



ARLINGTON FIRE DEPARTMENT

6231 188th St NE
Arlington, WA 98223
(360) 403-3600

firedepartment@arlingtonwa.gov

VOLUNTEER FIREFIGHTER/EMT

Classification:	Volunteer
Hours:	24-hour shift: 6:00 a.m.– 6:00 a.m.
Stipend:	\$275.00 per shift \$25.00 per off-duty drill/call
Application Period:	Continuous

QUALIFICATIONS:

- Must be at least 18 years of age and able to work legally in the United States
- High school diploma or equivalent (GED)
- Washington State driving record acceptable to the City
- Current Washington State EMT certification or National Registry
- Current Washington State Firefighter 1 certification
- Documentation of current, successful completion of a Candidate Physical Ability Test (CPAT) at time of application and at time of acceptance into the volunteer program
- Successfully pass a medical examination by a doctor chosen by the City of Arlington
- Successfully complete departmental training requirements
- Successfully pass a background check through the WSP WATCH program

APPLICATION AND SELECTION PROCESS:

- Submit a completed online [Application for Employment](#) and WSP WATCH Background Check Authorization.
- Submission must include a photocopy of current EMT certification, valid Firefighter 1 certificate, current CPAT, and Washington State Driver's Abstract from State of Washington Department of Licensing (or other state of residence). Applications which are incomplete will not be accepted.
- Applicants who meet the requirements may be invited to take part in an interview.

ACCOMMODATION TO PARTICIPATE IN THE JOB APPLICATION OR SELECTION PROCESS FOR
EMPLOYMENT MAY BE MADE UPON REQUEST. EQUAL OPPORTUNITY EMPLOYER.

CITY OF ARLINGTON

JOB DESCRIPTION

Title: *Volunteer Firefighter/EMT*
FLSA: *Non-Exempt*
Union: *Non-Represented*
Reports To: *Fire Captain or designee*

Job Summary

Individuals perform a complete range of firefighting activities and operate any and all Fire Department equipment, tools and apparatus to protect life and property and deliver emergency medical care at the Emergency Medical Technician level. Work is performed in accordance with specified policies, procedures and practices learned on-the-job and through training. Individuals spend substantial amounts of time engaged in routine inspection, testing, cleaning and maintenance of equipment, apparatus and quarters and/or supervised firefighting, first-aid, CPR or other associated training as directed.

Working involves the potential for personal injury, and individuals must be able to act without supervision and exercise independent judgment and discretion during emergencies to assure safe operations.

Fire prevention and suppression assignments are normally performed in accordance with departmental policies, rules, Standard Operating Practices and established precedent, with matters requiring deviation normally referred to the ranking assigned officer for decision or direction.

While certain duties are performed indoors, fire suppression and Emergency Medical Technician duties are performed in or out of doors in all types of weather conditions under extremely hazardous, unpleasant and stressful conditions. Work may involve the performance of extremely physically demanding tasks for extended periods.

Essential Job Functions:

- Respond via mobile apparatus to calls or reports of actual, possible or potential occurrences of fire, vehicle accidents, explosion, unconfined hazardous/volatile material/chemical contamination or other property and/or life threatening emergency conditions to suppress, control, remove, contain or otherwise mitigate the situation or hazardous materials.
- Clean, service and test designated apparatus and equipment to ensure constant readiness for emergency response; inventory associated tools, equipment and effect their appropriate placement; report to superiors any observations of actual or potential equipment deterioration, malfunction, failure or loss.
- Remove individuals and property from hazardous situations in accordance with established departmental procedures governing the circumstances.
- Render emergency medical services to the EMT level utilizing standard procedures and equipment.
- Perform salvage tasks as required including covering furnishings, ventilation of premises; removing debris and pumping; sweeping and vacuuming water.

