

**POSITION DESCRIPTION – SAFETY OFFICER – VOLUNTEER**

**Purpose:**

The purpose of this standard operating guideline is to specify the duties and responsibilities for a safety officer.

**Supervision Received:**

Works under the direct supervision of the Chief and/or Assistant Chief.

**Supervision Exercised:**

None.

**Essential Duties and Responsibilities:**

- A. Shall have and maintain a knowledge of current federal, state, and local laws regulating occupational safety and health applicable to the fire service work environment.
- B. Shall have and maintain a knowledge of current potential safety and health hazards involved in firefighting and other related activities.
- C. Shall have and maintain a knowledge of current principles and techniques of management of a safety and health program.
- D. Shall have and maintain a knowledge of the current health and physical fitness factors that affect the fire service work environment.
- E. Shall have the responsibility to identify and cause correction of health and safety hazards.
- F. Shall have the authority to cause immediate correction of situations that create an imminent hazard to personnel.
- G. At an emergency incident, when activities are judged by the safety officer to be unsafe and to involve an imminent hazard, the safety officer shall have the authority to alter, suspend, or terminate those activities. The safety officer shall immediately inform the Incident Commander of any actions taken to correct imminent hazards at an emergency scene.
- H. Shall submit recommendations on safety and health to the Chief and/or Assistant Chief.
- I. Shall provide information and assistance to officers and firefighters in surveying the district to identify and report safety and health hazards that could have adverse effects on operations.
- J. Shall periodically report to the Chief and/or Assistant Chief on the adequacy and effectiveness of and compliance with the safety-related rules, regulations, and standard operating guidelines.

- K. At the scene of high-risk incidents, the safety officer shall identify and mitigate safety hazards in accordance with the provisions of the safety and health program.
- L. The functions of the safety officer at high-risk incidents shall be integrated with the command structure, and the safety officer shall report to the Incident Commander.
- M. The safety officer shall be involved in the process of post incident critiques in order to review the safety factors involved in emergency incidents.
- N. Shall cause safety supervision to be provided for training activities, including all live burn exercises.

**Peripheral Duties:**

- A. Interacts with, supports, and assists members as directed within the chain-of-command.
- B. Assists in training new members, as assigned.
- C. Assumes duties of a Company Officer, as assigned.

**Minimum Qualifications:**

- A. High school graduate or GED equivalent.
- B. Possess a valid driver's license.
- C. Clean driving record for the previous two years.

**Minimum Requirements:**

- A. Must live in the district or within one mile of the district boundaries.
- B. Must be a citizen of the United States of America.
- C. Must be able to pass a complete health screen process including drug and alcohol testing which is provided by the official medical physician of the district before appointment.
- D. Minimum age requirement is 18 years of age.
- E. Must be able to speak, read, and write the English language.

**Training/Incident Response Requirements:**

- A. EMT's must maintain Kentucky State EMT-B Certification, in accordance with Kentucky State EMS Regulations.
- B. EMT's must maintain Boone County SAED certification as required by the district.
- C. Must obtain 50 hours of training per year (12.5 hours per quarter) and respond to 15% of the emergency incidents in a given quarter.

**Selection Guidelines:**

May include any or all of the following: Formal application; written test; practical skills examination; physical ability test; oral examination; background/driver's license verification and check; hiring list; offer of membership; post-offer physical examination, including drug screen.

**Tools and Equipment Used:**

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

**Physical Demands:**

The physical demands described here are representative of those that must be met by any member 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 member is frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools, controls; and reach with hands and arms. The member is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The member 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.

**Work Environment:**

The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in office, vehicle, and outdoor settings; in all weather conditions, including temperature extremes; during day and night shifts. Work is often performed in emergency and stressful situations. Individual 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. The member occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.