

Drexel Heights Fire District

Job Description

Job Title: Firefighter – BLS (Non-Paramedic)	Position Code: 231
Department: Operations	Step Range: 32 - 42
FLSA: Not Exempt	Date: Nov. 1, 2009

General Description

Protects life and property by performing fire fighting, hazardous materials, other emergency operations and fire prevention duties of the District. He/she is responsible for the operation and maintaining of their assigned station and apparatus. He/she is also responsible for providing emergency medical care appropriate within the scope of practice.

Supervision Received

Works under the supervision of the Captain.

Supervision Exercised

May supervise other firefighters.

Essential Duties and Responsibilities

1. Becomes familiar with and maintains an understanding of District policies, rules, procedures and standard operating guidelines.
2. Responds as dispatched within the District and on mutual aid assignments
3. Provides EMS treatment and transport in accordance with Arizona Statutes, Rules, Regulations, Protocols, Standard Operating Guidelines, Standing Orders and any permissive skills as approved by the Medical Director.
4. Performs firefighting activities including rescue, operating firefighting apparatus and equipment, laying hose lines and performing fire combat, containment, extinguishment, property conservation and overhaul tasks.
5. Prepares clear, accurate, complete and timely written and typed logs, documents and reports regarding patient care, incident response, daily activities and training utilizing computer data entry systems.
6. Operates radios and other communication equipment utilizing clear and concise verbal skills.
7. Performs general maintenance work, minor mechanical repairs, cleaning and washing in order to maintain the appearance, upkeep, care and working condition of Fire/EMS facilities, apparatus and equipment.
8. Inspects, evaluates and tests the operating efficiency of apparatus, vehicles and equipment assigned to his/her care and promptly informing his/her Captain of any difficulties or irregularities which may affect operation or immediate response.
9. Conducts and maintains a daily inventory check and adequate supply of tools, appliances and supplies on the apparatus/vehicle as assigned.

10. Presents or participates in programs or activities for the community on safety, medical and fire prevention topics.
11. Participates in company fire inspections and in pre-fire surveys; maintains knowledge of geographical locations, target and special hazards within the District.
12. Conducts or participates in drills, attends classes in firefighting, emergency medical, rescue, hazardous materials and related subjects in order to develop and maintain required skills and certifications.
13. Corrects or reports all non-safe conditions or hazards to his/her supervisor.
14. Develops and maintains a required skill to operate District fire apparatus and perform calculations to flow the needed quantity of water through hose fittings and appliances.
15. Maintains positive working relationship with the public and District personnel.

The above listed examples of work are not intended to be all-inclusive. The District reserves the right to assign additional duties and responsibilities it deems necessary or desirable, as well as take away any duty and responsibility at its discretion.

Knowledge, Skills and Abilities

1. Ability to think logically and quickly during an emergency.
2. Ability to listen to and apply information and instructions.
3. Ability to read and comprehend technically written materials and manual.
4. Knowledge of laws and ordinances affecting the District.
5. Thorough knowledge of geography of the District.
6. Ability to direct and supervise the work of others.
7. Ability to deal firmly and courteously with the public.
8. Good judgment and dependability.
9. Ability to read, write legibly, speak distinctly and have good hearing.
10. Ability to remain calm under stress.
11. Ability to maintain and uphold high ethical standards.

Minimum Education, Training and Experience Requirements

1. Must possess a valid Arizona EMT-B Certification.
2. Must be an Arizona Certified Firefighter II.
3. High School Diploma or GED equivalent.
4. Must possess a valid Arizona Drivers License.
5. No felony convictions or disqualifying criminal histories within the past ten (10) years.
6. Maintain a standard of physical fitness as established by the District and District Physician.

Preferred Education, Training and Experience

1. Associates Degree in Fire Science or related field.
2. Ability to communicate in both English and Spanish.

Machines, Tools, Equipment and Work Aides Used

Emergency medical equipment, fire apparatus, fire pumps, hoses and other standard fire fighting equipment, ladders, telephones (including the use of ear pieces), radios, computer, typewriter, calculator, other motor vehicles copier, fax machine and other typical office equipment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee 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, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop; kneel, crouch or crawl; taste and smell.

The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move up to 200 pounds. Specific vision required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters 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 vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night and in residential and commercial locations. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. There is some office worked conducted by this position.

The employee routinely works near moving mechanical parts and in high precarious places and is routinely exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, vibration and road traffic.

The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

Selection Guidelines

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; drug screen; final selection and completion of a pre-employment medical exam. The Fire Chief makes appointment.

Miscellaneous

The examples of duties 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.

Approval: Douglas E. Chappell **Effective Date:** November 1, 2009