



**PROSPECT HEIGHTS FIRE DISTRICT**  
**POSITION DESCRIPTION # 6-1**  
**~~PAID-ON-CALL~~ APPRENTICE FIREFIGHTER**

**APPROVED:** *Dea Smith*  
**EFFECTIVE:** **01 SEP 19**  
**SUPERSEDES:** **01 DEC 12, 01 OCT 10**

1. **GENERAL PURPOSE**

An apprentice firefighter of the Prospect Heights Fire District protects life and property by performing fire fighting, rescue, emergency medical care, hazardous materials, and fire prevention duties through preparation, maintenance and response of fire district personnel, equipment, apparatus, and facilities. Fire fighting and emergency medical care is highly skilled work which requires much knowledge, skills and abilities which are described throughout this document.

An Apprentice Firefighter is an unpaid employee with the Prospect Heights Fire Protection District. The purpose of this position is to provide training and education to those persons who seek the qualifications for part-time employment. An Apprentice Firefighter undergoes and must fully complete the Recruit Training Program of the Prospect Heights Fire Protection District.

2. **SUPERVISION RECEIVED**

Works under the general supervision of a Lieutenant or Firefighter.

3. **SUPERVISION EXERCISED**

None

4. **TYPICAL DUTIES AND RESPONSIBILITIES**

As a firefighter, carry out the following functions and duties:

- 4.1. Participate alone or as a member of a crew in completing the duties assigned as provided for in the fire protection district Member Manual.
- 4.2. Follow all rules and regulations, policies and procedures, standard operating procedures, operational guidelines, general orders and directives of the fire protection district.
- 4.3. Maintain EMT certification as valid with the state and active for participation within the Northwest Community EMS System.
- 4.4. Meet the training requirements of the fire protection district as set forth by the training division and approved by the Fire Chief, including, but not limited to, completing training assignment(s), drill participation, and special mandatory drill attendance.
- 4.5. Remain knowledgeable of where all equipment is located on all vehicles, how to operate each vehicle and its equipment, and when capable, repair any piece of equipment damaged or inoperable.
- 4.6. Become familiar with the streets and buildings within the fire protection district.
- 4.7. Become and remain competent in the preparation of all reports and records pertaining to the duties assigned to the shift being worked and for emergency responses, training activities, and work/repair orders. Including, but not limited to, hand written, typed, or computer entered documents.
- 4.8. Respond to any and all requests for service received via dispatch over radio or telephone, business line telephone, or direct verbal reports. Upon arrival at an incident, function at the level for which you have been trained and for which the training division of this fire protection district has delivered and prepared training including, but not limited to, fire fighting, driving fire apparatus, operating pumps and equipment, laying hose, containment and extinguishment, rescue, emergency medical care and transportation, and providing other assistance as required.
- 4.9. Carries out orders issued by Incident Commander, superior officer or by nurse or physician with whom member is in communication during patient care.
- 4.10. Receives and relays fire calls and alarms. Operates radio and other communication equipment.
- 4.11. Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs.
- 4.12. Maintains fire equipment, apparatus and facilities. Performs minor repairs to departmental equipment.
- 4.13. Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.
- 4.14. Presents programs to the community on safety, medical, and fire prevention topics; Perform education to the public covering fire safety and the fire protection district's equipment and facility. Including, but not limited to, station tours, open houses, blood pressure screening of the public, and school visits and block party demonstrations.
- 4.15. Presents positive image of self and fire district to fellow members, members of other fire departments, police departments as well as elected officials and the general public.
- 4.16. Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.
- 4.17. Assists in department activities as assigned.
- 4.18. And, any other duty, activity, or function, which is safe and pertains to the operations of the fire protection district, assigned or ordered by the Lieutenant or Firefighter.



