

POSITION DESCRIPTION

FIREFIGHTER

Mid-Columbia Fire and Rescue

DIVISION:	OPERATIONS
CIVIL SERVICE STATUS:	YES
BARGAINING UNIT:	LOCAL 1308
ADOPTED:	3/11/15
REVISED:	9/25/20

GENERAL STATEMENT OF DUTIES

The Firefighter is an entry-level class for emergency service work in the Fire District. The Firefighter will undergo initial recruit training while on probation and will continue to learn the general duties of firefighter/EMS work. Firefighters will attend regularly scheduled training in firefighting methods, emergency medical services, fire code enforcement and prevention practices, salvage operations, public relations, public education, physical fitness and associated topics throughout his/her tenure within this class. The Firefighter will play an active role in preserving and protecting life and property by performing firefighting, basic and advanced emergency medical care, hazardous materials, fire prevention and public education, emergency driving, apparatus operation and other associated job performance requirements. The Firefighter will ensure the readiness of firefighting equipment, apparatus and facilities.

To achieve regular status with the Fire District, the Firefighter must successfully complete the one-year probationary process. By end of the one-year probationary period, the Firefighter will complete training and must be certified to the following levels: NFPA FF1, Apparatus Operator (AO), NFPA Wildland Apparatus Operator, HAZMAT Operations Level Responder, Wildland Interface FF, NIMS 700, ICS-100, and ICS 200.

Employees are required to meet the Apparatus Operator qualification during the probationary period, excluding Ladder Truck Operator. AO qualification is an essential function of the position and required to successfully pass the probationary period. Ladder Truck Operator qualification is an essential function of the position and is required within 24 months from date of hire. Failure to obtain Ladder Truck Operator will result in separation of employment for lack of qualification. For clarification, during the time period when an employee has passed initial A/O qualifications, excluding Ladder Truck Operator or passed probation and is pending full certification including Ladder Truck Operator, the employee is deemed qualified as an "Engine Operator".

SUPERVISION

Firefighter's are responsible to a Fire Department Company Officer at the rank of either a Lieutenant or Captain, and receive general direction in the performance of their duties. Firefighter's will consult with their Lieutenant or Captain regarding day-to-day operations, emergency operations, equipment and apparatus readiness, and unusual events at the station regarding personnel, apparatus, equipment, etc. Firefighter's have no formal supervisory responsibilities.

INTERPERSONAL RELATIONSHIPS

Firefighter's interact with Fire Department staff (e.g., EMT's, supervisors, etc.), the public (e.g., motorists, home owners, business owners, homeless individuals, etc.), and with representatives of other agencies (e.g., police, members of other fire departments, public works, etc.). These interactions occur during routine day-to-day operations, educational or informational presentations, inspections, and during emergency operations.

JOB PERFORMANCE COMPLEXITY

A 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

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Firefighters live and work in a fire station assigned to a duty shift. This work environment includes many of the same amenities of a home, including kitchens, showers, bed, etc. In this environment, 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, Firefighters perform essential job functions in all weather, noisy conditions, and under extreme emergency conditions such as fires, hazardous materials, auto

accidents, etc. Work is often performed under emergency and stressful situations. The Firefighter is exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

PRIMARY DUTIES AND ESSENTIAL FUNCTIONS

The following is a representative list of dimensions and tasks and may not include all functions:

Rescue & Fire Suppression

- Be aware of electrical lines when setting up ladders and directing water streams
- Seek the source of a fire and extinguish
- Determine the safest evacuation route
- Evacuate persons from a fire area
- Determine the stability of supporting surfaces
- Assist at a water rescue
- Determine when to open roofs, walls, and doors
- Calculate the height of a building in feet from its floors to ensure ladders are elevated to the proper height
- Select the proper number of hoses required to reach the fire
- Determine the correct stream to use
- Calculate the height of a building in feet from its floors to ensure the proper number of hoses are selected to reach the fire
- Recommend assistance from law enforcement, medical, coroner, or utility personnel as needed
- Implement LCES during wildland incidents.
- Triage structures in the WUI.
- Implement wildland firefighting tactics

