

HIGHLANDS FIRE DISTRICT

EXECUTIVE DIRECTIVES

CODE/TITLE: **108 Fire & Fuels Technician III**
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: 02/01/2012

Fire & Fuels Technician III (*Working Titles: Assistant Module Leader, Assistant Superintendent*)

FLSA: Non-exempt

Operations Division

Full-time

PSPRS

Safety-sensitive position

Supervisor: Crew Superintendent

Supervises: Squad Bosses, Crewmembers, may supervise any number/type of personnel under the Incident Command System

JOB SUMMARY

While under general direction, supervises and carries out hazard fuel reduction projects through thinning, brush disposal, and prescribed burning; participates in and presents public education programs; drives and operates fire apparatus and equipment, performs fire hazard inspections, responds to wildfire assignments as a single resource or part of an organized crew; may manage programs or sub-programs within a Division; participates in training activities; station and equipment maintenance and performs other support and related duties as required; serves as EMT on as needed basis.

This is a supervisory position that is responsible for the discipline and performance of assigned personnel, in accordance with department policy and procedure. The employee will be required to make critical decisions at emergency incidents, assign personnel to accomplish tasks and objectives, and to monitor and insure their safety.

In addition, the Fire and Fuels Technician III may be placed in a special assignment position. This may entail assignment to a position within a division or managing and supervising employees within a program.

HOURS OF WORK

This position is normally scheduled to work 40 hours per week. The position may require the employee to work 24 hours shifts, multiple 24 hour shifts, evenings, weekends, holidays, and under hazardous conditions. Employees in this class are also required to be available for immediate dispatch to off-district, out-of-state fire assignments lasting for up to 21 days. Regular work hours may be adjusted by supervisory personnel to meet the demands of the Department.

ESSENTIAL FUNCTIONS

- ◆ Supervises crew members performing fire prevention, suppression, and hazard fuel reduction
- ◆ Schedules work, assigns tasks to crew members, effects disciplinary measures as appropriate to authority delegated.
- ◆ Responds to significant incidents from home or another location while in off-duty status.
- ◆ Leads and performs firefighting and hazard reduction duties to include laying hose and using water, chopping brush, felling trees, piling slash, burning, preparing fire line to prevent fire spread and to prepare areas for prescribed burning.
- ◆ Follows the instructions of supervisors or standard operating procedure while performing all duties.
- ◆ Participates in all aspects of Fire Department activities.
- ◆ Conducts routine repairs, maintenance, and cleaning of District buildings, grounds, facilities, apparatus, and equipment.
- ◆ Trains to stay proficient in emergency and non-emergency operations.
- ◆ Trains personnel through lecture and demonstration of skills.
- ◆ Reports to supervisor on work accomplishments, performance and safety problems.
- ◆ Compiles records and writes reports relative to incident responses, daily activity, inspections, projects, and other related activities.
- ◆ Executes other duties as assigned by a supervisor.
- ◆ 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

- ◆ Be a minimum of 18 years of age.
- ◆ High School Diploma or GED (High School Equivalency).
- ◆ Class B Faller
- ◆ State of Arizona Emergency Medical Technician-Basic or higher certification.
- ◆ National Wildfire coordinating Group (NWCG) certification at the Single Resource Boss and Type 4 Incident Commander level or higher.
- ◆ Firing Boss/Prescribed Fire Burn Boss
- ◆ Satisfactory 39 month driving record.
- ◆ Minimum three years of specialized wildland fire management experience.

SPECIAL REQUIREMENTS

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

- ◆ Must maintain excellent health for rigorous firefighting activities and pass an annual fitness/medical examination.
- ◆ Must pass the NWCG annual certification for the Work Capacity Test (WCT) at the arduous level and maintain certification as a condition of employment (All new employees hired after June 1, 2005).
- ◆ 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.

KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Fire Behavior.
- ◆ Standard Forestry Practices.
- ◆ Wild fire suppression techniques and practices.
- ◆ Supervisory and Management Practices.
- ◆ Effective oral and written communication skills.
- ◆ Principles, practices, and procedures of fire suppression, prevention, fuels management, and public education.
- ◆ Perform activities requiring excellent physical condition.
- ◆ Apply technical fire fighting principles and techniques.
- ◆ Operate and drive fire apparatus safely and effectively under emergency and non-emergency conditions.
- ◆ Supervise other crew members as assigned.
- ◆ Establish good discipline and develop subordinates.
- ◆ Understand and carry out oral and written instructions.
- ◆ Read and write at the level required for successful job performance.
- ◆ Establish and maintain effective working relationships.
- ◆ 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 stairways and steps; may be required to climb ladders
Ability to stand for 8+ hours per day
Ability to sit for 8+ hours per day
Ability to run and/or walk for 8+ hour per day
Walking and running may occur over both flat and rough terrain
Must be able to frequently stoop, kneel, crouch, and crawl
Must be able to frequently 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. Most work is performed outdoors in a variety of settings and all weather conditions. Moves dirt and burned debris. Moves heavy objects. May work in small, cramped areas. Digs up ground to fight Wildland fires. Wears personal protective equipment weighing approximately 70 pounds. Works environments with extreme temperature fluctuations. 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.