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**5. REQUIREMENTS:**

- 5.1. Must be 18 years or older at the time of employment.
- 5.2. Must possess, or be able to obtain by time of hire, at minimum, a valid Class D non-CDL driver's license for the state in which the applicant resides, without record of suspension or revocation in any State.
- 5.3. Must possess a High School diploma or GED equivalent.
- 5.4. Many not have a felony conviction or disqualifying criminal history.
- 5.5. Must be a United States citizen, either natural born or naturalized.
- 5.6. Must be able to read, write, speak and communicate using the English language.
- 5.7. Must meet residency requirements, as applicable for position applied for.
- 5.8. Must be of good moral character and of temperate and industrious habits.
- 5.9. Must possess licensure from IDPH as an EMT.
- 5.10. At time of application and time of appointment possess proof of successful completion of the IAFC/IAFF Candidate Physical Ability Test – CPAT

**6. TOOLS AND EQUIPMENT USED**

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard fire fighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone, hand and power tools commonly found in home centers and hardware stores.

**7. PHYSICAL DEMANDS**

- 7.1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- 7.2. While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms, and talk and hear. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, and taste or smell.
- 7.3. Physical activity distribution by percentage approximates as follows.
  - 7.3.1. Resting, sitting, lying, sleeping: 50 percent.
  - 7.3.2. Reading, writing, speaking, learning didactic materials, sitting in classroom or at desk: 20 percent.
  - 7.3.3. Lifting, reaching, exerting, and performing manual labor or fire fighting/emergency care skills: 30 percent.

**8. WORK ENVIRONMENT**

- 8.1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- 8.2. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee 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.
- 8.3. The noise level in the work environment is usually moderate, except during certain fire fighting or EMT activities when noise levels may be loud.

**9. ESSENTIAL FUNCTIONS**

All firefighters must possess the following abilities either prior to employment or gain such abilities during the required education and training:

- 9.1. Ability to operate both as a member of a team and independently at incidents of uncertain duration.
- 9.2. Ability to work for long periods of time requiring sustained physical activity and intense concentration.
- 9.3. Ability to spend extensive time outside exposed to elements.
- 9.4. Ability to tolerate extreme fluctuations in temperature while performing duties.
- 9.5. Ability to experience frequent transitions from hot to cold and humid to dry elements, and vice-versa.
- 9.6. Ability to work in wet, icy or muddy areas.
- 9.7. Ability to perform a variety of tasks on slippery, hazardous surfaces such as roof tops or from ladders.
- 9.8. Ability to work in areas where sustaining traumatic of thermal injury is possible.
- 9.9. Ability to face possible exposure to:
  - 9.9.1. Carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, acids, carbon monoxide or organic solvents either through inhalation or skin contact.
  - 9.9.2. Infectious agents such as tuberculosis, hepatitis A, B or C, or HIV.
- 9.10. Ability to face life or death decisions during emergency conditions.
- 9.11. Ability to face exposure to grotesque sights and smells associated with illness, trauma victims, burns and violent injury and death.



