Job Title: Firefighter

Department: Fire

Immediate Supervisor: Fire Captain

Origination Date:	**07/01/2001**
Revision Date:	**03/22/2007**

BRIEF DESCRIPTION OF THE JOB:

Performs fire suppression duties and medical pre-hospital procedures. Maintains facilities and equipment for maximum efficiency. Performs public service by ensuring safety through inspections and information.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	VH	Responds to emergency calls and performs emergency medical service by responding to emergency fire calls, using various equipment and gear for fire suppression and control, searching for and rescuing occupants, ventilating structure, salvaging contents, applying water and chemicals to fires, and administering medications and IVs to injured persons.
2	M	Responds to non-emergency calls by performing snake removal, replacing smoke detector batteries, assisting invalids, and checking hydrants.
3	M	Educates the public and enforces fire code by inspecting buildings and property, investigating complaints, participating in fire drills, conducting tours of station, and making school presentations.
4	M	Maintains the station, vehicles, and equipment and completes other duties by cleaning the house and grounds, testing station generator, cleaning supplies, preparing reports, ordering supplies, processing paperwork, updating maps, participating on teams and conducting reserve firefighter training.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum of one year career/full-time firefighter experience or three years volunteer/reserve firefighter experience
Certifications and Other Requirements	• Valid Arizona Class D Driver's License • Arizona State Certified Emergency Medical Technician or Paramedic • Arizona State Certified Firefighter I and II and Arizona State Hazardous Materials First Responder Operations Level OR Department of Defense/IFSAC Firefighter II certification (1998 or newer) • Arizona Certified Basic Wildland Firefighter within one year of hire
Reading	Work requires the ability to read general correspondence, maps, medical terminology and abbreviations, policies, procedures, code books, and memorandums.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write general correspondence, reports, EMS forms, request forms, memorandums, letters, and log books.
Managerial	Managerial responsibilities include planning daily activities, scheduling trainings and meetings, supervising EMS scenes, and managing crews in the absence of the Captain. This position is assigned and responsible for work that has departmental and/or City-wide implications.
Budget Responsibility	The employee prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	The employee(s) in this position contact others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these employees work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	During drill, inspections, community events, 911 calls
Sitting	F	Computer, desk work, driving
Walking	C	Inter-station, off site, inspections, events
Lifting	F	People, equipment, car parts, fire debris
Carrying	F	People, equipment, car parts, fire debris
Pushing/Pulling	F	Gurneys, people, cars, equipment
Reaching	F	Tools, people, equipment and gear, fire hose
Handling	C	Equipment, computers, patients
Fine Dexterity	F	Driving, operating fire department apparatus and equipment, computers, MCTs, IVs, ORICs
Kneeling	F	Evaluating patients, inspections, training
Crouching	F	Evaluating patients, inspections, training
Crawling	O	Gaining access to victims, in fires under smoke/heat, training
Bending	C	Emergency calls, rescues, picking up equipment
Twisting	C	Emergency calls, rescues, picking up equipment
Climbing	F	Ladders, mountains, hills, stairs
Balancing	F	Hose line, ladders, equipment
Vision	C	Equipment use, searching for victims, driving, inspections, computer, desk work, writing, reading
Hearing	C	Dispatching information, listening for victims, telephone, radio, co-workers, staff, supervisor, general public, training
Talking	C	Telephone, radio, co-workers, staff, supervisor, general public, training
Foot Controls	F	Operating vehicles and equipment
Other(specify)	N	

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Adapters/appliances, air bags, air chisel equipment, auto lockout kit, electrical equipment, flares, gas meters, hay hooks, hoses, hydraulic rescuing tool, irons (bolt cutters, prying tools, sledge hammer) ladders, loss control equipment, McLeod, Pulaski, pressure fans, pistol grip ball valve shut-off, piercing nozzle, plug & dike, pike poles, power winch, saws, self contained breathing apparatus, safety harness, shovels, small hand tools, snake tongs, stortz, utility rope, combination spanner & hydrant wrench with bracket set, I.V. catheter, I.V. tubes, needles, bandages, alcohol pads, razors, syringes, tape, glucose tests and strips, lancets, OPA's, blankets, suction catheters, thermometers, collars, splints, forceps, ambu-bag, larynxscope, stretcher, telephone, computer, standard Microsoft Windows and Office software, Lotus Notes, Phoenix Fire Department Record Management Systems (RMS), Bio-key Records Management System (RMS), Mobile Computing Terminal, and Internet.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	D	Dirt and Dust	D	Office Environment	
Chemical Hazards	D	Extreme Temperatures	D	Warehouse	
Electrical Hazards	D	Noise and Vibration	D	Shop	
Fire Hazards	D	Fumes and Odors	D	Vehicle	X
Explosives	D	Wetness/Humidity	D	Outdoors	X
Communicable Diseases	D	Darkness or Poor Lighting	D	Other (see 2 below)	
Physical Danger or Abuse	D				
Other (see 1 below)					

(1)
(2)

WORK SCHEDULE POSSIBILITIES	
Rotating Shift Work	
24 Hour Shift Work	X
Work on Holidays	X
Work on Weekends	X
Typical 40 Hour Work Week	
Overtime	X
On Call/Call Out	

PROTECTIVE EQUIPMENT REQUIRED:

Turnout coats and pants, helmet, nomex hood, fire and leather gloves, self contained breathing apparatus, rubber gloves, eye protection, Tyvex suits and sleeves, fanny pack, brush helmet, nomex brush shirt and pants, brush boots, web gear, fire shelter, water canteens, and Hepa mask.

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	F

(3) Interrupted sleep/meals

EXPECTED BEHAVIOR:

Staff – Expected Behavior

The incumbent is expected to embrace, support, and promote the City'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
- Active participation in citywide activities

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 analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
Job Title of Department Director	Signature of Department Director	Date

Comments:_____

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.