Job Title: Recruit Firefighter/EMT

Department: Fire

Immediate Supervisor: Fire Captain

Origination Date:	**03/04/2005**
Revision Date:	**03/22/2007**

BRIEF DESCRIPTION OF THE JOB:

The Recruit Firefighter position that exists is to attend Firefighter Recruit School to learn the general duty of Firefighters work. Incumbents are sent to recruit school for training in firefighting methods, emergency medical services, fire code enforcement and prevention practices, salvage operations, public relations, physical fitness and associated topics to prepare for appointment as a Firefighter. After successful completion of recruit school, employees are promoted to the class of Firefighter.

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	Attends recruit school in order to learn firefighter skills and related rescue techniques, emergency medical techniques, fire codes, fire apparatus and equipment use, fire prevention and investigation methods, salvage and overhaul operations through classroom training, drills and observation.
2	VH	Demonstrates continuous effort to become more proficient in general firefighter duties, improving operations, decreasing turnout times, streamlining work processes, and working cooperatively and jointly to provide quality seamless customer service.

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	No experience required, must be 18 years of age.
Certifications and Other Requirements	• Valid Arizona Class D Driver's License • Arizona State Certified Emergency Medical Technician or Paramedic OR Nationally Registered Paramedic
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	The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. Close and constant review is given.
Budget Responsibility	No budgetary responsibilities.
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	Very Heavy X
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	Daily drills, physical training (PT) during hands on demonstration, staging
Sitting	F	In fire apparatus, classroom, live fire training
Walking	C	Daily drills, PT, to / from classroom, to grinder
Lifting	F	PT, Save Your Own, fire and EMS equipment
Carrying	F	PT, carry victims
Pushing/Pulling	F	PT, hose off trucks, forcible entry, extrication of vehicles
Reaching	F	Salvage and overhaul, pulley lines, getting tools off of the truck, donning SCBA
Handling	C	Fire and EMS equipment, computers, writing class notes
Fine Dexterity	C	SCBA function in the dark, nozzle ops hose connections, saws with gloves
Kneeling	F	Daily drills, PT, at live fire training
Crouching	F	Daily drills, PT, at live fire training
Crawling	O	Search and rescue, staying low in super heated environments
Bending	C	Daily drills, PT
Twisting	C	Daily drills, PT
Climbing	F	Ladders, mountains, during drills, in and out of apparatus
Balancing	F	Hose lines, ladders, roof ops, carrying victims
Vision	C	General size up of hazards, adjusting from light, dark, reading, search and rescue
Hearing	C	Orders over radio from instructors and supervisors, recruits
Talking	F	Supervisor, recruits, public, and radio
Foot Controls	C	Walking, running, PT, climbing
Other(specify)		

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, pores, power winch, saws, self contained breathing apparatus, safety harness, shovels, small hand tools, snake slix, stortz, utility rope, combination spanner & hydrant wrench with bracket set, angios, tubing, needles, bandages, alcohol pads, razors, syringes, tape, glucose tests, and strips, lancets, OPA's, blankets, suction catheters, thermometers, collars, splints, forceps, ambu-bag, intubation blades, and stretcher.

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)	X
Physical Danger or Abuse	D				
Other (see 1 below)					

(1)
(2) Classroom/lab

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, and water canteens.

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	O
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)	O

(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
- 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 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.