Administrative

- Write descriptions of situations in medical reports
- Complete incident reports on the computer
- Write building fire inspection reports

Emergency Medical Service

- Assess a patient's condition and provide basic and advanced life support based upon medical and trauma protocols, and assessment of patient condition to include interpreting EKG's, defibrillation, administering medications, including controlled substances, endotracheal intubation, cricothyrotomy, and chest decompression, and any other life saving measures as indicated through the Fire District's EMS Protocol
- Extricate people from automobiles
- Properly utilize emergency equipment and supplies
- Safely drive emergency response vehicle to and from a scene
- Use the necessary tools to free trapped persons
- Perform CPR or other appropriate cardiac emergency procedures
- Triage, treat and transport patients as necessary.
- Rescue victims and apply resuscitation measures as necessary
- Prepare and transfer a patient to an emergency vehicle
- Identify and respond to hazards at the scene
- Gather information from a patient or family regarding the patient's medical history
- Provide concise and complete information to regarding the status of patients
- 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
- Control the emergency scene to protect yourself, coworkers, and the patient
- Assess the emergency scene and request assistance if necessary
- Accurately take incoming calls or information from the dispatcher regarding requests for emergency medical services
- Control a hysterical patient requiring medical attention
- Monitor and provide needed care when transporting a patient to a medical facility
- Assist medical staff with continued care of the patient
- Comfort family, friends, and bystanders at a fire scene or medical facility

Hazardous Materials (HAZ-MAT)

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

Fire Prevention/Pre-Incident Planning/Public Education

- Conduct pre-incident planning tours of target hazards and note tactical information such as location of exits, hazards, man traps, building constructions and type to assist in future operations. Note hazards and determine fire code violations to report to Prevention Division.
- Investigate complaints of fire hazards, dangers, or violations
- Participates in public education, fire prevention, safety and prevention programs; conducts demonstrations, tours and public speeches on EMS, CPR, first aid and other subjects to the public

Fire Investigations/Post-Fire Duties

- Inspect, service, and perform tests of all SCBA to ensure they are working properly
- Maintain all personal protective equipment
- Keep all tools and equipment in working condition
- Maintain an inventory of tools and equipment
- Replenish supplies when needed
- After a fire is extinguished, check for smoldering fire inside walls and ceiling
- Document regular service tests on all apparatus
- Search for missing people
- Preserve evidence at fire scene
- Assist with fire investigation.
- Perform overhaul operations
- Inspect, clean, and polish equipment and apparatus by hand
- Remove all used equipment from rigs after a fire for cleaning
- Secure accident/fire scene
- Remove hoses from drying racks and store them
- Remove burned and charred waste
- Put furniture in one location and protect it with salvage covers

Training/Drills

- Maintain physical fitness standards of the department
- Learn how to successfully attack a fire
- Participate in ongoing training drills to develop and maintain proficiency
- Learn about extricating victims from vehicles
- Learn about forcible entry into buildings
- Read and comprehend written training materials
- Learn the most direct routes to various addresses in a response area
- Learn about ventilation methods to aid in extinguishing a fire
- Learn about the characteristics of and proper uses of ladders

- Learn fire department rules and regulations
- Learn, practice and perform evolutions
- Learn about various methods of rescue
- Learn the locations of streets, water mains and hydrants in a response area
- 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
- Learn about hydraulics and pump operation
- Learn about fire behavior
- Learn about ropes and knots to accomplish rescues
- Learn about appropriate fire streams given factors that can affect the flow of water through the air
- Learn about caring for hoses, hose lays and hose use
- Learn about various causes of fire
- Learn about water supply systems
- Learn about salvage and overhaul
- Learn about fire alarms
- Learn about ropes and knots to stabilize vehicles
- Learn about ropes and knots to successfully haul tools
- Learn about automatic sprinkler systems
- Learn about LCES
- Learn about the 18 Watchout situations.
- Learn about the Standards for Survival as they apply to wildland incidents.
- Learn about driving apparatus and equipment operation
- Learn about patient care, treatment and transport

