



JOB DESCRIPTION

POSITION TITLE: Firefighter / EMCT
TYPE: Appointment
REPORTS TO: Fire Captain
FLSA STATUS: Non-exempt
CLASSIFICATION: Sworn – Safety Sensitive Position
WORK SCHEDULE: Full-Time (Typically a 56-hour shift schedule, but subject to administrative assignment on a 40-hour work week) or Reserve (no guaranteed hours; provides backfill as needed)

GENERAL SUMMARY:

Responds to alarms and protects life and property by performing firefighting, emergency medicine, hazard control, wildland firefighting, and other duties as assigned. Maintains fire and emergency medical equipment, apparatus, and facilities. Upholds District mission values, and ethical standards.

SUPERVISION RECEIVED:

Works under the supervision of a Fire Captain or his/her assigned representative in the absence of the Fire Captain.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responds to emergency calls and public service calls as dispatched within District coverage areas, auto-aid responses, and on mutual aid assignments.
- Provides advanced and basic life support and first aid treatment in accordance with Arizona laws, Arizona Department of Health Services rules and regulations, regional protocols, and base hospital directions.
- Drives or attends to patients within departmental ambulance or rescue transport vehicles as required.
- Safely drives/operates apparatus and related equipment.
- Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment, extinguishments and overhaul.
- Performs salvage operations including throwing salvage covers, sweeping water, and removing debris.
- Operates and cares for self-contained breathing apparatus.
- Completes necessary paperwork and documentation as required on calls for service.
- Writes reports accurately and in a timely manner, documenting incident data, patient assessment and patient treatment.

- Always maintain patient and employee safety.
- Protect the privacy and security of all protected health information (PHI) as required by HIPAA, and in accordance with general principles of professionalism as a health care provider.
- Completes data entry into the district computer system, documenting individual and crew activities, and maintaining appropriate files, as assigned.
- Provides basic Emergency Medical Services (EMS) patient care, interacting with patients and taking their vital signs; setting up and monitoring medical equipment including cardiac monitors and intravenous solutions (IVs) and communicating findings/alerts to EMS partners; examines and communicates physical assessment findings to EMS partners and base hospital physicians involved in patient care.
- Receives fire and/or emergency medical calls and alarms.
- Operate radios and other communication equipment which involves using mobile computers, electronic patient care reporting software, and mobile radios in accordance with District policies and procedures.
- Participates in District physical fitness programs.
- Participates in District accident/incident prevention programs.
- Communicates clearly, both verbally and in writing, on District maintenance forms and interdepartmental memorandums and in all settings and formats as required.
- Maintains accurate files, records and enters required information into computer asset control and inventory systems; prepares and submits reports in a timely manner; responsible for the proper flow of assigned records and paperwork; with all section related record keeping requirements.
- Maintains required certifications and meets continuing education requirements, keeps abreast of changes in requirements, which affect the division or District; attends training, seminars and schools required by the district.
- Performs job duties adequately and properly in a timely manner; follows personnel and District policies and operating procedures; shows respect, tact, and courtesy in dealings with coworkers, other agencies, associates, and the general public; behaves in a manner that does not obstruct or hinder other personnel from completing their duties; acts in a manner that is safe and follows the district's safety procedures at all times.
- Exercises good judgment and initiative in combining a broad scope of professional knowledge and analytical judgments so effective decisions are made in assigned areas; and completes assignments without detailed instruction or guidance.
- Participates in inspections of buildings, hydrants and other structures in pre-plans.
- Performs general maintenance work in the upkeep of fire and emergency medical equipment, apparatus, and facilities.
- Presents programs to the public on safety, emergency medicine, and fire prevention and suppression topics.
- Participates in fire drills, and attends classes in firefighting, emergency medical service, and other related areas.
- Maintains required certifications in fire and emergency medicine.
- Maintains positive working relationships with coworkers, supervisors, members of the public and neighboring agencies.
- Performs all other duties as assigned.

MINIMUM QUALIFICATIONS:

- 18 years of age or older
- High school diploma or G.E.D. equivalent
- Valid Arizona Driver's License
- Arizona Firefighter I and II certification or NFPA 1001 equivalent
- Possess and maintains a current Arizona State Emergency Medical Care Technician (EMCT) at the EMT (Emergency Medical Technician) or paramedic level
- Wildland Red Card certification as a Firefighter II or higher
- Hazardous Materials First Responder certification
- Speak, read, and write the English language
- Meet PFD physical standards
- Meet insurability requirements of the District's insurance carrier
- Meet PFD residency requirements as set forth in policy

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough Knowledge of:
 - Arizona laws and AZDHS rules and regulations, medical protocols, and algorithms.
 - EMS equipment and the proper use and maintenance.
 - Applicable regulations, procedures, policies, and Authority services.
 - Emergency scene operations and incident command structure.
- Working knowledge of:
 - Computer usage and data entry.
 - Structural and wildland fire suppression and prevention principles.
 - Structural and wildland fire behavior and characteristics.
 - English language, spelling, and grammar.
 - Business letter writing and report preparation.
 - Emergency medical and rescue techniques and their applications.
 - District geography, streets, and water supply locations.
- Ability to:
 - Apply standard firefighting and emergency medical techniques.
 - Follow verbal and written instructions.
 - Function effectively in emergency situations.
 - Handle the arduous physical requirements of the job under stressful and adverse conditions.
 - Take effective, decisive actions under stressful and adverse conditions.
 - Effectively communicate in both written and verbal format.
 - Establish and maintain effective working relationships with fellow employees and members of the public, maintaining ethical standards.
 - Successfully complete initial orientation/training program.
 - Perform heavy lifting and maneuvering.
 - Successfully complete all training and testing required by District policies and procedures.
 - Establish and maintain effective working relationships with fellow employees and members of the public.
 - Communicate effectively verbally and in writing.
 - Organize and prioritize tasks.
 - Follow projects through completion.
 - Effectively apply standard EMS and medical techniques.

- Effectively function within the Incident Command Structure.
- Follow verbal and written directives.
- Write clearly and concisely.
- Work with various supervisors and personnel.
- Work under pressure and/or frequent interruptions.
- Maintain files and records.
- Maintain the confidentiality of reports and other sensitive information.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by all personnel to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with qualifying 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.

The position requires the individual to meet NFPA and OSHA standards for the wearing of self-contained breathing apparatus. While performing the duties of this job, personnel are frequently required to stand, sit, walk, talk, 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, crawl, and smell.

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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 in an office, vehicle or outdoor setting in all weather conditions, including temperature extremes at all times of day and night. Work is often performed in emergency and stressful situations. Personnel are 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.

EXPECTED BEHAVIOR

Staff – Expected Behavior

The incumbent is expected to embrace, support, and promote the district's values, beliefs, ethics, 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

The duties listed above are intended only as illustrations of the various types of work that may be 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 District and employee and is subject to change by the District as the needs of the District and requirements of the job change.