

SEDONA FIRE DISTRICT

JOB DESCRIPTION: FIREFIGHTER



JOB SUMMARY

Under general direction protects life and property by performing firefighting, emergency medical, hazardous materials, and other duties, as assigned. Maintains Fire/EMS equipment, apparatus, and facilities.

SUPERVISION RECEIVED

Works under the direct supervision of the Fire Captain or an Apparatus Engineer, as needed.

SUPERVISION EXERCISED

None.

FLSA: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responds as dispatched within the Sedona Fire District and on wildland fires, major incidents, and auto/mutual aid assignments outside the district.
- Provides EMS treatment and transport in accordance with Arizona Laws, ADHS Rules and Regulations, Regional Protocols, and Base Station direction.
- Performs firefighting activities including driving fire apparatus, operating pumps and performing fire combat, containment, extinguishment and overhaul tasks.
- Assists in overall salvage operations.
- Writes reports accurately and in a timely manner, documenting incident data, patient assessment, and patient treatment.
- Receives and relays fire and/or EMS calls and alarms.
- Operates radio and other communication equipment.
- Participates in the inspection of businesses, buildings, hydrants, residential locations, and other structures in suppression pre-plan programs.
- Explain fire hazards, firefighting techniques, fire codes and related subjects;
- Assists in developing plans for special assignments such as emergency preparedness, training programs, firefighting, hazardous materials, and EMS activities.
- Subject to emergency recall and holdover during non-duty hours
- Maintains structural firefighting, wildland firefighting, EMS, Swiftwater, and rope rescue certifications and training requirements as required.
- Presents programs to the community/District on safety, medical, and fire prevention/suppression topics.
- Participates in required drills, and classes outside of normal shift hours as required.
- Interacts with, supports, and assists SFD personnel as directed within the chain-of-command.
- Maintain apparatus

- Clean and test equipment
- Operate fire district computers, tablets, MDTs and phones.
- Meets District continuing education requirements.
- Maintains positive working relationship with the public and other SFD personnel.

PERIPHERAL DUTIES

- Performs minor repairs to District equipment.
- Performs general maintenance work in the upkeep of fire/EMS facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; maintains hose; washes, cleans, polishes, maintains, and tests fire/EMS apparatus and equipment.
- Assists in training new personnel, as assigned.
- Assumes duties of Engineer, as assigned.
- Other duties, as assigned.

MINIMUM QUALIFICATIONS

- Possess a high school diploma or GED equivalent.
- Possess current Firefighter I & II certification by IFSAC, Pro Board or equivalent.
- Possess current Arizona State EMT or Paramedic certification.
- HazMat/First Responder Operations qualified.
- Successful completion of Basic Wildland Firefighter training as outlined in NWCG 310-1 within one year of hire date.
- Successful completion of Candidate Physical Ability Test (CPAT) from a licensed agency (community college, private testing agency, etc.) obtained within one year prior to SFD application date.

PREFERRED QUALIFICATIONS

- Associates Degree in Fire Science from an accredited community college.
- Fire Science Driver/Operator Certificate program or equivalent 39 credit hours of Fire Science and EMS coursework including:
 - three (3) coursework hours of 100 level English, and
 - three (3) coursework hours of 100 level technical mathematics.
- Successful completion of a 40-hour Occupational Safety course, or equivalent.

SFD CORE COMPETENCIES

- Approachability - Is easy to approach and talk to; spends the extra effort to put others at ease; can be warm, pleasant, and gracious; is sensitive to and patient with the interpersonal anxieties of others; builds rapport well; is a good listener; is an early knower, getting informal and incomplete information in time to do something about it.
- Integrity & Trust - Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

- Ethics & Values - Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
- Interpersonal Savvy - Relates well to all kinds of people, up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.
- Self-Knowledge - Knows personal strengths, weaknesses, opportunities, and limits; seeks feedback; gains insights from mistakes; is open to criticism; isn't defensive; is receptive to talking about shortcomings; looks forward to balanced (+s and -s) performance reviews and career decisions.

FIREFIGHTER COMPETENCIES

- Action Orientation - Enjoys working hard; is action oriented and full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others.
- Customer Focus - Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- Compassion - Genuinely cares about people; is concerned about their work and non-work problems; is available and ready to help; is sympathetic to the plight of others not as fortunate; demonstrates real empathy with the joys and pains of others.
- Learning on the Fly - Learns quickly when facing new problems; a relentless and versatile learner; open to change; analyzes both successes and failures for clues to improvement; experiments and will try anything to find solutions; enjoys the challenge of unfamiliar tasks; quickly grasps the essence and the underlying structure of anything.
- Perseverance - Pursues everything with energy, drive, and a need to finish; seldom gives up before finishing, especially in the face of resistance or setbacks.

Necessary Knowledge, Skills, and Abilities:

Working knowledge of:

- Fire suppression and prevention principles, procedures, techniques, and equipment.
- Emergency medical and resuscitation techniques and their application.

Skill in:

- Operation of listed tools and equipment.

Ability to:

- Apply standard firefighting and emergency medical techniques to specific situations.
- Follow verbal and written instructions.
- Handle stressful situations.
- Handle all physical requirements of the job.
- Communicate effectively, both verbally and in writing.
- Establish effective working relationships with members, other agencies and the public.
- Perform strenuous or peak physical efforts during emergency or training activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.

- Meet Special Requirements, as listed.
- Successfully complete the Work Capacity Test at the “arduous level” annually.

SPECIAL REQUIREMENTS

- Must be 18 years or older at the time of employment.
- Must possess, or be able to obtain by time of hire, a valid Arizona State driver’s license.
- Must be able to speak, read, and write the English language.
- Must maintain a current Arizona EMT (or higher) certification.
- Must meet district physical standards.
- Must be able to be insured under SFD automobile insurance policy.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by all personnel to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, personnel are frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. Personnel are frequently required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Personnel must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 175 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those personnel encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions that range from below freezing to in excess of 100 degrees Fahrenheit. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMT activities when noise levels may be loud.

Work is performed primarily in office, vehicle, and outdoor settings; in all weather conditions, including temperature extremes; during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils. Personnel occasionally work near moving mechanical parts and in high, precarious places and are occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

TOOLS AND EQUIPMENT USED

Emergency medical apparatus; fire apparatus; fire pumps, hoses, and other standard firefighting equipment; ladders, emergency medical equipment; radio; pager; personal computer; telephone.

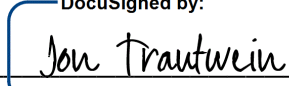
SELECTION GUIDELINES

May include any or all of the following: Formal application, review of education and experience; written examination and assessment center; personal interview; background/driver's license verification and check; hiring list; offer of employment; post offer physical examination including drug screen; psychological evaluation.

Duties recorded above are representative of the duties of the position and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this position; such assignments shall fall under the category of "other duties, as assigned."

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

SFD maintains a drug, alcohol, and tobacco-free environment.

FIRE CHIEF:	<p>DocuSigned by:  78D2641A83194C8...</p>	REPLACES: <u>10/1/2012</u> EFFECTIVE: <u>3/31/2022</u>
--------------------	--	---