

REVISION DATES: December 20, 2006

SHIFT DUTIES / CAREER

OBJECTIVE:

To establish normal duties expected of career personnel during their shift, to verify and confirm station staffing and the dissemination of pertinent information to CCF/R personnel.

GUIDELINE:

33.1 SHIFT CHANGE PROCEDURE

33.1.1 Hour of Shift Change

The hour of shift change shall be at 0800 hours daily. Personnel of equal certification required for the position to be filled shall be allowed to relieve each other from duty up to 60 minutes prior to the scheduled change of 0800 hrs. with the following provisions:

1. Personnel participating in early relief shall do so on a voluntary basis.
2. Any increase in time worked that may develop from an early relief will not result in additional compensated hours of work.
3. The CBJ/CCFR will not be required to keep records of any individual's time worked in early relief.
4. The Company Officer must be informed of the early relief before the person being relieved leaves the premises.
5. In event of legislative action requiring compensation for time worked in early relief, this policy shall become invalid.

Any exceptions will require the approval of the career Division Chief or designee.

- 33.1.2** At 0800 hours, the on-duty shift personnel will assemble at a location designated by the Company Officer.

33.1.3 The Company Officer shall verify that all scheduled personnel are present and accounted for, as logged into the Daily Roster on the High Plains program, are clean shaven, and in the proper and clean uniform. Company Officers shall not allow any employee of the department to leave the station until properly relieved.

33.1.4 Company Officers shall alert employees to the days planned duties, training assignments, and any new orders and communications that will affect the company and deliver any verbal information or instructions deemed necessary. All employees shall acquaint their relief with any pertinent information regarding their tour of duty just completed and notify the Duty Captain that they are relieved.

33.2 Tardiness

33.2.1 First time incidents involving tardiness shall be corrected by the Company Officer in accordance with the discipline policy. Repeated incidents of tardiness will be reported to the Division Chief of Career Personnel. Any employee authorized to work overtime due to tardiness or an emergency at shift change shall be required to log the appropriate explanation on their time sheet.

33.3 Station Duties

33.3.1 Glacier (Station #3)

33.3.1.1 Shift Officers will ensure that the following duties are accomplished:

- 25th of every month do controlled Med inventory and order meds if needed.
- First Tuesday of every month do Tough book patch
- The station fire extinguishers have been inspected and signed off by the inspector. (one assigned to each station)

33.3.1.2 Daily

- Keep lounges, classroom, bathrooms and kitchen clean and in order
- Clean downstairs: garbage detail and vacuum
- Mop kitchen, hallways and bathrooms
- Dishwasher empty and sink clear of dirty dishes prior to 08:00 hrs.
- Wash vehicles by 07:30 hrs
- Snow removal at main entrances on building prior to 08:00 hrs
- Daily task assignments
- Daily training assignments

33.3.1.3 Weekly

Monday

- Fire Apparatus- Full checks
- Run Power equipment
- Degrease and wax first-line engine as needed.
- Sweep and clean bays and shop area. Hose down drains

Tuesday

- Ambulance sanitizing interior, clean cab
- Ambulance degrease and clean compartment door jambs.
Wax as needed
- Clean Bio-Hazard sink

Wednesday

- Full airpack checks
- Donning and doffing drill
- Clean windows, front entryway and alarm room

Thursday

- ARFF Apparatus – Full checks
- Run foam pump and boat motors
- Drive dike trail with U-31 weekly. ARF rigs once a month
- Sweep and clean ARFF bays. Hose down drains
- Run power equipment
- Take blankets to BRH, bio-waste if needed

Friday

- Kitchen cleaning
 - Stoves and vent hood, area behind stoves
 - Refrigerator and pantry
 - Triage tag day (First Friday of Each Month)

Saturday

- Clean and vacuum bedrooms and hallways
- Clean and mop bedrooms, bathrooms upstairs and laundry room, use soap scum remover on showers
- Check Medevac equipment

Sunday

- Run generator
- Sprinkler system OS&Y check
- Clean and wash pick up
- Clean the area out front and by back door

- Vacuum and clean the T.V. and Training room.

33.3.1.4 Annual duty

- Wash exterior windows
- Clean out sediment traps in bay floor drains and contact Public Utility Department to suck out sumps.

33.3.2 Juneau (Station #1) Duties

33.3.2.1 Shift Officers will ensure that the following duties are accomplished.

- On the 25th of every month, a medication inventory will be completed and medications ordered.
- The station fire extinguishers have been inspected and signed off by the inspector. (one assigned to each station)
- First Tuesday of every month do Tough book patch

33.3.2.2 Daily

- Keep lounges, classroom, bathrooms and kitchen clean and in order
- Clean downstairs: garbage detail and vacuum
- Mop kitchen, hallways and bathrooms
- Dishwasher empty and sink clear of dirty dishes prior to 08:00 hrs.
- Wash vehicles by 07:30 hrs
- Snow removal at main entrances on building prior to 08:00 hrs
- Daily task assignments
- Daily training assignments

33.3.2.3 Weekly

Monday

- Fire Apparatus- Full checks
- Run Power equipment
- Degrease and wax first-line engine as needed.
- Sweep and clean bays and shop area. Hose down drains

Tuesday

- Ambulance sanitizing interior, clean cab
- Ambulance degrease and clean compartment door jambs. Wax as needed
- Clean Bio-Hazard sink

Wednesday

- Full airpack checks
- Donning and doffing drill
- Clean windows, front entryway and alarm room

Thursday

- Sweep and Clean the Small Ambulance Bay, Medical Supply Room
- Hose down and degrease the Bay Floor
- Clean IV Cabinet and Biohazard Sink
- Wash Admin Vehicle in Bay
- Run power equipment
- Take blankets to BRH, bio-waste if needed

Friday

- Kitchen cleaning
 - Stoves and vent hood, area behind stoves
 - Refrigerator and pantry
 - Triage tag day (First Friday of Each Month)

Saturday

- Clean and vacuum bedrooms and hallways
- Clean and mop bedrooms, bathrooms upstairs and laundry room, use soap scum remover on showers
- Check Medevac equipment
- Clean engine compartments as needed

Sunday

- Run generator
- Sprinkler system OS&Y check
- Clean and wash pick up
- Clean the area out front and by back door
- Vacuum and clean the T.V. and Training room.

33.3.2.4 Every Six Months

- Strip and wax kitchen and handicapped bathroom floors

33.3.2.5 Annual duty

- Wash exterior windows
- Clean out sediment traps in bay floor drains and contact Public Utility Department to suck out sumps.