



Montgomery County Emergency Services District No. 10

Magnolia Fire Department

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Title: Volunteer Firefighter Job Description

Personnel: PER-04

Date: July 7, 2022

Approved by Fire Chief,

A handwritten signature in blue ink, appearing to read "Gregory A. Newby".

04.01 Purpose: This Guideline shall define the position, rank, and primary duties of a Volunteer Firefighter with Magnolia Fire Department ("MFD") and Montgomery County Emergency Services District No. 10 ("MCESD No. 10").

The Volunteer Firefighter is the basic rank for Suppression Members who have successfully completed his/her probationary period. Volunteer Firefighters are primarily responsible for performing tasks assigned during emergency operations, increasing skills through training and maintaining active membership status.

04.02 Position Description:

- Title: Volunteer Firefighter
- Reports to: Ranking Station Officer
- Position Supervised: None
- Compensation: Volunteer, eligible for reimbursement and incentive stipend; at will member.

04.03 Selection: Candidates for the position of Volunteer Firefighter shall apply utilizing the MFD application. Candidates who have successfully completed his/her application packet will be invited back for an oral interview with the Division Chief of Training, two (2) to three (3) company officers and two (2) to three (3) senior Volunteer members of the Department. If the candidate passes the oral interview, they will be provided a conditional offer of membership letter, scheduled for a Physical Ability Test ("PAT"), and a medical exam and drug test performed by the third party medical contractor. Candidates who successfully pass the above will be inserted into the next cadet class or Fast Track class (those with experience).

MCESD No. 10 is an equal opportunity employer. Employment/Membership discrimination on the basis of race, religion, color, sex, national origin, age over forty (40), Military Status, disability, or any other characteristic protected by law is prohibited.

04.04 Term: Volunteer Firefighters are members of the MFD/MCESD No. 10. This member will serve at the discretion of the Fire Chief, the Assistant Chief of Operations, and MCESD No. 10 commissioners.

04.05 Duties: A Volunteer Firefighter is:

1. Expected to perform all duties assigned by a Superior Officer or Supervisor.
2. Expected to sign-up for one (1) to three (3) twelve (12) hour shifts per week for in station shifts; days, evenings, and/or weekends.
3. Expected to work four (4) to Twelve (12) twelve (12) hour shifts per month. Four (4) twelve hour shifts is the minimum.
4. Expected to respond to emergency callback (fill-ins) to staff reserve apparatus if the Volunteer lives in the District or within five (5) miles of the District.
5. Expected to utilize "Active 911" phone communications system for emergency notification.
6. Expected to become familiar with all matters contained in the Policies and Standard Operating Guidelines of the District/Department.
7. Expected to acquire a working knowledge of streets, buildings, and the location of fire hydrants, dry hydrants and static water sources in his/her respective response District.
8. Expected to participate in all Company drills under the direction of her/her Company Officer, Station Instructor, or Training Officer while on duty.
9. Expected to maintain his/her physical and mental health so he/she may perform the duties assigned to him/her.
10. Expected to possess knowledge of:
 - a. Hose and Ladder evolutions.
 - b. Cardiopulmonary Resuscitation ("CPR"), first aid, and rescue techniques.
 - c. Fire Hydrants.
 - d. Chemistry of Fire.
 - e. Fire Inspection.
 - f. Tools and appliances.
 - g. Public Relations.
 - h. Personal Protective Equipment clothing ("PPE").
11. Expected to use, maintain, and care for property, buildings, apparatus, tools, and equipment assigned to the Station to permit immediate response to alarms.

12. Expected to wear the safety equipment prescribed by Department/District standard operating guidelines when en route, at the fire scene, and returning to the Station.
13. Expected to be courteous and helpful in his/her relations with the public, other District personnel, and with Superior Officers.
14. Expected to wear the Department/District uniform only as described by the Department/District policy.
15. Expected to make all District reports and refer all official matters relating to the Department/District to or through his/her immediate supervisor.
16. Expected to perform other duties as assigned by a Supervising Officer.

