



West Valley Fire-Rescue

Yakima County Fire District 12

JOB DESCRIPTION

POSITION:	DUTY OFFICER
DIVISION:	OPERATIONS
IMMEDIATE SUPERVISOR:	DUTY CHIEF AND/OR SUPERIOR OFFICER
FLSA STATUS:	NON-EXEMPT / STIPEND POSITION
REVISION DATE:	JANUARY 1, 2020

JOB SUMMARY

The Duty Officer's responsibilities include, but are not limited to, fire suppression, hazardous materials response, training, prevention, administration and emergency medical services. The Duty Officer leads by example; wearing full PPE where required, is a problem solver and operates in the incident command system as the incident commander or part of the command staff until relieved by a superior officer.

JOB SCOPE

Directly supervises two to seven personnel and indirectly supervises up to 30 personnel at emergency incidents through the incident command system maintaining an acceptable span of control.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Maintains operational readiness at all times.
- Confer schedule with the Duty Chief and receives pertinent information for assigned duty period such as mutual aid response, training, apparatus and other miscellaneous information.
- Perform command car check, fuel level, cleanliness and operation.
 1. Check medical equipment.
 2. Check SCBA / PASS.
 3. Place accountability tags on passport.
 4. Test portable radios and on-board equipment.
 5. Report any truck problems to support services using correct forms.
 6. Return Duty Vehicle to ready state when duty period is complete. Washed, full of fuel and equipment in service and re-stocked.
- Performs station checks.
 1. Assure security (doors locked, lights off....etc.)

- Checks email/Weekend Update. Stays information through various forms of communication.
- Responds to alarms at their discretion (preferable any alarm with two more apparatus responding, alarms of significance (codes, extrications).....and when requested by on-scene units).
 1. Use good sense, respond at the exposure level for the alarm (code 2 or 3).
 2. The Duty Officer is the only person required when responding.
- Complete duty log and pay sheet, assure completion of all incident paperwork.
- Manage and supervise all members at both emergency and non-emergency scenes until relieved.
- Serves at the first line supervisor in cooperation with station officer for member matters including counseling and making recommendations regarding disciplinary actions.
- Ensures compliance to District's policies, procedures and operation guidelines, including safety and emergency operations.
- Operates within the Incident Command System and makes decisions regarding the strategy, tactics, and plan to successfully mitigate incidents until relieved.
- Consults the training schedule for time and dates of training during duty period to assist as needed.
- Consults the prevention schedule for demo's and events during duty period to assist as needed.
- Responsible for ensuring riders are picked up from the hospital following incidents.
- Expected to attend a minimum of 50% of drills and 25% (or 20% depending on call volume of station) of alarms at their assigned station as per Policy 2110.
- Performs all other duties as assigned.

MINIMUM EDUCATION, EXPERIENCE, AND CERTIFICATIONS

- High school diploma or equivalent required.
- Six years of fire service experience, with a minimum of 1 year as a Lieutenant or higher.
- Incident Safety Officer certification.
- Emergency Vehicle Incident Prevention (EVIP) certification.
- National Fire Academy tactical operations certification (PICO, STICO, DMITCO).
- Emergency Medical Technician or the Department's Advanced First Aid certified.
- ICS training, IS-100, IS-200, IS-700 and IS-800 certifications.
- Wildland Firefighter II red card certified.
- Ability to implement the Incident Command and Passport Accountability System.
- Instructor 1 certified or obtained within two (2) years.
- Valid Washington State Driver's License required.
- Must have access to a vehicle.
- Must possess auto insurance.

- Must meet and maintain minimum participation requirements in Policy 2110.
- Must attend monthly Officer meetings and trainings related to this position.
- This position is required to wear a SCBA and must meet Policy 3301, Section 4, Equipment Use 4.3.

SKILLS, KNOWLEDGE, AND ABILITIES

Ability to act as an effective team member at all emergency incidents involving fire protection, emergency medical services, and emergency management functions. Ability to communicate and effectively deal with the general public and school age children. Ability to perform effectively under stressful and adverse conditions. Ability to understand and follow oral and written communications. Thorough knowledge of the operation and maintenance of all Department equipment and apparatus. Thorough knowledge of Fire Department rules, regulations, and policies and procedures. Ability to understand and work within the chain of command. Ability to work with the public. Able to write comprehensive reports and maintain records. Able to supervise the work of subordinates during emergency and routine work activities, maintaining discipline and respect. Familiar with the geography of the District including streets, fire hydrants, and water supplies. Must be credible, enthusiastic, confident and understand the Mission of the Department.

ESSENTIAL JOB FUNCTIONS

Full duty is an assignment of a member, who meets all the essential job functions listed in Appendix B of Policy 2115 as well as the thirteen (13) essential job tasks listed in NFPA 1582 Section 5.1.1.

This position requires work at a computer/display terminal and desk for periods of time, including repetitive motions of the wrists, hands and fingers. Constant use of both hands in reaching, handling, grasping, pushing and pulling while performing duties. Able to lift and carry. May require sitting, climbing, crawling, kneeling, crouching, standing, walking, stepping over items, twisting, lifting, reaching or bending for periods of time. Seeing, speaking and hearing to evaluate and communicate situations. Must be able to speak, and to receive and understand written and oral communications in English and give written and oral instruction.

Must be capable of donning an SCBA according to manufactures requirements, including annual fit testing and SCBA quarterlies.

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

Yakima County Fire Protection District 12 is an Equal Employment Opportunity employer. It does not discriminate against its members or against applicants for appointment. Decisions regarding selection, promotion and/or tenure shall be free from restrictions based on physical, cultural, religious or other biases. Decisions regarding selections, promotions and/or tenure shall be directly related to the applicant's qualifications and ability to perform the requirements of a position. If you feel you have been discriminated against, please contact the Fire Chief or Board of Fire Commissioners.

This job description does not constitute an employment agreement between the Fire District and the employee and is subject to change as the needs of the Fire District and requirements of the job change.