- Participate in drills, simulated catastrophes, classes, seminars and other learning/training exercises.
- Perform general maintenance work on equipment and quarters such as cleaning, polishing and minor adjustments and repairs of apparatus and accessories; washing and polishing vehicles; washing, hanging and drying hoses; vacuuming carpets; washing walls and floors; and, checking and replenishing consumable supplies.
- Perform activities in the preparation of pre-fire maps including building drawings and gas and/or electrical service(s) shut-offs utilizing a personal computer and/or hand drawing sketches and layouts.
- May conduct presentations and tours of facilities for school groups and service organizations on fire prevention, suppression procedures and equipment.

Knowledge, Skills and Abilities

- Ability to read, interpret and properly apply laws, policies, and procedures.
- Ability to communicate effectively both orally and in writing.
- Ability to memorize and recall detail, e.g., streets, roads and related geographical features to facilitate response to calls and alarms.
- Ability to drive fire emergency service vehicles safely and effectively under emergency conditions.
- Ability to maintain composure, self-control, and cope with situations tactfully, courteously, and with respect to co-workers and citizens under highly stressful and adverse conditions.
- Ability to establish and maintain working relationships with officials, other employees and the general public.
- Ability to perform duties and maintain personal conduct, attitudes and appearances that conform to strict policies, procedures, discipline and within a “chain of command” management system.
- Ability to hold self in readiness at all times to answer calls, accept authority, obey orders of superiors and accept a strict personal and organizational code of conduct and ethics.
- Ability to adjust to a lifestyle that requires shift work including work on holidays and being subject to hold-over and call-back at any time.
- Ability to maintain a balanced perspective about life in general not withstanding a continuous potential life threatening situations.
- Ability to meet performance standards adopted by the City of Arlington as have or may be established by National Fire Protection Association and Washington State Fire Chiefs’ Association.
- Ability and stamina to perform heavy manual labor.
- Ability to work out of doors in all types of weather conditions.
- Manual dexterity and visual acuity to operate a personal computer.
- Ability to crawl, bend, twist, stoop, kneel, climb stairs and perform repetitive lifting and to maintain such activities on a sustained basis.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

**Authorization for background check through
Washington State Patrol WATCH Program**

Name: _____

Date of Birth: _____

Signature: _____

Date: _____

How to obtain your Washington State Driver Record

You can obtain your abstract by visiting the Washington State Department of Licensing website and navigating to the Drivers section. Or go to <https://fortress.wa.gov/dol/dsdiadr/>

You will need:

- Washington State driver license
- Last 4 digits of your Social Security number
- Payment method (Visa/MC/American Express)
- An email address and/or printer

The cost to obtain your abstract is \$13.00. There are different types of abstracts. You will need to select “Employment record.”

It will be available to you immediately and you can print it out and attach it to your application. It will remain available to you for 24 hours.

The screenshot shows the Washington State Department of Licensing website. The header includes the logo and navigation links: Home, Drivers, Vehicles, Professions, List of Licenses, and Moving to WA. A search bar and links for Login to License eExpress, Office Locations, and Forms are also visible. The main content area is titled 'PURCHASE A Driving record'. It explains that the record is in PDF format and requires Adobe Reader. A 'Start' button is present. A list of requirements is provided: Washington State driver license or ID card, Social Security number (last 4 digits), Visa, MasterCard, or American Express, Adobe Reader, and an email address and/or printer. A sidebar on the right contains FAQs: 'The driving record can be:' (mobile/tablets - emailed only; computers - emailed or printed), 'How much will it cost?' (\$13 per record type, 7 types, 24-hour availability), and 'Is the fee refundable?' (No). A 'See also' link points to 'Frequently asked question: Driving records'. A thumbnail image of a driving record is shown at the bottom right. The footer includes 'Home | About DOL | Contact Us | Jobs | Privacy & Use | Copyright © 2014 DOL' and the 'Access Washington' logo.

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PURCHASE A Driving record

Because the driving record is in PDF format, you'll need Adobe Reader installed. You can download Adobe Reader for free at Adobe.com.

What you'll need

- Washington State **driver license or ID card**.
- **Social Security number** - last 4 digits.
- **Visa, MasterCard, or American Express**.
- **Adobe Reader** to view and print your driving record.
- An **email address** and/or **printer**.

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