

# **SPOKANE COUNTY FIRE DISTRICT 8**

## POSITION DESCRIPTION

(12-4-07)

### **Support Services Volunteer Support Services-Incident Response Volunteer**

#### **Basic Function:**

Performs functions of clerical, prevention/education, event planning, incident response, and other duties as assigned to support the mission and members of the Fire District

**Reports to:** Deputy Chief-Support Services or Deputy Chief-Operations

#### **Duties and Responsibilities:**

1. May respond to emergency incidents and performs assigned incident support tasks in accordance with Fire District 8 and Washington State standards.
2. Participates in training and maintenance of equipment.
3. May drive and operates fire department apparatus in accordance with applicable state laws and District policies and procedures.
4. May perform routine clerical duties to include data entry, file organization, and direction of customer inquiries.
5. May perform fire prevention and education functions.
6. May participate in events planning and execution to include but not limited to annual awards banquet, and special events.
7. Performs other duties as may be assigned within the scope of the position.

#### **Requirements for the Position:**

1. Possess the ability to read, write, communicate, and learn skills required within the scope of the position.
2. Possess a valid Washington State driver's license and maintain driving record per District policy. May be required to maintain (EVAP) Emergency Vehicle Accident Prevention certification.
3. Successfully complete annually required training and skill maintenance as necessary.

**Working Conditions:**

Working conditions are typically in an office environment. May also include exposure to physically and mentally stressful situations to include: extreme temperatures and adverse weather.

**Physical Requirements:**

1. Must pass and maintain Districts minimum medical physical.

**Other Requirements:**

1. Must pass oral interview and District medical physical. Must pass District background investigation.