

**POSITION DESCRIPTION – OFFICER CANDIDATE– CAREER/VOLUNTEER**

**General Purpose:**

This position is a preparatory position for leadership or advanced leadership in the Burlington Fire Protection District. The Officer Candidate personnel hold no rank. However, by participating in the Officer Candidate Program, the individual may be extended opportunities to assist current officers at any level of the department in their officer duties under close direction, and instruction. This position will allow members interested in pursuing leadership positions in the future, at any level of the organization, to learn first-hand what the various jobs are within the department and how these job duties are completed. These include a variety of administrative, supervisory, and technical work in fire suppression, emergency medical services, hazardous materials, fire prevention, and public education activities. Officer Candidates will typically be re-assigned to various functions within the department to allow for a broad understanding of the organization. Assignments will be at the direction of the Fire Chief or the Chief's designee.

**Supervision Received:**

Works under the general supervision of an existing officer in the Burlington Fire Protection District as assigned. Assignments will be changed periodically during the tenure as an officer candidate.

**Supervision Exercised:**

Limited supervision of others unless working under the direction of an existing officer with a supervisory function.

**Essential Duties and Responsibilities:**

- A. This position and its duties are assigned in addition to the member's current responsibilities. Consideration will be given to balance Officer Candidate responsibilities with the current position responsibilities however additional work may be required.
- B. Works closely with the department officer to whom he/she is assigned to learn the functions and responsibilities of the position.
- C. Assists assigned Supervisor in ensuring that all assigned personnel, apparatus, and equipment are ready for duty.
- D. Assists assigned Supervisor in ensuring that all assigned personnel carry out their duties in a safe and timely manner.
- E. Assists assigned Supervisor in determining methods of fire suppression, extrication, and rescue.
- F. Assists assigned Supervisor in coordinating and managing all types of emergency programs and scene operation preparations using established Incident Management System (IMS) procedures.
- G. Assists assigned Supervisor in supervising and participating in laying of hose lines, directing of water streams, pressures of streams, placing of ladders, ventilation of buildings, rescuing of persons, placing of salvage covers, emergency medical services operations, hazardous materials operations, and all other emergency operations.
- H. Assists assigned Supervisor in supervising and participating in maintenance of district equipment, supplies, and facilities.
- I. Assists assigned Supervisor in instructing firefighters in duties, use of tools, raising of ladders, and rescue and salvage work.
- J. Assists assigned Supervisor in monitoring, observing, and participating in district activities to ensure that assigned personnel's conduct and performance conform to district standards, policies, and guidelines.
- K. Carries out duties in conformance with district policy.

- L. Using and understanding district map book, responds to alarms received and directs routes to be taken.
- M. Assists assigned Supervisor in directing work of all personnel at an emergency scene until relieved by superior officer.
- N. May assume Incident Command under the direction of assigned Supervisor.
- O. Assists assigned Supervisor in fairly evaluating performance of assigned personnel.
- P. Assists assigned Supervisor in supervising and participating in the operation of district in-service training activities.
- Q. May be asked to present programs to the community/district on safety, medical, and fire prevention/suppression topics.
- R. Participates in and supervises the inspection of buildings, pre-fire planning, hydrants, and other structures in fire prevention and/or community education programs.
- S. Accurately prepares a variety of reports and records including, but not limited to, supply requisitions, incident reports, training reports, etc.
- T. Maintains positive working relationships with the public and district members.

**Peripheral Duties:**

- A. Maintains knowledge and competency of current trends in the field.
- B. Serves as a member of various district committees, as assigned.
- C. May represent the district in a variety of local, county, state, and other meetings, as assigned.
- D. Coordinates activities with other supervisors and exchanges information with other officers and officer candidates.
- E. Maintains contact with the public and district officers in the performance of district activities.

**Minimum Qualifications:**

- A. High school graduate or GED equivalent.
- B. Possess a valid driver's license.
- C. Kentucky Certified Career Firefighter (Career).
- D. Kentucky Certified Volunteer Firefighter (Volunteer).
- E. Kentucky Certified Emergency Medical Technician.
- F. Boone County SAED Certified (Career).
- G. Prefer Kentucky Certified Fire Prevention Inspector (Career/Volunteer).
- H. Prefer Kentucky Certified Level I Fire Instructor (Career/Volunteer).

**Minimum Requirements:**

- A. Must be an active member of the Burlington Fire Protection District.
- B. Must be a citizen of the United States of America.
- C. Minimum age requirement is 18 years of age.
- D. Must be able to speak, read, and write the English language.

**Training/Incident Response Requirements:**

- A. Officer Candidates will be required to participate in specific officer candidate training and education as identified by the Department.

**Selection Guidelines:**

Must currently serve as a member of the Burlington Fire Protection District. Review of education and experience; written examination and/or assessment center; oral board; background/driver's license verification and check; offer of employment/membership.

**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.