



POSITION VACANCY NOTICE CITY OF KETCHIKAN

April 3, 2026

SPECIFICS

TITLE: VOLUNTEER FIREFIGHTER / EMT			
DEPARTMENT:	Fire	DIVISION:	Operations
STATUS:	Volunteer	HOURS/DAYS:	Varies
GRADE/STEP:	N/A	DUTIES:	See attached job description
SALARY:	\$20 per call out	UNION STATUS:	No
SPECIAL REQUIREMENTS: Equivalent to the completion of the twelfth grade. Specialized training in fire science, fire apparatus operations, hydraulics, emergency medicine, mechanics, or a related field preferred.			

ADVERTISING REQUIREMENTS

Applications must be received by the closing date

WHERE: Local Only ☐ Statewide ☐

PUBLICATIONS: City Website

APPLICANT PROCESSING INSTRUCTIONS

FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:
HUMAN RESOURCES AT (907) 228-5631 OR ON-LINE AT
<https://www.ketchikan.gov/jobs>

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

VOLUNTEER FIREFIGHTER/EMT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision, performs various duties to protect life, property, and environment including responding to emergency medical, fire, rescue, and hazardous material alarms and public service calls; drives, operates, and maintains firefighting, emergency medical, and associated vehicles, apparatus, and equipment; performs the full range of fire suppression duties; renders medical aid and lifesaving assistance; participates in fire prevention and education programs including fire safety inspections of buildings; conducts and participates in firefighting, fire prevention, public education, disaster preparedness, and related training activities.

The Fire Department provides all fire protection and fire prevention services within the City. The Department also provides emergency medical and ambulance service as well as disaster relief assistance area-wide in an efficient and cost effective manner. The Volunteer Firefighter/EMT performs as an individual and team member in the delivery of fire protection services through fire suppression, fire prevention, emergency medical services, and related activities. The Volunteer Firefighter/EMT must perform these duties in a manner that reflects positively on the City and the Department, and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the Department.

REPRESENTATIVE DUTIES

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.

1. Responds to fire, emergency medical, rescue, and hazardous material alarms and calls to protect life, property, and environment.
2. Performs tasks to suppress or control fires, limit damage, and reduce injury and death caused by fires, accidents or other calamities; responds to non-emergency calls for service as necessary.
3. Assists in all phases of fire suppression; places fire hoses; sets ladders; ventilates and enters burning structures to extinguish fires and rescue victims; operates pneumatic and auxiliary equipment such as generators and pumps.
4. Drives, operates, and maintains fire fighting and suppression apparatus and specialized equipment and vehicles under emergency and non-emergency conditions; regulates water pressure; calculates and monitors hydraulic conditions; directs engine hook-up; maneuvers and extends retracting ladder.
5. Performs tasks that support the activities of emergency medical services (EMS) workers in providing emergency medical care; performs emergency medical tasks in patient care and administers basic life support at the EMT-1 level to victims of injury or illness.
6. Inspects vehicles, equipment, and apparatus for proper operating conditions; assists with annual equipment testing; performs routine and minor repairs and maintenance; identifies needs for major repairs; maintains records of maintenance work performed.

