

**CONSOLIDATED FIRE DISTRICT 2
JOB DESCRIPTION**

COMPREHENSIVE FIREFIGHTER INTERN PROGRAM & JOB DESCRIPTION

POSITION TITLE:	<u>Firefighter Intern</u>
SUPERVISOR:	Training Captain
POSITION TYPE:	Uniformed, Temporary, Flexible Shift Schedule
RETIREMENT PLAN:	Exempt (Defined as a Temporary Position only)
SOCIAL SECURITY:	Non-Exempt
FLSA STATUS:	Non-Exempt
ESTABLISHED DATE:	October 19, 2022

POSITION SUMMARY

The Firefighter Intern position is designed for individuals currently enrolled in Firefighter I, Firefighter II, and EMT certification courses. This temporary position requires little or no practical experience in firefighting. Work is usually performed in accordance with general supervision and written procedures, under the command of a fire district officer. This internship provides hands-on experience in fire suppression, EMS operations, station duties, equipment maintenance, and emergency response support while preparing candidates for a future career in the fire service. Interns will work alongside career firefighters and EMS personnel to gain practical experience, develop professional skills, and participate in department operations and training activities.

PROGRAM PROGRESSION & EMPLOYMENT OPPORTUNITY

During the interim time between hire date and the completion of the required certifications and job requirements for Probationary Firefighter, the Firefighter Intern will be trained in emergency medical practices and firefighting skills, as well as daily operations typically performed on the shift level. This internship is designed to last for a period of time that is reasonable, generally up to 18 months, to complete the required Fire/EMS pre-hire certifications.

To remain eligible for the intern program and future opportunities, interns must submit their certification results within 30 days of completing an approved course.

As soon as the Intern completes all required Fire/EMS certifications and requirements, the Firefighter Intern may be evaluated for performance with the intent of offering a full-time Probationary Firefighter position. At that stage, all timelines and expectations of a Probationary Firefighter will apply as with any other new hire. If positions are not available at the conclusion of the internship period, the internship may end, or interns may be considered for future employment opportunities within the department as vacancies arise.

MINIMUM QUALIFICATIONS

To perform the essential functions of this position, the employee must possess the following qualifications:

Education, Certifications, and Licenses

- Valid driver's license.
- Actively enrolled in class to obtain EMR/EMT certification from the State of Kansas Board of EMS or the National Registry OR actively enrolled in class to obtain Firefighter I/II certification.
- Accelerated courses do not align with the structural requirements of the intern program and will not qualify an applicant for an intern position.

Knowledge, Skills, and Abilities

- Ability to establish and maintain positive, effective working relationships with supervisors, firefighters, the governing board, and the general public.
- Ability to work in a team-oriented environment with a strong work ethic and willingness to learn.
- Ability to communicate effectively, both orally and in writing.
- Ability to independently maintain and/or improve knowledge, skills, and abilities.
- Ability to function in life/death situations relying on sight, hearing, smell, and touch to make critical decisions while maintaining the safety of others and self; willingness to accept the inherent risk of bodily injury or death in the performance of duties.
- Ability to pass a department background check and meet all physical entry requirements.

PREFERRED QUALIFICATIONS & CHARACTERISTICS

Education, Certifications, and Licenses

- High School Diploma (or equivalent).
- Enrollment in either a Fire Academy or EMT class.

Knowledge, Skills, Abilities and Assessments

- Successful completion of a Certified Physical Agility Test (CPAT) administered by an accredited/approved testing facility is considered an asset/bonus.
- Base knowledge of generally required workplace practices and communication skills.
- Interest in, and aptitude for, learning modern firefighting principles, practices, and procedures, including hydraulics.
- Interest in, and aptitude for, learning about the operating and maintenance requirements of various types of apparatus, tools, and equipment used in firefighting activities.
- Interest in, and aptitude for, learning building construction, fire alarm, fire sprinkler, and fire suppression systems.

Desired Personal Characteristics

- Positive attitude, dependable, punctual, and a strong desire to pursue a lifelong career in the fire service.
- Strong communication skills and the clear ability to perform effectively under pressure.

DUTIES AND RESPONSIBILITIES

The following represent the essential functions of this position. Additional duties may also be assigned and remain essential to successful performance:

