

Gravois Fire Protection District
Standard Operating Procedures
Section IIIC Personnel/Career Staff
Chapter 6 Career Firefighter Roles and Responsibility.

This is to define the roles and responsibility of operational personnel of the Gravois Fire Protection District.

1. Job Description: Career Firefighter

- A. The firefighter is the core position of the operations section of the District. From the firefighter core come the members of special operations units of the District.
- B. The firefighter's primary purpose is to provide the human element in meeting the mission and goal of the District:
Protection of life and property from destructive fires, provide emergency rescue, assist the community in times of disaster, and provide fire prevention and safety training and associated activities. In addition to the afore mentioned activities, the District strives to be an active member of the community we serve, to foster growth, development and an improving quality of life.
- C. You should, at all times act in a manner that fosters teamwork, growth, professionalism and strive to better yourself and your fellow firefighters.
- D. You should support all operations that you participate in by sharing your life skills and experience and mentor newer personnel with the ultimate objective of meeting our mission goals.
- E. Firefighters have two distinct functions, line (those activities involved in the mitigation of emergency incidents) and staff (support of non-emergency activities).
- F. Line functions include; firefighting, rescue, marine operations, special operations units, Haz-Mat, EMS, training, fire prevention, safety and public education.
- G. Staff functions include; all activities to maintain operational readiness of personnel, stations, equipment and apparatus and care of fixed facilities and grounds.

2. Line Function:

All firefighters shall:

- A. While on duty, remain prepared to respond to any emergency call including, but not limited to: suppression of any fire; structure, vehicle, wildland or other; perform emergency rescue including crash rescue, rope rescue, surface water

rescue, entrapment, collapse, search and rescue, or animal rescue; hazardous condition or hazardous material incidents; public service details; assist law enforcement agencies; provide mutual aid to other agencies and medical emergencies; weather spotter activation; and to assist in any disaster.

- B. Actively participate in all fire suppression activities while obtaining and maintaining a minimum level of competency, as defined in NFPA 1001-1997, to the level of Firefighter I & II.
- C. Actively participate in vehicle rescue operations while obtaining and maintaining a level of competency consistent with operational demands of the District.
- D. Actively participate in Outdoor Search and Rescue Operations at a minimum of ground search team member.
- E. Participate at your level of training to support all other emergency operations of the District.
- F. Actively participate in department training, drills and other regularly scheduled functions.
- G. Become and remain competent in:
The driving and operation of all apparatus and equipment at their assigned station, the driving and operations of common apparatus and equipment in service in the district, i.e.: rescue trucks, ladder trucks, service companies, boats, support vehicles and equipment. Become and remain familiar with all apparatus in use by the district.
- H. Obtain and maintain certification in CPR with AED by the American Heart Association, and obtain and maintain EMS certification to a minimum of Firefighter First Responder through the Missouri Fire and Rescue Training Institute or National Registry.
- I. Uphold and enforce district statutes and ordinances along with any state or federal statutes, ordinances and/or regulation that may apply.
- J. Follow Standard Operating Procedures, guidance documents and standing orders of The Gravois Fire Protection District.
- K. Always operate with the highest regard for safety of yourself, other personnel, and the public at large.
- L. Follow instructions and orders in the Chain of Command.

3. Staff Functions: duties including but not limited to:
- A. Working as an individual and as a member of a team of personnel both career and volunteer, assist with routine maintenance and operational checks of all Department apparatus and equipment along with care of facility and grounds at that station.
 - B. Keeping the sleeping rooms, kitchen, day room, and common areas of their assigned station clean.
 - C. Routine daily and monthly apparatus and equipment checks, check fluids, lights, tires, etc., run portable equipment and check, clean and make minor repairs (within your abilities) to firefighting equipment.
 - D. Keeping apparatus and equipment clean and ready for service.
 - E. Performing a post run check on apparatus and equipment on that apparatus you drive to a call.
 - F. Following an emergency call, getting station apparatus and equipment ready for the next call even if you did not drive that apparatus.
 - G. Fueling apparatus following a call and being sure water tanks are full before equipment is placed back in service.
 - H. Reporting in writing, any mechanical malfunctions or suspected malfunction of apparatus or missing, damaged or malfunctioning equipment to your immediate supervisor.
 - I. Operating all apparatus and equipment in a manner consistent with the design and intent of purpose of that apparatus or equipment so as to assure the maximum life and usefulness.
 - J. Personnel, when performing above mentioned duties are not expected to perform major or highly technical repairs or perform any repairs above their job assignment or capability.
 - K. See that all personal gear issued to you by the department is kept in good repair and ready for use and to advise your immediate supervisor if gear needs repair or replacement.
 - L. Keeping stations and grounds clean, grass mowed and performing minor maintenance (within your abilities) as needed.
 - M. Actively participate in public service operations, public education, fire and public safety events that the District sponsors or are involved in, as requested.

- N. Perform any other duties or accept any assignment from a supervisor that are in the interest or necessary for the operation of the District.
- O. Conduct all operations and perform all duties assigned, working in harmony with all staff, whether career or volunteer, with the understanding that the volunteer firefighters are necessary for the operations of the District and the career staff are an integral part of the District but are here not to take the place of the volunteers but to help meet the mission and goal of the district.