7. Assists with the cleaning and reloading of all equipment, tools, and apparatus upon completion of fire or emergency response activities.
8. Prepares, submits, and maintains reports on incidents, apparatus maintenance, and inventory; enters/logs data and information into computer system including to document patient care reports in computer systems.
9. Assists in the investigation of fire scenes to determine cause; preserves evidence and provides observations to investigators.
10. Maintains skill levels, new equipment and procedure familiarization, and certifications that are relevant and/or required for assigned responsibilities; participates in drills and training exercises, classes, and activities including but not limited to those related to fire suppression, fire prevention, emergency medical service, hazardous material response, technical rescue, extrication, physical fitness, and other related areas.
11. Participates in public relations, fire/safety education activities, and fire prevention activities including station tours, fire safety/fire suppression education away from the station, school education programs, group activities, fire drills, courtesy walk through visits, and phone inquiries.
12. Presents classes and other training to various groups including other employees, volunteers, and members of the general public in subjects related to fire service.
13. Participates in fire and life safety inspections; performs routine inspections of commercial, industrial, residential, and other buildings; identifies fire and life safety hazards; provides suggestions for correction; schedules re-inspections for verification of correction; submits reports as needed.
14. Works as an individual and/or team member with other departments and outside agencies and organizations; maintains cooperative relationships with neighboring fire departments and districts to ensure coordinated efforts to address common suppression, prevention, and emergency medical issues.
15. Performs special projects as assigned; assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities; gathers information for and assists in the development of pre-fire plans.
16. Performs general maintenance work in the upkeep of fire station facilities and equipment; cleans living quarters, kitchen, bathrooms, and other areas of the fire station.
17. Performs hazardous materials containment.
18. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Ability to:

Perform a variety of fire suppression, fire prevention, emergency medical response, and technical rescue activities.

Render emergency medical care as necessary.

Drive, operate, and maintain fire suppression, emergency medical, and associated vehicles, apparatus, and equipment safely in varying traffic and weather conditions observing legal and defensive driving practices.

Inspect, troubleshoot, and repair a variety of fire suppression, emergency medical, and associated vehicles, apparatus, and equipment.

Perform field calculations of hydraulics for the proper and effective operation of equipment at emergency scenes.

Properly place vehicles and equipment at emergency scenes for most effective operation.

Demonstrate mechanical aptitude as required in the operation of firefighting equipment.

Deal effectively with upset or emotional persons or patients.

Retain presence of mind and act quickly and calmly in emergency situations.

Analyze emergency situations and develop appropriate courses of action.

Interpret and apply applicable federal, state, and local policies, laws, and regulations.

Assist in the conduct of fire inspections to determine cause and origin of fires; preserve scene.

Prepare and present public information and educational programs.

Respond to requests and inquiries from the general public.

Complete and prepare a variety of forms and reports.

Work varied shifts, on weekends or during holidays.

Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions.

Observe and follow safe fire fighting, EMS, and other work practices.

Understand and follow oral and written directions promptly and accurately.

Operate modern office equipment and computers including applicable software applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

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:

Equivalent to the completion of the twelfth grade.

Experience:

None needed.

License or Certificate:

Possession of an appropriate, valid driver's license and evidence of a good driving record.

Possession of Firefighter I certification issued by the State of Alaska within one year.

Possession of EMT-I certification issued by the State of Alaska within one year.

Possession of Hazardous Materials-Operations level certification within one year.

Ability to obtain Shipboard Firefighting, ARFF, Hazardous Materials Technician, Firefighter II, Fire Instructor I, and Arson Investigator certifications.

PHYSICAL DEMANDS AND 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: Reactive emergency, natural or man-made disaster, and routine fire prevention environments with travel from site to site; the employee regularly works near moving mechanical parts and in areas of limited and restricted entry and exit; regularly exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration; risk of electrical shock, radiation, drowning, and asphyxiation; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud when responding to emergency calls and when working at a fire or other emergency incident; must work nights, weekends, holidays, and on various shift configuration that may include 24 hour tours of duty; subject to mandatory call back at any time. Regularly interacts with other municipal employees and has regular contact with other government employees, the general public, property owners and businesspersons.

Physical: Primary functions require sufficient physical ability to work in a emergency response setting; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or more heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; operate fire suppression and medical response equipment, apparatus, and tools; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations.

Vision: See within the normal range of vision with or without correction; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Hearing: Hear in the normal audio range with or without correction.

Grade: none

Job Position Code: 48310

Union: no

FLSA: Non-Exempt

Date Approved: April 01, 2011

Date Amended: April 01, 2011

Date Amended: April 01, 2011

Human Resources Manager Approval

City Manager Approval