




STANDARD OPERATING GUIDELINES

REVISED
09/18/18
Approved: 

JOB DESCRIPTION FIREFIGHTER

2.08

Classification: Firefighter
Department: Fire Operations
Accountable To: Fire Captain
FLSA Status: Non-Exempt

GENERAL DESCRIPTION OF POSITION:

Protects life and property through emergency incident intervention. Performs fire suppression and prevention duties, provides life supporting emergency medical care at a minimum of the Basic EMT Level in the pre-hospital setting to assist victims of illness or injury. Conducts community service activities including community education and pre-plan inspections. Ensures readiness through facility, apparatus, equipment, and personal maintenance. Works in a 24/7 operational environment and is subject to call in/call back to support the operational needs of the department. Because firefighters are representatives of the department, they shall maintain a courteous and professional presence while interacting with any individual or entity, regardless of being on or off duty.

SUPERVISION:

Work is performed in accordance with FMMFD policies, procedures and guidelines with direction from the company officer either directly or through the assigned fire engineer. The company officer reviews work through performance reviews and conferences with the firefighter.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Essential functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Responds to alarms as a member of a firefighting company.
- Responds to fire, medical, hazardous materials, and technical rescue emergencies to perform essential functions.



STANDARD OPERATING GUIDELINES

REVISED
09/18/18

- Searches for and rescues occupants, ventilates structures and protects property by salvaging and overhauling contents.
- Cleans and maintains assigned fire station on a regular schedule to include minor maintenance and repair of quarters and grounds.
- Attends and participates in regular and special trainings and drills.
- Performs fire prevention inspections and checks burn permit sites.
- Performs requests for blood pressure or other vital signs checks.
- Completes all required records and reports in an accurate and timely manner.
- Performs medical skills within scope of medical certification in accordance with current State of Arizona as well as local medical control protocols.
- Cleans and maintains assigned apparatus and equipment; replaces medical supplies and equipment used during emergency response.
- Lays and connects hose lines, directs water and pressure streams, uses chemical extinguishers, raises and climbs ladders.
- Operates all types of bars, hooks, lines, forcible entry tools, and other rescue equipment.
- Performs first responder hazardous materials procedures.
- Makes sound decisions and quickly reacts positively under stressful conditions which typically entail the life or well-being of a citizen or public safety member who is in danger.
- Works in a safe manner and reports unsafe activity and conditions.
- Works rotating shifts in support of a 24/7 emergency services department. Will be required to work early mornings, evenings, graveyards, weekends and holidays as necessitated to assigned shift rotation and schedule.
- This position is subject to overtime and emergency recall during non-working hours due to staff shortage and/or operational needs.



STANDARD OPERATING GUIDELINES

**REVISED
09/18/18**

- Maintains professional and effective working relationships by providing exceptional customer service and must be able to harmoniously work in a team environment.
- Maintains regular attendance and punctuality.
- Participates in a physical fitness program to maintain physical conditioning.
- Firefighters assigned to any specialty team, such as a hazardous materials technician / dive rescue / technical rescue team, must meet the certification requirements and standards of the State of Arizona.
- Participates in shift meetings and special projects.
- Assists in public education classes and station tours.
- Acts in fire engineer's position on occasion, after proper training.
- Performs other related work as required.

DESIRED MINIMUM QUALIFICATIONS:

- Must be a United States citizen or have the ability to work in the United States legally
- Must be at least 21 years of age
- High school diploma or GED
- Nationally Registered or Arizona State Certification at a minimum of EMT Basic Level; Certified Paramedic preferred.
- Certified Arizona State Firefighter I and II, or IFSAC Firefighter I and II, or course work showing educational requirements meeting the current version of NFPA 1001
- Possession of valid Driver's License
- Ability to meet the insurability requirements of the District's insurance carrier



STANDARD OPERATING GUIDELINES

**REVISED
09/18/18**

- Ability to meet FMMFD physical standards
- Ability to speak, read, and write the English language

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- Thorough knowledge of medical practices, procedures and techniques
- Thorough knowledge of the principles, practices and methods of current firefighting techniques and fire science
- Thorough knowledge of EMT practices, procedures and techniques
- General knowledge of purpose, operation and maintenance of firefighting vehicles, equipment and apparatus
- Departmental policies, rules, and instructions for firefighting and rescue activities
- Extrication and the use of extrication tools
- Geographical layout and familiarity of the Fort Mojave Mesa Fire District and automatic response areas, street names and numbers, and location of hydrants
- First responder hazardous materials procedures
- Computerized data entry and retrieval systems

Skills:

- Skill in operating the listed tools and equipment
- Reading maps, using a computer keyboard, typing and maintaining electronic files and records
- Simultaneously interacting with people from varying agencies, assessing situations and acting in accordance with the level of urgency



STANDARD OPERATING GUIDELINES

REVISED
09/18/18

- Remaining calm and composed during emergencies
- Performs general math calculations such as addition, subtraction, multiplication and division

Abilities:

- Ability to establish and maintain effective working relationships with department members, other organizations and members of the public
- Effectively apply principles, practices and methods of current firefighting techniques
- Effectively learn how to operate and maintain assigned fire department equipment
- Write and maintain required records and reports
- Meet such physical requirements as established by a competent medical authority
- Perform with a high degree of physical and mental alertness
- React quickly, calmly and appropriately in emergency situations
- Maintain certifications as required
- Maintain regular attendance and recognize attendance as an essential function of this job to ensure continuity
- Willingly work shifts to include the working of weekends, holidays, overtime and call-back as scheduled and necessary
- Read general correspondence, maps, medical terminology and abbreviations, policies, procedures, code books, and memorandums
- Able to apply professional judgment determining the proper course of action in a given situation.



STANDARD OPERATING GUIDELINES

**REVISED
09/18/18**

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The work environment characteristics attached to the job description 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.

- Physically mobile with reasonable accommodations
- Frequently lift or move 50 pounds and occasionally lift and / or move up to 175 pounds for up to 100 feet
- Working in temperatures exceeding 120 F and below 32 F
- Working in the presence of pollen, dust, poisonous creatures and plants
- Working at heights up to 100' as needed
- Able to bend, reach, kneel, twist and grip items while working at various hazardous locations
- Manual dexterity and coordination to operate office equipment including computers, fax and copy machines
- Respond to visual and aural cues
- Able to read, write, speak and understand the English language
- Operate in mentally and physically stressful situations
- Ability to remain calm and cooperative in difficult or emergency situations

EXPECTED BEHAVIOR/QUALITY OF SERVICES:

Excellence is the responsibility of everyone at Fort Mojave Mesa Fire District. It is our vision to strengthen partnerships with the community and our neighboring departments through progressive training, community outreach and strategic planning.

We lead by our core values:

- Integrity - Uphold the highest moral and ethical conduct



STANDARD OPERATING GUIDELINES

**REVISED
09/18/18**

- Respect - Embrace diversity and promote equality
- Honor - Our oath is to be honest, trustworthy, courageous and fair
- Commitment - Our pledge is to selflessly respond to the needs of the community while providing for the health and well-being of our members

All employees are expected to conduct themselves consistent with and in support of the above values.

SELECTION GUIDELINES:

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

DISCLAIMER:

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

EMPLOYEE SIGN OFF:

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirements/responsibilities of the position. I also acknowledge that I can fulfill the essential functions of the position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Printed Name: _____

Employee Signature: _____

Date: _____