Fire Station Duties

- Report for duty on time
- Maintain positive working relationships with people in the fire house
- Present a clean and neat appearance
- Maintain a neat and clean working and living environment at the fire station
- Answer routine phone calls in the station
- Maintain the exterior of fire station: lawns, walkways, and driveways
- Plan and cook meals
- Store fire equipment and supplies
- Make your own bed and change linens when appropriate
- Maintain a neat, clean and respectable living/sleeping area.

Public Relations

- Use tact and diplomacy in dealing with the public
- Interact and work with citizens

- Provide fire education programs to the public when requested
- Conduct fire station tours when requested and approved
- Make public education calls
- Refer people to agencies that provide social services

Communication

- Must have the ability to communicate effectively with citizens and co-workers by telephone, two-way radio, in written form or face-to-face with or without accommodation.
- Must have the ability to communicate effectively to allow for the taking of directions from dispatchers and command officers and to avoid injury from accident.
- Must conform the MCFR chain-of-command and functions within the Incident Command System (ICS) during emergency operations.
- Listen to the dispatcher, other fire vehicles, and commanding officers by radio to
- determine courses of action
- Advise the commanding officer of fire conditions, hazards, and exposures at the scene
- Exchange necessary information with other personnel s at a scene
- Talk with other personnel at an emergency scene to determine the best courses of action
- Communicate with superiors during a fire
- Clearly and accurately communicate patient information and care to medical staff

Environmental/Working Conditions

- Avoid and protect against infectious agents
- Avoid and protect against hazardous substances through inhalation, injection, ingestion, and absorption
- Protect against possible burn injuries
- Fight fires in an extremely hot environment
- Work quickly to suppress a fire
- Fight fires in smoky buildings when visibility is poor
- Fight fires in smoky buildings when visibility is nonexistent
- Prevent exposure to sharp objects
- Protect against uninstalled or unshielded electrical equipment
- Perform physically demanding tasks under extreme fluctuations in temperature
- Avoid and protect against high noise levels when riding in emergency vehicles
- Work a duty shift allowing for little or no sleep
- Perform on ladders
- Protect against smoke and dust
- Protect against radiation hazards
- Perform wearing full equipment

- Fight fires in frigid temperatures
- Work on or around moving machinery or equipment
- Withstand strong vibrations (e.g., riding in emergency vehicles or operating power tools)
- Work in confined spaces in cramped body positions
- Prevent exposure to noxious odors
- Perform in wet areas
- Perform in slippery areas
- Perform in muddy areas
- Perform in icy areas

Driving/Apparatus Operation

- Drives, operates and maintains fire and EMS apparatus (i.e. engines, truck, medics, wildland apparatus, utility vehicles, etc.) operating pumps and other related equipment once trained and proficient/certified to fire district standards.
- Performs routine maintenance on District vehicles and equipment.

Duties of a General Nature

- Works assigned schedule.
- Works extended hours/overtime as may be necessary to ensure 24/7 emergency coverage for the community.
- Work effectively for extended periods without regular or guaranteed meal or break periods.
- Remains calm in difficult and dangerous situations.
- Shall not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.
- Exercises good/reasonable judgment which is essential for rational decision-making in firefighting operations and support operations, the application of emergency medical procedures, technical rescue activities and other emergency response activities.

Other

- Perform additional primary duties and essential functions that may be identified.

TYPICAL DUTIES

The following is a representative list of dimensions and tasks and may not include all functions:

On-site Emergency Scene Duties

Maintain and Expand Job Knowledge - Study, practice, and maintain a working knowledge of up-to-date, job related techniques through formal and informal class work, training sessions, and on-the-job experience.

