


SUN CITY FIRE & MEDICAL DEPARTMENT	Review Date:	Number:
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FIREFIGHTER		

POSITION TITLE: Firefighter

TYPE: Promotion/Lateral

REPORTS TO: Captain

FLSA STATUS: Non-Exempt

CLASSIFICATION: Sworn - Safety Sensitive Position (per Arizona Revised Statutes)

WORK SCHEDULE: 24 Hour Shift / 56 Hour Work Week

PURPOSE:

The purpose of this policy is to provide a description of the typical job expectations, functions and requirements for the position of firefighter.

SCOPE:

A firefighter with Sun City Fire & Medical Department will be required to perform a wide variety of tasks. These tasks may include: rescue of victims, fire fighting activities, emergency and non-emergency medical services, fire prevention, station and apparatus inspection and maintenance, apparatus and equipment operation, hazardous material containment, physical training, training session, continuing education, community service/education and related work as assigned.

SUPERVISION RECEIVED:


Works under the direct supervision of an assigned Fire Captain.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

- Responds to emergency incidents as dispatched.
- Provides emergency and non-emergency medical treatment in accordance with Arizona Laws, ADHS Rules and Regulations, Regional Protocols, and an assigned Medical Direction.
- Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment, extinguishment and overhaul tasks.
- Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.
- Writes reports accurately and in a timely manner, documenting incident data, patient assessment, and patient treatment.
- Operates radio and other communication equipment.

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- Participates in the inspection of businesses, buildings, hydrants, residential locations, and other structures in suppression pre-plan programs.
- Performs general maintenance work in the upkeep of fire/EMS facilities and equipment; cares for grounds around station; makes minor repairs; maintains hose; washes, cleans, polishes, maintains, and tests fire/EMS apparatus and equipment.
- Assists in developing plans for special assignments such as emergency preparedness, training programs, firefighting, hazardous materials, and EMS activities.
- Presents programs to the community / District on safety, medical, and fire prevention / suppression topics.
- Participates in fire drills, attends classes in firefighting, emergency and non-emergency medical, hazardous materials, and related subjects.
- Maintains required certifications in suppression and EMS.
- Meets District continuing education requirements.
- Maintains positive working relationship with the public and other District personnel.

PERIPHERAL DUTIES:

- Interacts with, supports, and assists other personnel as directed within the chain-of-command.
- Assume the duties of an Engineer, as assigned.
- Assists in training new personnel, as assigned.

MINIMUM QUALIFICATIONS:

Time of Service:

- A firefighter is required to complete a minimum probationary period of one year and shall pass all required testing and certifications (if applicable).


Education and Experience:

- Possesses a high school diploma or GED equivalent.
- Possesses and maintain a valid Arizona Driver’s License.
- Firefighter I & II certification or equivalent as determined by the District
- NFPA Hazardous Materials /First Responder or equivalent as determined by the District
- Possess current Arizona State Emergency Medical Care Technician (EMCT) or EMCT-Paramedic certification.

Necessary Knowledge, Skills and Abilities:

Working knowledge of:

- Fire suppression and prevention principles, procedures, techniques, and equipment.

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- Emergency medical and resuscitation techniques and their application.
- Skill in the operation of the listed tools and equipment.

Ability to:


- Apply standard firefighting and emergency medical techniques to specific situations.
- To 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 employees, 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.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

- Successfully complete all phases of the Fire Academy training program.
- Successfully complete all training and testing as outlined by the District.
- Demonstrate knowledge of Sun City Fire & Medical Department Policies and Procedure Manuals.
- Demonstrate knowledge of emergency scene activities and command structure – PFD Volumes 2; District Adopted Standards.
- Demonstrate good written and verbal communication skills.
- A program of study at an accredited college or university with course work in Fire Science, Emergency Medicine, or Emergency Services Administration.

SPECIAL REQUIREMENTS:

- Must be 18 years or older at the time of employment.
- Must maintain a current Arizona State Certified EMCT, or EMCT-Paramedic.
- Must possess, or be able to obtain by time of hire, a valid Arizona State driver’s license and have a good driving record.
- Must meet District physical exam requirements as outlined in NFPA 1500.
- Must be able to speak, read, and write the English language.
- Must meet insurability requirements of District insurance carrier.
- Must not appear on the U. S. Office of Inspector General: List of Excluded Individuals (LEIE)
- A Position Task Book for the titled job description must be completed within one year of hire. Completion of additional Position Task Books may be required as determined by the District.
- Candidate Physical Ability Test (CPAT) within six (6) months of hire for lateral hires.

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SELECTION GUIDELINES:

May include any or all of the following: formal application; review of education and experience; demonstrated abilities and criteria as outlined by NFPA 1001; review of employee personnel file (performance, accomplishments, discipline, etc. – internal candidate); written examination or assessment center; physical ability testing; interview(s); hiring list; offer of employment/promotion; background/driver’s license verification and check; and conditional offer of employment/promotion psychological testing and physical exam including drug screening.

TOOLS AND EQUIPMENT USED:

Emergency and non-emergency medical apparatus; fire apparatus; fire pumps, hoses, and other standard firefighting equipment; ladders, emergency medical equipment; radio; personal computer; phone.


PHYSICAL DEMANDS:

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. 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.

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EXPECTED BEHAVIOR:

Staff – Expected Behavior

The incumbent is expected to embrace, support, and promote the District’s values, beliefs, and culture, which include but are not limited to the following:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job description with any attachments and find it to be an accurate description of the demands of this job.

_____	_____	_____
Name of Employee (Print)	Signature of Employee	Date
_____	_____	_____
Name/Job Title of Immediate Supervisor	Signature of Immediate Supervisor	Date
_____	_____	_____
Name/Job Title of Division/Section Head	Signature of Division/Section Head	Date

Comments:

The duties listed above are intended only as illustrations of the various types of work performed. The omission of 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 does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.