



NORTHSHORE FIRE PROTECTION DISTRICT

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Firefighter Intern Program Overview

The Position:

The overall purpose of this position is to provide a successful fire academy graduate or equivalent with the means to complete the requirements of Firefighter I as set forth by the California State Fire Marshal. This will be achieved through continued training, experience and length of service. For this reason, an Intern will require a one (1) year minimum commitment to the position with the option, at the discretion of the District, to extend the position for a total of three (3) years maximum service, one year at a time. Extensions may be granted based on the Intern's Performance Evaluations and willingness to achieve CSFM Firefighter II Certification and further education.

Commitment:

The Firefighter Intern will work a minimum of 96 hours every month. The shifts may be split into four 24-hour shifts, two 48-hour shifts. Other arrangements may be made with approval from the Fire Chief or program administrator.

Definition and Nature of Work:

In accordance with the policies and procedures (P&P), standard operational guidelines (SOG), and Injury and Illness Prevention Program (IIPP) of the Northshore Fire Protection District (NFPD), the Firefighter Intern will have the opportunity to learn fire suppression, fire prevention, fire and hazard control and emergency medical aid skills by participating in these activities in the day to day operation of the District. Specifically, this is a training position that will provide on-the-job skills development for Firefighter Interns with a demonstrated desire and ability to pursue a career in the fire or emergency services. It is not the intent of this program or of the District to use Firefighter Interns as regular employees, nor to displace a regular employee or volunteer except as stated in NFPD Policies and Procedures.

Supervision Received:

The Fire Chief or designee shall supervise and administer the Firefighter Intern Program. An Intern Firefighter will report to their Fire Officer or on duty crew and Battalion Chief as assigned. Interns should be capable of handling routine tasks without constant supervision.



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Program Specifics:

- The intern program is an at-will position in which either party can break the relationship with no liability.
- Firefighter Interns may be allowed to stay in the program for three consecutive years with approval each year.
- The Firefighter Intern shall *not* be entitled to any employee benefits except for those addressed in policies and procedures.
- The Firefighter Intern shall *not* anticipate the offer of future employment for participating in the program.
- Time as a Firefighter Intern shall *not* count as time served should the Intern become a paid employee of the District in the future.
- Firefighter Interns work a 24-hour shift from 0800 to 0800 and have the option to work a 48-hour shift.
- The shift(s) worked will be chosen by the intern.
- Firefighter Interns will work at least 96 hours every month.
- There will be a \$5 Fuel Reimbursement Per Call
- The District will provide two (2) t-shirts. Subsequent uniform items will be at the expense of the Firefighter Intern.
- Firefighter Interns will be assigned and rotate stations every four months between the three full time stations providing them exposure to operations of each station. This may be altered by the Fire Chief or program administrator if necessary.
- The Firefighter Intern shall receive a performance evaluation quarterly from the program administrator and Fire Chief and a one-year performance evaluation at the end of each year (three rotations) by the program administrator and Fire Chief.

Essential and other important responsibilities and duties may include, but not limited to, the following:

- Maintains District equipment and apparatus.
- Performs necessary facilities maintenance to contribute to the District's operational readiness. Which may involve ensuring the apparatus are properly equipped; performing routine preventative maintenance on vehicles and perform daily station housekeeping such as washing windows, cleaning floors, grounds keeping, etc.
- Rides in District apparatus to incidents, places equipment, extends and connects hoses and nozzles, raises and climbs ladders, uses chemical extinguishing agents and other tools and equipment as required.



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- Performs fire suppression duties, including nozzle operations, forcible entry, ventilation, salvage, overhaul, pump operations, etc. using established firefighting techniques.
- Provides emergency medical service and pre-hospital care to the sick and injured. These incidents range from flu-like symptoms to trauma. Contributes to the saving of lives during an emergency by removing the victim to a safe environment if possible, assess vital signs, and perform the proper emergency medical aid to help the victim stay alive until advanced life support is available.
- Responsible for performing emergency operations within the Incident Command System.
- Develop and maintain skills through ongoing training, drilling and evaluations.
- Receives emergency alarms, operates radio and other communications equipment under routine and emergency conditions.
- Completes and maintains reports, records, and forms in a timely manner as directed by the Chief Officers or Company Officer.
- Participates in minor maintenance and inspection of fire hydrants, apparatus, and equipment.
- Participates in company level fire and life safety inspections of commercial, educational and residential occupancies.
- Participates pre-fire planning which involves describing the building construction, obtaining owner/occupant information, and diagramming hydrant location, flammable liquid storage, open stairways, hazardous operations and other significant features in a fire situation. Information will be placed on maps and drawings to be used for training and at fire scenes.
- Participates in the testing of pumpers, hose, ladders, fire hydrants and extinguishers.
- Participates in public education, contributes to positive public response to the Fire District and fire prevention programs by conducting station tours.
- Maintains operational readiness by participating in station and field training exercises. **Training would include, but not be limited to:** physical fitness, area orientation, vehicle orientation, hydraulics, ventilation, hose lays, breathing apparatus, building construction, tactics, strategy logistics, first responder, CPR, extrication, rescue, safety, and arson detection/investigation.
- Maintains personal appearance as directed by District policy and procedures.
- Carries out other related duties as assigned.
- Possibly participate in an out of county assignment due to wildland fires.



