

# HIGHLANDS FIRE DISTRICT

## EXECUTIVE DIRECTIVES

CODE/TITLE: **106 Firefighter**  
SECTION: 100 Classification/Job Descriptions  
REFERENCE: HR Policy 30.03 & 30.04  
ORIGINATED BY: Dirch Foreman, Deputy Fire Chief  
APPROVED BY: Mike Bradley, Fire Chief  
EFFECTIVE DATE: 09/01/16

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### Firefighter

FLSA: Non-exempt  
Operations Division  
Full-time/Volunteer  
PSPRS Retirement (Full Time Only)  
Safety-sensitive position  
Supervisor: Company Officer  
Supervises: May supervise any number/type of personnel under the Incident Command System

### JOB SUMMARY

Under general supervision of a company officer, participates in all phases of emergency operations to include fire suppression, emergency medical care, rescue, and hazardous material abatement; performs fire prevention inspections, participates in and presents public education programs; manages an assigned departmental program; participates in training activities, station and equipment maintenance and performs other related duties as required.

### HOURS OF WORK

This is a shift work position which may require the employee to work 24 hour shifts, multiple 24 hours shifts, all days of the week and normally scheduled holidays. This position is usually assigned to the suppression division shift schedule. Regular work hours may be adjusted at the discretion of the Fire Chief to meet the demands of the Fire Department. At the discretion of the Fire Chief a Firefighter may be placed on a special assignment and work an altered schedule.

### ESSENTIAL FUNCTIONS

- ◆ Responds as a team member on an assigned company to all types of emergency incidents, including but not limited to: fire suppression, emergency medical incidents, hazardous material releases, rescues, natural and man-made disasters.
- ◆ Responds to significant incidents from home or another location while in an off-duty status.
- ◆ Performs firefighting activities to include laying hose, setting ladders, rescue work, ventilation, fire combat, salvage, and overhaul.

- ◆ Follows the instructions of a Captain/supervisor or standard procedures while performing all duties.
- ◆ Participates in all aspects of Fire Department activities.
- ◆ Conducts routine maintenance and cleaning of District buildings, grounds, apparatus and equipment.
- ◆ Performs minor repairs on District owned buildings, facilities, apparatus and equipment.
- ◆ Trains to stay proficient in emergency and non-emergency operations.
- ◆ Participates in fuel management projects and performs duties such as thinning, piling, and burning.
- ◆ Compiles records and writes reports relative to emergency responses, day to day activities, inspections, station facilities and other related activities.
- ◆ Inspects property and facilities to ensure compliance with ordinances and/or best practices.
- ◆ Executes all tasks assigned by a supervisor or those of a higher rank or qualification.
- ◆ Obeys all District policies, regulations, and procedures.

The essential functions listed above are intended only as illustrations of the various types of work that may be performed. For further guidance, standards of medical requirements for fire fighters may be referenced in the most current edition of NFPA 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the District as the needs of the District and requirements of the job change.

#### **MINIMUM QUALIFICATIONS (Upon Hire)**

- ◆ Be a minimum of 18 years of age.
- ◆ High School Diploma or GED (high school equivalency).
- ◆ Arizona State Certified Firefighter I and II (preferred), IFSAC/ProBoard Certified FF II, documented completion of training which meets or exceeds NFPA 1001 standards.
- ◆ Hazardous Materials 1st Responder - Operations level certification.
- ◆ State of Arizona Emergency Medical Technician - Basic

#### **DESIRED QUALIFICATIONS**

- ◆ National Wildfire Coordination Group (NWCG) certification at the Basic Wildland Firefighter level or higher(S-130, S-190, L-180, I-100)
- ◆ Documented completion of FEMA IS-700
- ◆ Education from an accredited institute of higher learning
- ◆ Documented Technical Rescue Training
- ◆ Haz Mat Technician Certification
- ◆ State of Arizona Certified Emergency Paramedic
- ◆ Firefighter experience with a Career or Combination Fire Department

#### **SPECIAL REQUIREMENTS**

- ◆ Must sign a Loyalty Oath.
- ◆ Must obtain and maintain a valid, unrestricted Arizona driver's license.
- ◆ Must meet insurability requirements of the Department's insurance carrier.

