

# Gallitzin Fire Company, No. 1

## Fire Police Officer Job Description

### **JOB SUMMARY**

As a Regular Member of the Gallitzin Fire Company, No. 1 (GFC), the fire police officer is charged with the responsibilities of responding to emergency and non-emergency alarm calls, protecting lives and property of civilians and emergency service personnel through traffic control, scene control and other means of scene control. The fire police officer participates in formal and informal training and maintenance activities necessary to achieve the appropriate preparedness level to safely respond to and operate at fire, rescue, disaster emergency calls, and other emergency situations while protecting life and property and supporting mitigation activities.

### **SUPERVISION**

Exercised: None

Received: Work is performed under the direct or general supervision of an officer of the fire police or fire officer.

### **POSITION RESPONSIBILITIES**

Responsibilities include, but are not limited to the following:

- Be familiar with all GFC rules, regulations, policies and operating guidelines applicable to the efficient operation of the Company.
- Attend and participate in GFC meetings and training sessions; meeting requirements to remain knowledgeable of GFC operations and to promote job performance.
- Appropriately wear all assigned protective clothing for its intended purpose. Completes regular checks of zippers, snaps, hooks, worn or torn material, and Velcro strips. Report any irregularities or broken items immediately for repair and/or replacement to Captain of the Fire Police.
- Respond to emergency and non-emergency alarm calls to protect lives and property of civilians and emergency service personnel through the scene control.
- Respond to emergency and non-emergency alarm calls and properly perform all basic fire police officer functions according to GFC training standards which may include, but not limited to the following:
  - Crowd control
  - Traffic control
  - Setup traffic control devices, such as road signs, traffic cones, etc.
  - Direct traffic using hand signals, flashlights, flags, etc.
- Assist, as necessary, in maintaining the cleanliness and safety of the fire station.
- Monitors and communicates effectively and coherently over radio channels while initiating and responding to radio communications; exchanges information with Emergency Communication Center dispatchers and other emergency service personnel.
- Incorporate continuous quality improvement principles in daily activities.
- Maintain good interpersonal relationships with all members of the GFC and citizens we serve.
- Successfully complete the GFC training requirements for fire police officers within the established time frame.
- Participate in non-emergency activities as required and requested.
- Conduct oneself in a mature, professional, and courteous manner at all times.

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- Other duties as assigned.

### **POSITION REQUIREMENTS (minimum)**

- Be at least 18 years of age.
- Successfully complete the application process to include:
  - Membership application form,
  - Pennsylvania Child Abuse History Clearance
  - Pennsylvania State Police Request for Criminal Record Check
  - Annual Medical Statement of Personnel form
  - Reference Review
- Physically and mentally fit to meet the demands of the position

### **KNOWLEDGE, SKILLS, and ABILITIES**

- Knowledge of streets and fire apparatus response routes within the GFC response area.
- Ability to learn and demonstrate a wide variety of fire policing and related duties and methods.
- Ability to work well with others and work as a team member under the supervision of an officer of the fire police or fire officer.
- Ability to establish rapport and interact professionally, sensitively, and patiently with individuals of all ages and abilities.
- Ability to exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Ability to understand and follow written and oral instructions and orders in the English language.
- Ability to effectively communicate orally and in written correspondence.
- Ability to work and remain calm under stressful situations.
- Ability to read a variety of informational and technical documentation, directions, instructions, and methods and procedures.
- Ability to write job-related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech.
- Ability to achieve and maintain adequate level of fitness to perform essential functions of the job.

### **WORKING CONDITIONS**

Significant exposure to undesirable working conditions such as outside weather, fumes, airborne particles, moving mechanical parts, wetness, humidity, toxic or caustic chemicals, risk of electrical shock, vibration, working at night, working while wearing heavy equipment, risk of radiation, risk of blood borne/airborne pathogens, and varying noise levels.

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**PHYSICAL ACTIVITIES**

Essential functions require maintaining physical condition necessary for significant physical activity such as: sitting, standing, walking, running, kneeling, crouching/stooping/squatting, crawling, twisting upper and lower body, climbing, balancing, pushing, pulling, driving a motor vehicle under stressful conditions and varying speeds, regularly lifting and or maneuvering up to 50 pounds.