04.06 Requirements:

1. Completion of the required introductory period.
2. High School Diploma or G.E.D.
3. Successfully complete the Districts Physical Ability Test ("PAT").
4. Successfully pass the pre-employment medical examination.
5. Successfully pass the pre-employment drug and alcohol testing. Nicotine is also tested.
6. Maintain minimum participation standards.
7. Possess and maintain a current Texas Class "C" or greater driver's license, Texas Identification ("ID") card or Active Duty Military ID card (associated with an out-of-state driver's license).
8. Shall be a non-smoker, non-tobacco user, and non-vapor smoking user (as of 1/1/2021).

04.07 Work Locations and Conditions: The majority of administrative duties will be in an office. Adverse or potentially hazardous environments may be routinely present during training exercises and/or emergency response operations. Moderate to heavy lifting with PPE and self-contained breathing apparatus ("SCBA") may be required.

04.08 Physical Requirements: These physical demands are representative of demands that must be met by a Member to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable persons with disabilities to perform essential functions:

1. Standing, walking and sitting.
2. Stooping, kneeling, crouching, and crawling.
3. Running, grappling, climbing, balancing, and bending/twisting.
4. Reaching, feeling, talking, and hearing.
5. Lifting, carrying, pushing/pulling, balancing, and bending/twisting.
6. Handling, grasping, and fingering fire hose, ladders, performing CPR, utilizing patient lifting devices, etc.

04.09 Physical Ability:

1. Stamina: vent a roof; pull a charged hose line; strip roof with tools; climb stairs with equipment; carry hose up multiple flights of stairs.
2. Extent Flexibility: roof/pull hose; remove ceiling with poles; push ladders to peak; reach out from ladder; chop with axe; extricate victim; overhaul a burned building; remove building parts.
3. Dynamic Flexibility: chop with axe; pick up hose; advance hose; strip roof; perform CPR/chest compressions.
4. Static Strength: carry hose; lift/carry victim/patient; move portable generator.
5. Explosive Strength: force entry with axe and battering ram; raise ladder; run up stairs with equipment; breach walls; pull, advance hose; chop with axe to vent roof.
6. Dynamic Strength: climb ladders/stairs in full protective clothing ("turnout") equipment; climb aerial ladder.
7. Trunk Strength: pull charged hose; perform CPR; pick up equipment at fire; hold hose on fire target; lift victim.
8. Speed Limb Movement: dodge debris; chop with axe; don SCBA; pump manual pump; exit burning building; operate aerial apparatus; perform CPR; operate/drive "Booster Truck".
9. Gross Body Coordination: climb/descend with victim; advance charged hose line while maintaining flow on target; walk across roof ridge; start/use power saw.
10. Gross Body Equilibrium: walk on wet roof peak at night; carry patient down stairs; swing axe from ladder.
11. Arm-Hand Steadiness: operate power tools; perform CPR; connect hose couplings.
12. Manual Dexterity: couple hose; perform CPR; bandage patient; use tools/extrication equipment; use bag-valve mask; tie knots.
13. Finger Dexterity: use SCBA equipment; tie knot; perform infant CPR.
14. Near Vision: read manuals/pump controls.
15. Far Vision: drive to an emergency; visualization of fire conditions; see power lines for safe ladder placement; see addresses.
16. Visual Color Discrimination: determine fire status/hazard by smoke color; identify labels and placards.

17. Hearing: hear call for help in burning building; hear fire crackle in dense smoke.
18. Mobility: advance hose line; climb ladder; search/rescue in building; move on roof; get on/off equipment.
19. Effort: chop/vent roof; overhaul burning buildings; advance charged hose line up stairs; climb stairs/ladder; use axe.

04.10 Environmental/Working Conditions/Equipment Used:

1. Outside workplace environment that is confined.
2. Measuring device and camera.
3. Power tools, hand tools, chain saws, shovels, brooms, ladders, and exhaust fans, hose nozzles, meters, and detection equipment.
4. Car, Booster (mini pumper), van, ambulance, riding lawn mower, small truck.
5. Breathing apparatus, hearing and eye protection, firefighting protective equipment (turnout) clothing, and hazardous chemicals.
6. Other equipment as required in connection with the duties of a Volunteer Firefighter set out herein.

Nothing contained herein is intended, or shall be construed to create or constitute a contract between any Member and Montgomery County Emergency Services District No. 10/Magnolia Fire Department. Montgomery County Emergency Services District No.10/Magnolia Fire Department retains and reserves all rights to change, modify, amend, add to, or delete from any section of this document as it deems, in its judgement, to be proper.

