

# ALBANY COUNTY FIRE DISTRICT #1

## JOB DESCRIPTION

### Support Member

#### DEFINITION

The Support Member is a voluntary position designed for individuals within the community to participate in the volunteer fire department in a non-responder role. It allows departments to utilize individuals within the community who possess special non-emergency skills, which are of benefit to the department. The Support Member assists and supports other Fire Department volunteers in non-firefighting duties. Examples of such duties may include, but are not limited to:

- Grant Writing
- Fundraising Campaigns
- Logistic Support
- Fire Station Maintenance
- Clerical Support
- Apparatus/Equipment Maintenance
- Photography
- Community Outreach
- Social Media

This position should be beneficial to the specific support needs of the Fire Department, and are within the experience, skills, and passion of the individual.

#### SUPERVISION EXERCISED

Support Members do not exercise any supervision.

Support Members shall be supervised by the Department Chief, or an assigned delegate supervisor.

#### EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Perform duties and responsibilities as assigned by the Fire Chief, or delegated supervisor.

If assigned duties are outside of the skillset, ability, or desire of the Support Member, the refusal of the order with an explanation is appropriate.

Support Members shall not enter the hot or warm zone of any emergency incident or training exercise. Cold zone only.

Support Members on the scene of an emergency or training exercise shall have an assigned supervisor present who is responsible for their safety, well-being, and adherence to this job description.

Support Members shall not respond to the initial dispatches of any emergency. They may only respond to emergency scenes in which the on-scene IC has requested their specific support service.

**OTHER JOB-RELATED DUTIES**

Perform duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

The specific assigned support duties of the member.

Department and Albany County Fire District #1 rules and regulations.

**Skill to:**

Perform assigned support duties.

**Ability to:**

Follow the direction of supervisors.

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Understand and follow oral and written directions promptly and accurately.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying.*

**Experience:**

No experience is required.

**Training:**

Specialized support training may be required at the sole discretion of the Department Chief.

**HR Reviewed:** November 2023