Interact with Co-workers and Superiors - Interact and work together with other co-workers and supervisors on a regular basis.

Provide Training and Instruction - Provide formal or informal instruction, training, or guidance to co-workers and others.

Maintain Adequate Physical Condition – Participate in a physical training program to maintain adequate physical condition to perform job tasks.

Perform Fire Inspections, Code Enforcement Pre-Incident Planning and Fire Drills - Inspect buildings or structures to become familiar with potential fire hazards, conduct pre-incident planning, and identify code violations. Conduct fire drills at target hazards.

Perform Routine Station Chores - Perform standard station chores, including shopping, cooking, cleaning, and general station upkeep.

Write Reports and Correspondence - Complete forms and reports to document such things as inspection results, vehicle accidents, and actions taken at fire incidents. Write letters, memos, and other correspondence.

Perform Office Duties - Perform miscellaneous office tasks such as work with computers, maintain files, take notes, talk on the phone, and schedule meetings or other activities.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Driving Ability - The ability to safely operate various vehicles while applying knowledge of traffic laws, department policies, and defensive driving skills in both emergency and non-emergency situations.

Knowledge of Hydraulics Principles - Knowledge of the principles of fireground hydraulics, as well as the ability to apply this knowledge to calculate the required pressures and volumes for various hoses, nozzles, and connections.

Knowledge of Response Area - Knowledge of local streets, traffic patterns, building layouts, pre-incident plans, as well as hydrant and other water source locations within local response area.

Awareness and Alertness - The ability to remain mentally focused and aware of one's surroundings, avoiding distractions, and concentrating on the tasks at hand. The ability to attain a high level of alertness quickly from a state of sleep.

Knowledge of Fire Apparatus - Knowledge of the various controls, gauges, clearances, and operating techniques, as well as manufacturer's specifications of various fire apparatus (pumpers, rescue vehicles, aerial apparatus, etc.).

Effectiveness Under Stress - The ability to remain calm, think clearly, and function effectively while under stressful conditions.

Knowledge of Firefighting Equipment - Knowledge of proper use and care of equipment used in emergency response situations (protective gear, breathing apparatus, extinguishers, ladders, hoses, rescue equipment, etc.).

Ability to Spot Apparatus - The ability to properly spot apparatus at emergency scenes to provide water supply, allow for effective advance of fire hose lines, perform aerial placement and permit access of other fire department vehicles and equipment at the scene.

Knowledge of Building Fire Extinguishment Systems - Knowledge of the various extinguishing systems found in buildings (standpipes, sprinklers, etc.) as well as knowledge of how to supply these systems.

Dependability and Reliability - The ability to consistently meet obligations and commitments, regardless of the circumstances.

Teamwork and Cooperation - The ability to work as a member of a team, doing one's fair share of work, using input and assistance from others, and putting group goals above individuals goals.

General Physical Characteristics - Having acceptable levels of eyesight and hearing with corrections, as well as other general physical characteristics required to perform the job.

Decision Making and Decisiveness - The ability to develop and consider alternatives for dealing with situations, and to readily make a decision or render a judgment.

Knowledge of First Aid and Emergency Care - Knowledge of techniques for providing first aid, stabilizing victims, and providing first responder care before hospital transport.

Respect for Rules and Authority - The ability to follow orders, rules and regulations, and to show respect toward those with more experience or those in positions of authority.

Knowledge of Firefighting Tactics - Knowledge of firefighting tactics such as extinguishment, forcible entry, rescue, safety, overhaul, etc.

Problem Analysis - The ability to recognize problems, effectively seek out and identify relevant information, and determine causes of problems.

Attention to Detail - The ability to recognize and attend to the details of tasks and situations, and to demonstrate a commitment to accuracy.

Flexibility and Adaptability - The ability and willingness to adapt easily and quickly to changing environments, work duties, or other job requirements.

Knowledge of District Policies and Procedures - Knowledge of the fire department's operating procedures for a variety of work situations (emergency response procedures, station rules, chain of command, paperwork, etc.).

