

# HIGHLANDS FIRE DISTRICT

## EXECUTIVE DIRECTIVES

CODE/TITLE: **111 Fire & Fuels Technician**  
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 (*Working Title: Firefighter, Crewmember*)**

FLSA: Non-exempt  
Operations Division  
Seasonal/Temporary/Call When Needed  
Statutory Benefits only  
Safety-sensitive position  
Supervisor: Crew Superintendent, Assistant Superintendent, Squad Boss  
Supervises: May supervise any number/type of personnel under the Incident Command System

#### **JOB SUMMARY**

This is an entry level position; works under close, direct supervision, carries out hazard fuel reduction projects through thinning, brush disposal, and prescribed burning; participates in and presents public education programs; responds to wildfire assignments as part of an organized crew; participates in training activities, station and equipment maintenance and performs other support and related duties as required.

#### **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**

- ◆ Serves as an entry level crew member performing fire prevention, suppression, and hazard fuel reduction.
- ◆ Responds to significant incidents from home or another location while in off-duty status.
- ◆ 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.
- ◆ 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).
- ◆ Satisfactory 39 month driving record.

### **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 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**

- ◆ English usage and grammar.
- ◆ Basic Mathematics.
- ◆ Effective written and oral communication skills.
- ◆ Basic working knowledge of computers.
- ◆ 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 working relationships.
- ◆ Exercise self-control and good judgment.
- ◆ Provide excellent internal and external customer service.

## **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  
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 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+ hours 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.