



FIRE AIDE

SALARY: \$15.00 / Hr
BARGAINING UNIT: NONE

DESCRIPTION & CHARACTERISTICS:

This class is designed to accomplish necessary and useful non-professional work in the Fire District under direct supervision of assigned tasks. This class is distinguished from the class of Student Intern in that the latter requires current enrollment in fire/ems related courses or possession of a degree.

DUTIES & RESPONSIBILITIES:

Performs related duties as required. The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. General Duties (when assigned to any position):

1. Differentiate between colors and shades of color.
2. Perform all work duties in all weather conditions.
3. Drives delivery van or truck for pick-up and delivery of fire department mail, materials, supplies, furniture and equipment to all fire locations, county agencies and departments and vendors on a regularly scheduled basis
4. Routinely inspects, services, lubricates, marks location of, makes minor repairs and paints fire hydrants in accordance with prescribed standards.
5. Gathers data, records and completes reports as required.
6. Performs necessary administrative duties such as, but not limited to, established records and forms, daily/weekly routing schedules, data entry
7. Maintains assigned vehicle and tool through prescribed care, use and maintenance techniques
8. Loads and unloads delivery vehicles; sorts, receives and prepares fire department materials, supplies and equipment for transport.
9. Delivers and fills, if necessary, oxygen tanks and air bottles to all stations.
10. Assists with office work such as answering telephones, typing, filing and copying, as needed.
11. Assists with special projects or assignments as needed.
12. Assists at community events or other public functions as needed.

13. Inspects property for weed and combustible materials that may constitute a fire hazard; writes correspondence setting forth violations and conditions for abatement.
14. Maintains service schedules and records for fire hydrants and conduct periodic testing.
15. Provide training to the public in emergency preparedness, CERT, basic fire safety and CPR under the direction of East Contra Costa Fire Protection District staff.
16. Performs other work as required.

QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Use common hand and power tools
- Exercise mechanical aptitude
- Follow oral and written instructions
- Communicate clearly in writing and verbally
- Work effectively with co-workers, supervisors and the public
- Drive safely and skillfully
- Sort and categorize mail and other correspondence
- Plan and prioritize work to meet scheduled routes
- Lift up to 50 pounds; e.g., mail bins, smoke blowers, oxygen and water bottles
- Perform administrative and clerical duties accurately
- Maintain hydrant equipment
- Maintain accurate records
- Speak to small public groups
- Inspect service, lubricate, make minor repairs and paint fire hydrants in accordance with prescribed standards
- Organize and prioritize workload effectively
- Maintain assigned vehicle and tools through prescribed care, use and maintenance techniques
- Read and prepare work orders, forms, maintenance reports and records using prescribed formats
- Interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form
- Coordinate hands and eyes rapidly and accurately in using mechanical equipment and machinery; to operate motor vehicles, to handle a variety of items, tools and machinery, control knobs, switches, etc.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

- Possession of a high school diploma, G.E.D. equivalency or high school proficiency certificate.

Age:

- At least 18 years of age on the date of application.

License or Certificate:

- Possession of a valid California motor vehicle operator's license. Out of state valid motor vehicle operator's license will be accepted during the application process.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office environment; occasional fieldwork may be required.