Spatial Orientation and Direction - The ability to know where one is in relation to the surrounding environment, visually locate objects and persons, accurately estimate distances and heights, and get from one place to another, even under adverse conditions.

Judgment and Reasoning - The ability to use common sense and logic to recognize, understand and form sensible and accurate relationships and conclusions.

Knowledge of Fire Behavior - Knowledge of fire behavior, fire chemistry, physics, hazards, causes, etc.

Mental Visualization - The ability to develop and use mental representations or mental pictures of such things as fire scenes, routes, and building layouts based upon descriptions and past experience.

Motivation and Initiative - The ability to develop and maintain an interest in work-related activities without prompting, and to willingly take on tasks and responsibilities.

Learning and Memory - The ability to comprehend, retain, recall, and apply information that is essential to the job, such as pre-incident plans and routes, verbal instructions and commands, as well as information from reference materials such as codes and policies.

Mechanical Comprehension - The ability to understand basic mechanical principles, and apply those principles on the job.

Physical Ability- The ability to perform the physical activities that are necessary for the job, using strength, coordination, stamina, and related physical attributes, with or without accommodation.

Oral Communication - The ability to communicate effectively with or without accommodation.

Interpersonal Skills - The ability to relate well and get along with others, and respond to people in an appropriate manner.

Reading Comprehension - The ability to comprehend written materials such as reference manuals, training materials, and correspondence.

Manual Dexterity - The ability to use hand-eye coordination and fine muscular control to perform small or precise movements.

Perseverance - The ability to demonstrate perseverance, thoroughness, and follow-through when working on difficult or lengthy tasks.

Knowledge of Water Supplies - Knowledge of the most efficient ways to use available water supply systems, as well as knowledge of suitable emergency water sources.

Physical Coordination and Balance - The ability to remain agile and use well-coordinate movements, even under physically stressful conditions.

Physical Stamina and Endurance - The ability to perform a variety of physical activities in succession and to exert oneself physically over long periods of time without giving up.

Knowledge of National Incident Management System - Knowledge of the basic terminology associated with the Incident Management System, as well as the ability to carry out the functions of an incident commander at small scale incidents.

Ability to Train and Instruct - The ability to provide formal or informal instruction, training, or guidance to co-workers and others through demonstration and explanation.

Construction Knowledge - Knowledge of basic building construction and electrical principles, and the ability to apply those principles on the job.

Mathematical Ability - The ability to perform the basic mathematical calculations that are used on the job in a timely and accurate manner.

Written Communication - The ability to express oneself clearly and accurately. This includes all routine written work for the job, such as internal memoranda, routine documentation and special reports.

Physical Requirements - A Firefighter must be able to perform the essential physical functions of a Firefighter as determined by the Fire District as outlines within this job description.

TOOLS AND EQUIPMENT USED

Emergency medical apparatus; fire apparatus; PPE, SCBA, fire pumps, hoses, and other standard firefighting equipment; firefighting and EMS training props; ladders, emergency medical equipment; radio; pager; personal computer; telephone.

GENERAL PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by any 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 this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 175 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

Essential Physical Functions

- Put on and wear protective equipment
- Open hydrant to charge the hose
- Use a 2 ½" or 1 ¾" inch hose as an attack line
- Use equipment (e.g., ax, sledge-hammer, etc.) to make forcible entries
- Enter smoke filled buildings/rooms with a hose in hand while wearing full protective clothing
- Crawl on a floor and if you cannot see, feel for the heat of the fire source
- Systematically search for trapped persons
- Drag victims with the help of another co-worker
- Screw the hose connection to the hydrant
- Drag charged 1-3/4-inch hose upstairs and around furniture when fighting a fire
- Carry victims with the help of another co-worker
- Use a hose clamp to clamp a charged/uncharged hose
- Wrap a hose around a hydrant to stretch it out
- Climb stairs wearing full equipment while responding to a call for service
- Carry heavy equipment (hose pack, medical box, air bottles) upstairs while wearing full equipment
- Support a ladder, and raise the halyard to extend to the desired length, then lower into objective
- Climb an aerial ladder wearing full equipment
- Hold a charged 1-3/4-inch hose unassisted and open the nozzle
- Drag a victim out of a building as a member of a team while wearing full turnout gear

