



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Organization
Chapter:	Fire Department Organization
Subject:	1153 – Job Description Lead Student Intern
Revision Date:	02/05/2019
Approved by:	<i>B. Michael Thurlow</i>

QUALIFICATIONS

- Must be currently enrolled in, and meeting the requirements of the Scarborough Fire Department Live-In program (ref. SOP #1150)
- Must hold NFPA Firefighter I & II certification
- Must hold and maintain Haz Mat certification at the Operations Level
- Successful completion of a state certified EVOC class
- EMT-B License preferred
- Must have successfully completed a minimum of 1-year residency in the Scarborough Student Intern Program
- Subject to a performance review by the Student Firefighter Intern Program Administrator or their designee at the end of each semester.

REPORTS TO:

The Student Intern Lieutenant. The Lead Student Intern’s day to day supervision will continue with their respective Station Advisor.

NATURE OF WORK

This is an administrative and organizational position within the Student Intern Program that has no line function or authority beyond that outlined below. This position requires the candidate to meet and maintain the requirements of the Student Firefighter Intern Program and strictly adhere to the program’s policies. Additionally, they are expected to hold themselves to the higher standard of an administrative student officer.

The person filling this position must be mature, honest, compassionate, organized, and able to work well with others. They must also be willing and able to interact positively with the public. The candidate must be sufficiently prepared to organize and mobilize the Scarborough Student Firefighter Interns for training activities and/or participation in official department events as directed by the Deputy Chief of Operations or their designee.

The candidate must be able to communicate with colleagues using a variety of means including email as the primary method of documenting communications. Candidates will work towards professional communications with the help of department mentors.

Candidates may also be tasked with organizing, producing, and conducting basic level continuing education and professional development classes (within their knowledge and skill level) for the Scarborough Fire Department and the Scarborough Fire Explorer Post. Through that work they will learn the processes for requesting needed apparatus and equipment, reserving props and other training aids from the Maine Fire Service Institute

(MFSI), and notifying appropriate personnel. Candidates may also be asked to provide qualified assistants for local, departmental, hands-on training, or local delivery fire academies as requested by the Deputy Chief of Operations.

TERM

The Lead Student Intern's term is for one year as appointment by the Fire Chief.

ILLUSTRATIVE EXAMPLES OF WORK REQUIREMENTS

- Act as the Lead Student in the station to which they are assigned.
- Work with the Student Intern Captain and Lieutenant to maintain a highly motivated and well-trained student work force that is prepared and ready to meet the first responder needs of the community through self-driven group training activities and outside opportunities as approved.
- Be knowledgeable in and adhere to department standard operating procedures and guidelines, with emphasis on the governing documents of the Student Intern Program.
- Exercise sound judgment with respect to all matters involving outside representation of the Scarborough Fire Department and its likeness, the fire service as a whole, and Southern Maine Community College.
- Be a guide and a mentor to aspiring peers and be able to set exemplary behavior standards.
- Carry out assigned duties with minimal supervision while maintaining a willingness to learn.
- Effectively receive, process, relay, and follow both oral and written instructions.
- Assure timely personnel compliance with all department training requirements including monitoring progress/compliance with mandatory training.
- Attend, participate in, and solicit participation in, scheduled Student Intern meetings. Work with department leadership on setting agenda for scheduled intern meetings
- Develop goals for the Student Interns and provide direction on achieving them.
- Work with department leadership on recruitment and retention of intern students.
- Any other duties as assigned by the Student Intern Captain, Lieutenant, or Deputy Chief of Operations or their designee.