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- Intern will be expected to have personal bedding and personal hygiene items.

Knowledge, Skills and Abilities:

- Able to comprehend the practice, principles and methods of fire suppression and fire prevention.
- Able to comprehend the proper use of emergency medical equipment.
- Able to comprehend the practices associated with other emergency operations, such as hazardous materials identification and recognition.
- Knowledge and ability to follow rules, regulations, safety standards and established operating standards as prescribed by the Chief Officers of the District.
- Must become familiar with the various types of vehicles and apparatus in use, including care, operation, and minor routine maintenance.
- Participates in and assists with training and attends classes on firefighting, emergency medical services, USAR, Water Rescue, etc. as required.
- Ability to carry out oral and written instructions with and without direct supervision.
- Ability to understand and follow direction of commanding officer under adverse conditions.
- Ability to deal with emergency situations in an effective manner that will facilitate the quick and efficient completion of their assignment.
- Ability to establish and maintain good working relationships with other employees both as a team member or individually and the community at large.
- Ability to perform sustained physical labor, climb ladders, and work at considerable heights.
- Ability to learn and perform a variety of firefighting duties and methods within a reasonable working period.
- Ability to perform strenuous work requiring ongoing physical exertion for extended time periods.
- Ability to fluently speak read and write the English language.

Work Experience and Education:

- High School Graduate or G.E.D. equivalent.
- Must be eighteen (18) years of age or older at time of appointment.
- Must maintain a valid California Class C driver's license. The Firefighter Intern must be enrolled in the DMV pull notice program.
- All applicants will have to pass a routine background check.



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- Ability to meet District physical standards.
- Have current CPR certification and be an EMS or First Responder.
- Preference may be given to applicants that currently hold a valid Emergency Medical Technical certification and/or have successfully graduated from a Firefighter I Academy.

Physical Demands: *The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this job.*

Emergency activities may expose firefighters to hazardous conditions, materials, or health risks during fire suppression, hazardous materials incidents, or in caring for the sick and injured.

Performance of hazardous tasks requiring strenuous physical exertion may occur for long periods of time under extremely adverse and stressful conditions.

The member must frequently lift and/or move up to 40 pounds and occasionally lift and/or move up to 200 pounds or more. Specific vision abilities required by this position include close vision, distance vision, color vision, 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.*

Work is performed primarily in the station, in vehicles, 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 noise and hazards associated with fighting fires and rendering emergency medical assistance, including 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, risk of electrical shock, and vibration.

** Listing is for purposes of example only and is not intended to be all-inclusive. Individual is expected to perform any additional duties requested.*



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Schedules:

The Firefighter Intern will work a minimum of 96 hours every month. The shifts may be split into four 24 hour shifts or two 48-hour shifts. Firefighter Interns work a minimum 24-hour shift from 0800 to 0800 and have the option to work a full 48-hour shift.

Firefighter Interns will receive a \$5.00 fuel reimbursement for each call they respond to during their shift. If more than one Firefighter Intern signs up for a shift which conflicts with another Firefighter Intern, the shift will be assigned on a case by case basis decided by the Fire Chief or program administrator. If different hours are requested whether more or less, or different on-shift/off-shift times, the same will apply.

Stipulation:

Upon being accepted into the Firefighter Intern Program, The Firefighter Intern shall sign an agreement stating they have read the program overview which outlines the terms and conditions of service and clarifies that he/she is not considered a paid employee or a regular volunteer member of the District. In addition, Firefighter Interns who are accepted into the program must complete a mandatory District orientation and task book.