- Drag accordion folded or flat load, uncharged 1 ¾", 2 ½" or 4 ½" inch hose until it is fully extended as a member of a team
- Drag charged 1-3/4 and/or 2-1/2-inch hose as a member of a team.
- Reload hose and put it back onto the apparatus
- Remove heavy equipment (i.e., ejector, positive pressure fan, fan, medical box) from the truck; transport and place it in operation assisted or unassisted.
- Use a pike pole to pull down a ceiling
- Carry people unassisted down ladders wearing full turnout gear
- Carry people as a member of a team via stairs wearing full turnout gear
- Carry people as a team on backboard and/or ambulance cot
- Remove and carry medical equipment from an ambulance unassisted
- Carry a section of rolled hose unassisted
- Lower ladders and re-bed them onto the truck/quint
- Remove ladders from the apparatus as a member of a team and carry it to its destination
- Operate a charged line from confined spaces
- Operate foam equipment
- Operate a line from heights (e.g. rooftops)
- While on a ladder, direct water at fire
- Operate the ladder pipe from an aerial platform
- Extend the booster line to a fire
- Hoist equipment to upper levels by a rope

Essential Mechanical Functions

- Make and unmake coupling connections
- Operate power tools (e.g., chain saw, circular saw, etc.) during the course of firefighting activities
- Remove the hydrant cap with a wrench
- Safely shut off utility services to buildings in emergency situations
- Operate heavy equipment (e.g., "jaws-of-life", etc.) in response to an emergency
- Operate electrical/gas shut-off valves
- For aerial ladders, set up truck jacks, place chocks, and then position and raise ladder
- Make openings for ventilation using equipment (e.g., saws, axes, etc.)
- Drive firefighting/emergency equipment to and from a scene
- Respond to hazards related to electrical emergencies
- Operate a fire extinguisher
- Inspect a pumper during operation; check gauges
- Operate emergency medical equipment (e.g. ambulance cot, defibrillator, syringes, splints, suction unit, etc.) in response to an emergency.

Essential Cognitive Functions

- Ability to remain calm and follow oral and written procedures and instructions clearly and accurately in emergency situations
- Ability to demonstrate compassion to patients, family and people under emergency circumstances
- Ability to demonstrate good customer relations skills
- Ability to manage difficult interpersonal situations and conflicts involving patients, family members, bystanders, and other healthcare and public safety workers
- Ability to demonstrate effective and positive interpersonal relationship skills with co-workers and supervisors, in both routine and stressful circumstances
- Ability to apply knowledge of curriculum, medical protocol, and procedures related to basic and advanced patient care
- Ability to apply knowledge of curriculum, principles, procedures, and guidelines related to fire and rescue operations
- Ability to apply knowledge of basic curriculum, principles, procedures, and guidelines related to apparatus operations

EXPECTED BEHAVIOR

The Firefighter is expected to embrace, support, and promote the Fire District's mission, values, beliefs, and culture, which include but are not limited to the following:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

JOB RESPONSIBILITIES RELATED TO PATIENT PRIVACY

The incumbent is expected to protect the privacy of all patient information in accordance with the District's privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Department's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment.

The incumbent may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The incumbent may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other company operations.

The incumbent is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Department's policies and procedures on patient privacy and any observed practices in violation of that policy through the chain-of-command.

The incumbent is expected to actively participate in District privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with District policy.

NOTATIONS

Appointees will be subject to completion of a one-year probationary period.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

Approved by the Mid-Columbia Fire and Rescue Civil Service Commission on September 25, 2020

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I have read and understand the contents of my position description.

Employee Signature

Date