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- 9.12. Ability to cope with physical and emotional impact of repeatedly facing life and death and grotesque conditions and losses as well as dangerous and hazardous situations.
- 9.13. Ability to make rapid transition from rest to near maximal exertion without warm-up periods.
- 9.14. Ability to operate in environments of high noise, poor visibility, limited mobility, at heights and in enclosed or confined spaces.
- 9.15. Ability to perform physically demanding work while wearing positive pressure breathing apparatus.
- 9.16. Ability to perform physically demanding work in hot (up to 400 degrees Fahrenheit), humid (up to 100 percent) environments while wearing personal protective clothing which impairs body cooling mechanisms.
- 9.17. Ability to wear personal protective equipment that weighs approximately 50 pounds while performing various fire fighting, rescue and emergency service tasks described herein.
- 9.18. Ability to perform complex tasks during life-threatening emergencies.
- 9.19. Ability to face a personal danger which includes, but is not limited to, dangerous persons, animals, hazards associated with driving vehicle under emergency response conditions, working in and around traffic, buildings or vehicles burning, and hazards associated with natural or man-made disasters.
- 9.20. Ability to use and operate hand, manual and power tools in the performance of both emergency and non-emergency duties.
- 9.21. Ability to carry, raise, climb, and work from ground and aerial ladders, of 100 feet in height or greater, without inhibiting fears of heights.
- 9.22. Ability to carry or drag up or down a set of stairs or across walkable grade an average weight adult from a burning structure or other dangerous situation.
- 9.23. Ability to climb over and through rafters and studs to access fire, control hazard or affect rescue.
- 9.24. Ability to lift and carry at least 50 pounds over vertical and horizontal surfaces a distance of at least 250 feet.
- 9.25. Ability to drag hose of up to six inches in internal diameter both charged with and without water, limited distances in the horizontal and vertical direction.
- 9.26. Ability to connect hose couplings to one another and various fire fighting appliances and nozzles and operate the nozzle control and valves while water is flowing.
- 9.27. Ability to lift and carry a stretcher loaded with an average size adult up or down flights of stairs using one (1) other person to assist with weight bearing.
- 9.28. Ability to use senses of sight, hearing, smell and touch to determine the nature of the emergency, maintain personal safety, make critical decisions in a confused, chaotic and potentially life threatening environment, throughout the duration of the operations.
- 9.29. Ability to understand and carry out oral and written orders, rules and regulations, policies and procedures, standard operating procedures and operational guidelines and assignments in both emergency and non-emergency situations.
- 9.30. Ability to effectively speak and communicate the English language to both members and non-members of the fire protection district both in person, face-to-face and using technology such as telephone and radio.
- 9.31. Ability to effectively read and write, using pen or pencil, in the English language.
- 9.32. Ability to assimilate, retain and effectively uses geographic knowledge concerning the fire protection district, city and surrounding communities.
- 9.33. Ability to work varying days and times of the week, including days, evenings and nights, both weekdays and weekends and holidays.
- 9.34. Ability to cope with working odd and irregular hours away from family and friends.
- 9.35. Desire to serve and protect the public.
- 9.36. Ability to willingly respond positively to supervisory guidance, discipline, coaching and counseling.
- 9.37. Ability to interact and socializes willingly and appropriately with others, both members and non-members of the fire protection district, during lengthy periods of time such as the 24-hour shift.
- 9.38. Cooperate with and respect supervisors and superior officers.



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10. REQUIRED EDUCATION, TRAINING, AND CERTIFICATIONS
- 10.1. Complete an Illinois Department of Public Health EMT Training Program and have passed the IDPH state test for EMT. EMT certification/licensure must be maintained until the member resigns from the fire protection district staff.
- 10.2. Complete an approved by the training division OSFM Basic Operations Firefighter Training Program and have passed the Office of the State Fire Marshal's Basic Operations Firefighter test. Completion of the training program includes the required ride-along shifts and checklist which is to be completed as part of the ride-along shifts.
- 10.3. Complete the OSFM Hazardous Materials First Responder-Operations training program and obtain certification in same from the OSFM.
- 10.4. Complete and obtain certification in the OSFM Technical Rescue Awareness training program.
- 10.5. Complete the classroom portion of the OSFM Fire Service Vehicle Operator training program.
- 10.6. Complete the Courage to Be Safe training program.
- 10.6.1. Completed DHS ICS 100, ICS 200, IS-700, and IS-800
- 10.7. Complete within the probationary period a new member orientation ~~checklist~~ task ~~task~~ tool which covers tools, equipment and apparatus operation and use as well as policy procedure guidelines and other knowledge requirements.
- ~~10.8. Obtain at minimum a class B non-CDL license and be approved by the training division as a qualified driver/operator as specified in the Fire District's Members Manual.~~
- 10.9. Become able to complete reports using ~~both typewriter and computer~~.
11. SELECTION PROCEDURE  
Members are selected and appointed to the fire protection district based on the written policy and procedure contained in the Fire District's Member manual.
12. EVALUATION OF ABILITY AND RESPONSIBILITY  
On an informal and periodic basis the officers and Fire Chief will evaluate, discuss with, and provide feedback to the firefighter regarding his or her performance since the last review. On an annual basis the officer assigned to supervise the ~~POC~~ apprentice firefighter may perform a formal written evaluation of the firefighter using this document as well as the fire protection district's rule and regulations, policies and procedures, standard operating procedures and operational guidelines as well as reports and records produced by the fire district or firefighter.
13. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
14. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.