



GENERAL DIRECTIVE

Grand Traverse Metro Emergency Services Authority

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Section: **Organizational Information**

Subject: **JOB DESCRIPTION – PROBATIONARY CANDIDATE**

By Order of Fire Chief Paul Mackin

I. Scope

This guideline establishes the essential functions, qualifications, and status levels for the position of Probationary Candidate (PC) for Grand Traverse Metro Emergency Services Authority (GTMESSA).

II. General

Under supervision of a GTMESSA Lieutenant, PC completes probationary credentials and other training in order to meet the standard of a Firefighter.

The level of Probationary Status is determined as follows:

1. (Level I – P1) PC with no Medical licensure or Firefighting certification.
2. (Level II – P2 - Medical) PC with Medical licensure but no Firefighting certification.
3. (Level II - P2 - Fire) PC with Firefighting certification but no Medical licensure.
4. (Level III – P3 - Probationary Firefighter) PC with Firefighting certifications and Medical licensure that have yet to complete probationary credentials as stated in GTMESSA Record Management Systems (RMS).

PCs are paid an hourly rate of pay for time spent training with GTMESSA. PCs are not paid for time spent training in classrooms. In some circumstances, GTMESSA may pay for tuition for medical class and/or fire school.

III. Response

ESSENTIAL FUNCTIONS:

- A. Responsible for accomplishing probationary credentials as directed by Officers and recording their completion in RMS.
- B. Sign-up for PC shifts in RMS as suggested by their Lieutenant.
- C. Perform support functions as assigned.
- D. Respond within boundaries of training and certification.
- E. Participate in training as instructed.
- F. Wear PC uniform at appropriate times and adhere to GTMESSA uniform standards while in classroom and on shift.
- G. P1 and P2 may elect to participate in the annual Physical Ability Test (PAT). P3 shall participate and successfully complete the annual PAT.

QUALIFICATIONS:

Knowledge of:

- A. Enrolled in appropriate fire/medical class(es).

B. Willingness to learn and adhere to GTMESA policies and procedures.

Ability to:

- A. Verbally communicate with other members of a fire crew and follow verbal instructions.
- B. Read and understand materials or instructions to apply this information to emergency conditions.
- C. Learn by performing and acquire more skill through practice and feedback.
- D. Work with others on a team, contributing to an overall effort; work closely with other people; establish and maintain effective working relationships with coworkers, supervisors, and the general public.
- E. Apply mechanical principles.
- F. Work in unpleasant, hazardous, and stressful conditions; perform undesirable, routine, or monotonous duties; work irregular hours; properly wear protective clothing and equipment.

WORKING CONDITIONS

Environmental Conditions:

While performing the duties of this job, the PC is regularly exposed to moving mechanical parts and outside extreme weather conditions for prolonged periods, such as sun, snow, sleet, rain, heat, ice, and fog. The PC is frequently exposed to hazards associated with emergency driving, and work in and around traffic. The firefighter is frequently exposed to wet and/or humid conditions; high, precarious places; confined spaces; below--- and above grade elevations; fumes or airborne particles; extreme heat; and vibration. The PC is occasionally exposed to toxic or caustic chemicals, smoke, extreme cold, risk of electrical shock, explosives, and risk of radiation. In addition, the PC risks exposure to persons and/or articles with contagious and/or communicable diseases and hazards associated with natural and manmade disasters. The noise level in the work environment is usually moderate, but may be loud for extended periods of time, such as working in the station to working at a fire scene or responding to an emergency call. This position requires work on weekends, holidays, call back, and standby duty.

Physical Conditions:

While performing the duties of this job, the PC is regularly required to stand, sometimes for long periods of time. The PC frequently is required to walk; use hands to finger, handle, or feel, such as in the use of various medical equipment; reach with the hands and arms, such as in handling hoses and other firefighting equipment, sometimes for prolonged periods of time; climb or balance on stairs and ladders; stoop, kneel, crouch, or crawl while fighting fires and/or assisting in search and rescues; talk or hear; and taste or smell. The PC is occasionally required to sit while completing reports or while driving fire apparatus. The firefighter must regularly lift and/or move up to 50 pounds (various firefighting gear and equipment, frequently lift and/or move up to 100 pounds (hoses and ladders), and occasionally lift and/or move more than 100 pounds (injured or sick people, or items creating obstacles). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Once trained, PC must be physically able to wear a self-contained breathing apparatus (SCBA) in accordance with all applicable OSHA/NIOSH rules and regulations; as well as applicable GTMESA guidelines.

PROBATIONARY STATUS DETERMINATION:

P1 – (PC with no Medical licensure or Firefighting certification)

A P1 has neither medical license nor firefighting certification and is actively working toward obtaining either. The P1 will work closely with Firefighters and Officers to obtain relevant skills and training and complete JPRs in the RMS throughout their probationary period. It is the PC's responsibility to actively seek out training to effectively and safely demonstrate the skills required before being promoted to the next level.

A. Medical Probationary Process

The PC will register for a Medical First Responders (MFR), an Emergency Medical Responders (EMR), or an Emergency Medical Technicians-Basic (EMT-B) class.

While enrolled and attending medical class, the PC may only respond with GTMESA trained personnel on medical runs. The PC may not perform any medical procedure beyond what training they have attained during the medical course and only when supervised by a GTMESA trained personnel. The PC's assigned Lieutenant will evaluate the performance of the PC throughout the medical training class. Any corrective actions needed will be addressed throughout the PC's training.

B. Firefighter Probationary Status

The PC shall familiarize themselves with the station apparatus and the tools that may be on each.

The PC may respond to fire and extrication calls and complete a relevant JPR. The PC may not perform any fire suppression operation. The PC must be familiar with any relevant GTMESA Standard Operating Guideline (SOG) before taking any action on scene or in a training exercise.

The PC's assigned Lieutenant will evaluate the performance of the PC throughout their fire training class (also referred to as Fire School). Any corrective actions needed will be addressed throughout the PC's training.

The PC is responsible for completing the MFFTC Driving Course before performing drivers training. No PC shall be allowed to drive a department apparatus without successfully completing a MFFTC driving course without permission by a Captain or Chief.

P2 – Medical (PC with no Firefighter certification but with Medical licensure)

The PC will respond to medical calls while supervised by a GTMESA trained personnel for a period of no less than 90 days. During this time, the PC shall complete GTMESA Medical JPRs and document their completion in the RMS.

P2 – Fire (PC with Firefighter certification but no Medical licensure)

The PC shall remain on probation for a minimum of 90 days after obtaining Michigan Firefighter I/II and Haz Mat Operations certification. PC must complete all assigned probationary credentials and enter into RMS.

P3 – (PC with Firefighter certification and Medical licensure)

- A. The PC shall hold Michigan Firefighter I/II certification, State of Michigan Operations Level HazMat certification, a State of Michigan Medical License, MFFTC driving certificate, and a valid CPR card to be considered for P3 status.
- B. The P3 shall complete all assigned probationary credentials before completing probation.
- C. The Captain shall request the P3 be taken off probation. This request will be reviewed by the Operations Chief. The P3 may have their probation extended due to any performance deficiencies, which shall be identified along with methods to correct them.
- D. Upon completing all the requirements of the probationary process, the PC will be sworn in by the Chief as a Firefighter and held to standards as stated in Firefighter Job Description.

SOG 104.14 Authorized by: *Chief Paul Mackin*
Chief Paul Mackin

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