- Safety & Professionalism: Always maintain professional conduct and appearance. Commit to a high standard of safety, complying with all safety policies and rules, and reporting violations or potential hazards to a supervisor. Must not pose a direct threat or significant risk of substantive harm to the safety or health of self or others.
- Training & Compliance: Participate in a continuing program of training and instruction, including attendance at scheduled drills, crew-level training, and classes. Read, understand, and adhere to governing board and/or departmental orders, bulletins, directives, memoranda, and policies. Demonstrate positive behavior in support of District policies, goals, and objectives.
- Participate in community and public relations events as assigned.
- Station Operations: Assist with general maintenance work in the upkeep of fire station buildings, quarters, and grounds. Mow, trim, clean, wax, polish, and maintain assigned equipment.
- Equipment Maintenance & Logistics: Pick up, refill, and maintain SCBA air tanks and related equipment. Run department errands including obtaining parts, supplies, and equipment. Deliver equipment and supplies to appropriate fire stations and department locations. Assist with the inspection and maintenance of assigned equipment and radios to ensure proper operating condition. Learn how to make necessary adjustments or changes in operating generators and smoke ejectors.
- Medical Services: Assist with performing emergency rescue and required emergency medical services to the level of current certification (e.g., cardiopulmonary resuscitation (CPR), application of compresses, back and neck supports, braces, splints, etc.).
- Post-Incident Operations: Assist with post-fire salvage operations such as protecting, removing, and recovering property and building contents.
- Fireground & Tool Operations: Learn and train on topics including operating extinguishers, hose nozzles, and directing water streams. Raise and climb ladders; use an axe and similar tools to ventilate buildings and expose hidden fire areas. Learn the operation of saws, power jacks, and a variety of other rescue equipment. Connect to and operate fire hydrants proficiently.
- Emergency Response Support: Respond with an Officer to emergency medical, rescue, and fire calls in accordance with standard practice guidelines and provide appropriate emergency services. Move fire and accident victims to safe locations under proper guidance.

5-PART CORE INTERN PROGRAM FRAMEWORK

The internship training curriculum is divided into five functional tracks to provide well-rounded development and structured milestone tracking via the Intern Task Book:

1. Fire Operations

- Basic SCBA abilities & skills development
- Fit-testing compliance
- Involvement in low-risk IDLH (Immediate Danger to Life or Health) scene operations

- under direct supervision
- Advancing hose lines and other basic firefighting operations

2. Emergency Medical Services (EMS)

Education, practical skill development, and direct verification on limited core EMS skills:

- High-quality chest compressions
- AED operation
- Hemorrhage control
- Vital signs assessment

3. Community Risk Reduction / Prevention

Exposure and direct orientation to active division tasks:

- Commercial & final inspections
- Alarm and fire sprinkler system testing
- Smoke and Carbon Monoxide (CO) detector installations
- Fire investigations field training

4. Administration & Support

Orientation to the operational structure of Department Administration, with an emphasis on foundational support divisions:

- General Operations overview
- Assist Training Division and learn core functions
- Assist with departmental support services

5. Station and Shift Operations

Integration into full shift routines, covering day-to-day duties, station expectations, responsibilities, and team integration.

WORK SCHEDULE, SHIFTS & PERFORMANCE PROGRESSION

Interns are guaranteed a minimum of 24 hours per week. Continued advancement within the internship program, including increased work hours and shift privileges, is strictly merit-based and contingent upon performance, attendance, reliability, professionalism, and overall departmental needs.

Shift & Hour Advancement Thresholds:

- Earn up to 40 hours per week based on performance evaluations.
- Become eligible to work extended, limited 24-hour shifts as predetermined milestone tasks are successfully signed off in the Intern Task Book. Preference is given to scheduling 24-hour shifts Monday – Friday.
- Must maintain flexibility and willingness to work weekends and holidays as the District determines necessary.

PHYSICAL & ENVIRONMENTAL REQUIREMENTS

To successfully perform the essential functions of this position, the intern must be physically fit and capable of demanding firefighting activity, with or without reasonable accommodation:

- Ability to crawl, run, climb, bend, stoop, twist, reach, contort, and lift/carry up to 175 lbs while wearing heavy protective gear.
- Ability to stand, walk, climb, and perform highly strenuous tasks in varying, extreme weather conditions.
- Ability to safely operate department vehicles and designated tools/equipment.
- Environmental Hazards & Exposure: Must be willing to face exposure and take strict safety precautions against carcinogenic dusts, toxic substances, infectious agents, and the visual/emotional shock of burn and trauma victims.
- Operational Environment Conditions: Must be prepared to operate continuously within an emergency firefighting environment; work in intense life-threatening conditions; face exposure to fire, smoke, bodily fluids, noise, potentially hazardous materials, and dangerous animals; and manage the inherent hazards of emergency driving, traffic control, operations in/near active traffic, natural and man-made disasters, as well as hazardous materials incidents.

DISCLAIMER

Nothing in this job description is a guarantee, promise, or contract for consideration for promotion, for employment, or for any terms and conditions of employment. Employment is at all times "at will." Either the District or the employee may end the employment relationship at any time for any reason. The Governing Board and Fire Chief have complete discretion for all policies, procedures, and decisions. No one has the authority to make any oral or written promises that will be binding on the District with regard to employment, unless the promise is explicitly set forth in writing in a document entitled "Employment Agreement." To be binding and effective, the "Employment Agreement" must be signed by all members of the Governing Board and the specific employee.