment and apparatus
14. Fill pressurized water extinguisher
15. Remove all used equipment from rigs after a fire for cleaning
16. Secure accident/fire scene
17. Remove burned and charred waste
18. Utilize salvage techniques and equipment to protect property

Training/Drills

1. Maintain physical fitness
2. Learn how to successfully attack a fire
3. Participate in ongoing training drills to develop and maintain proficiency
4. Learn about extricating victims from vehicles
5. Learn about forcible entry into buildings
6. Read and comprehend written training materials
7. Learn the most direct routes to various addresses in a response area
8. Learn about ventilation methods to aid in extinguishing a fire
9. Learn about hydraulics and pump operation
10. Learn about fire behavior
11. Learn about ropes and knots to accomplish rescues
12. Learn about appropriate fire streams given factors that can affect the flow of water through
fire alarms
13. Learn about vehicle stabilization
14. Learn about methods of water rescue
15. Learn about various technical rescue techniques (ie. rope, trench, cave, etc.)
16. Learn about ropes and knots to successfully haul tools
17. Learn about automatic sprinkler systems
18. Learn about wildland firefighting strategies and tactics
19. Learn about National Incident Management System
20. Learn about Self Contained Breathing Apparatus
21. Learn about caring for hoses, hose lays and hose use
22. Learn about various causes of fire
23. Learn about water supply systems
24. Learn about salvage and overhaul
25. Learn about the characteristics of and proper uses of ladders
26. Learn fire district's policies and procedures
27. Learn, practice and perform evolutions
28. Learn about various methods of rescue
29. Learn the locations of streets, water mains and hydrants in a response area
30. Learn about building construction to determine how a fire might react in that building, and to ensure the safety of those working in and around the building

Fire Station Duties

1. Report for duty on time and as scheduled
2. Maintain positive working relationships with people in the fire house
3. Present a clean and neat appearance
4. Maintain a neat and clean working and living environment at the fire station
5. Answer routine phone calls in the station
6. Maintain the exterior of fire station: lawns, walkways, and driveways
7. Plan and cook meals
8. Store fire equipment and supplies
9. Make your own bed and change linens when appropriate

Public Relations

1. Use tact and diplomacy in dealing with the public
2. Interact and work with citizens
3. Provide fire education programs to the public when requested
4. Conduct fire station tours when requested and approved
5. Make public education calls
6. Refer people to agencies that provide social services

Communication

1. Listen to the dispatcher, other fire vehicles, and commanding officers by radio to determine courses of action
2. Advise the commanding officer of fire conditions, hazards, and exposures at the scene
3. Exchange necessary information with other emergency responders at a scene
4. Talk with other firefighters at an emergency scene to determine the best courses of action
5. Communicate with your supervisor during a fire
6. Clearly and accurately communicate patient information and care to medical staff

Environmental/Working Conditions

1. Avoid and protect against infectious agents
2. Avoid and protect against hazardous substances through inhalation, injection, ingestion, and absorption
3. Protect against possible burn injuries
4. Fight fires in an extremely hot environment
5. Work quickly to suppress a fire
6. Fight fires in smoky buildings when visibility is poor
7. Fight fires in smoky buildings when visibility is nonexistent
8. Prevent exposure to sharp objects
9. Protect against uninstalled or unshielded electrical equipment
10. Perform physically demanding tasks under extreme fluctuations in temperature
11. Avoid and protect against high noise levels when riding in and working around emergency vehicles
12. Work 24 hour shifts with little or no sleep
13. Perform tasks on ladders
14. Protect against smoke and dust
15. Protect against radiation hazards
16. Perform tasks wearing full equipment
17. Responds safely to incidents in all types of weather
18. Work on or around moving machinery or equipment
19. Always wear seat belts
20. Withstand strong vibrations (e.g., riding in emergency vehicles or operating power tools)
21. Work in confined spaces in cramped body positions
22. Prevent exposure to noxious odors and gases
23. Perform in wet areas
24. Perform in slippery areas
25. Perform in muddy areas
26. Perform in icy areas
27. Perform in natural disasters
28. Perform in CBRNE/Terrorist Incident

OTHER CHARACTERISTICS

1. Honest
2. Accountable
3. Self-Disciplined
4. Dependable
5. Self-Motivated
6. Courteous
7. Flexible
8. Cooperative
9. Ethical

PHYSICAL REQUIREMENTS

A Probationary Firefighter must be able to perform the physical functions defined in this policy and meet the requirements of the LTFR Occupational Health and Safety Physician.

EDUCATION/CERTIFICATIONS/LICENSES (GUIDELINES)

1. At least 18 years old, but not yet age 36 on or before hire date and authorized to work in the U.S. in accordance with current I-9 requirements.
2. Must meet the mental, physical and medical requirements necessary to safely and effectively perform assigned duties.
3. Certified by the Texas Commission on Fire Protection as a Basic Structural Firefighter or higher.
4. Certified as an Emergency Medical Technician-Basic (EMT-B) or higher by the Texas Department of State Health Services.
5. Valid Class C or higher driver's license
6. Satisfactory driving record and criminal history as per requirements of the Texas Commission on Fire Protection Standards Manual Chapter 403.7 Criminal Convictions Guidelines.