- ◆ Must maintain excellent health for rigorous firefighting activities and pass annual fitness/medical examination(s).
- ◆ Must pass the NWCG annual certification for the Work Capacity Test (WCT) at the arduous level and maintain certification as a condition of employment
- ◆ Must maintain certification as a State of Arizona Emergency Medical Technician-Basic.
- ◆ Must have satisfactory results on drug and alcohol testing.
- ◆ Must have satisfactory results on background screening.
- ◆ Reside within 30 minute travel time to District Headquarters.
- ◆ Upon hire, must satisfactorily complete a twelve month probation period including completion of Highlands Fire Department In Service Task Book, associated probationary testing, Fire Fighter Academy, IS-700, and Basic Wildland Fire Fighting; General Utility Driver Task Book and Water Tender Task Book shall be completed within one year of hire

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- ◆ Basic firefighting principles and practices meeting NFPA 1001 standards.
- ◆ Pre-hospital care practices as taught in the State of AZ EMT-B course.
- ◆ English usage and grammar.
- ◆ Basic mathematics
- ◆ Perform activities requiring excellent physical condition.
- ◆ Learn technical fire fighting principles and techniques.
- ◆ Understand and carry out oral and written instructions.
- ◆ Read and write at the level required for successful job performance
- ◆ Establish and maintain effective relationships with those contacted in the course of work and live cooperatively with peers and supervisors; be an effective team member, follower, and when appropriate, team leader.
- ◆ Exercise self-control and good judgment in emergency/hazardous situations.
- ◆ Provide excellent internal and external customer service.
- ◆ Experience using computers and basic computer software.

### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

Must possess the mental ability to reason and make judgments

Must possess the ability to understand and follow oral instructions

Must be able to understand and follow written instructions

Possess the ability to guide and/or give instructions

Must possess the ability to make decisions in accordance with established procedures and policies

Must be able to speak and understand English in order to answer telephones and radios. Must be able to communicate verbally with county officials, the general public, vendors, supervisors and other employees

Hearing must be adequate to communicate with county officials, the public, vendors, supervisors, and other employees

Ability to read and understand text

Ability to perform simple arithmetic operations quickly and accurately and to perform more complex operations utilizing a calculator, adding machine or other measuring devices

Ability to visualize objects of two or three dimensions, or to think visually of geometric forms

Must have manual dexterity to use telephone, radio, calculator, copy machine, fax machine, manipulate computer keyboard and mouse, use hand tools, use power tools and to manipulate small objects with fingers rapidly and/or accurately  
Frequently must lift, push/pull, carry/hold materials or equipment in excess of 50 pounds from ground to waist, at waist level, waist to shoulder, and above shoulder level  
Routinely climb ladders, stairways, and steps  
Ability to stand for 8+ hours per day  
Ability to sit for 8+ hours per day  
Ability to run and/or walk for 3+ hour per day  
Walking and running may occur over both flat and rough terrain  
Must be able to frequently stoop, kneel, crouch, and crawl  
Frequently must be able to reach, handle, manipulate, and feel  
Essential job function vision includes peripheral vision, night vision, focus, color perception, and depth perception  
Must be able to drive motor vehicles (cars, sport utility vehicles, medium/large/heavy trucks) with automatic and standard transmissions

## **WORKING CONDITIONS**

Duties take place primarily at an assigned fire station, however movement/travel to all fire stations and emergency scenes is required. Work takes place indoors and outdoors in a variety of settings and all weather conditions. Moves dirt and burned debris. Moves heavy objects. Positions and climbs ladders. Works in small, cramped areas. Digs up ground to fight Wildland fires. Wears personal protective equipment weighing approximately 70 pounds. Works in high humidity, and environments with extreme temperature fluctuations. Relies on self-contained breathing apparatus. Works with cleaning fluids, solvents, paints, lubricants and similar solutions. Performs tasks in environments that may be immediately dangerous to life and health. Subject to exposure to high stress situations and environments. Subject to extreme noise levels in the work environment.

The physical demands, work environment characteristics, and working conditions described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.