



JOB DESCRIPTION

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| POSITION TITLE: | Fire & Fuels Technician |
| TYPE: | Appointment |
| REPORTS TO: | Fuels Crew Superintendent, Assistant Superintendent, Squad Boss, or District Supervisor as assigned. |
| FLSA STATUS: | Non-exempt |
| CLASSIFICATION: | Civilian (Non-Sworn) – (Benefited or non-benefited) |
| WORK SCHEDULE: | Full or Part-Time as Assigned |

GENERAL SUMMARY:

This is an entry-level position. The employee works under close, direct supervision and carries out hazard fuel reduction projects through thinning, brush disposal, and prescribed burning. The employee participates in and presents public education programs. The employee responds to wildfire assignments both in district and out of district as part of an organized crew. The employee participates in training activities, station and equipment maintenance, and performs other support and related duties as required.

HOURS OF WORK

This position is typically scheduled to work 40 hours per week. However, it may require the employee to work 24-hour shift work, evenings, weekends, holidays, and under hazardous conditions. Employees in this class are required to be available for immediate dispatch to fire assignments lasting up to 21 days. These assignments can be in district, out of district, or out of state. Supervisory personnel may adjust regular work hours to meet the district's demands.

SUPERVISION RECEIVED:

Fuels Crew Superintendent, Assistant Superintendent, Squad Boss, Lead, or District Supervisor as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include, but are not limited to, the following.

- Serves as an entry-level crew member performing fire prevention, suppression, and hazard fuel reduction.
- Responds to significant incidents from home or another location while in off-duty status.
- Safely drives/operates apparatus and related equipment.
- Always maintains employee safety.
- Completes data entry into the district computer system, documenting individual and crew activities, and maintaining appropriate files, as assigned.
- Operates 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 training programs, community service and education, and other related programs.
- Interacts with, supports, and assists District employees as directed within the chain-of-command.
- 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 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.
- Performs general maintenance work in the upkeep of fire equipment, apparatus, and facilities.
- Maintains positive working relationships with coworkers, supervisors, members of the public, and neighboring agencies.
- Performs firefighting and hazard reduction duties to include laying hose and using water, chopping brush, felling trees, piling slash, burning, preparing fire line to prevent fire spread and to prepare areas for prescribed burning.
- Follows the instructions of supervisors or standard operating procedure while performing all duties
- Conducts routine repairs, maintenance, and cleaning of District buildings, grounds, facilities, apparatus, and equipment.
- Trains to stay proficient in emergency and non-emergency operations.
- Obeys all District policies, regulations, and procedures

PERIPHERAL DUTIES

- Assists in training new employees.
- Presents programs to the public on wildland firefighting and fuels mitigation topics.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- 18 years of age or older
- High school diploma or G.E.D. equivalent
- Speak, read, and write the English language
- Meet PFD physical standards

- Valid Arizona Driver's License with a satisfactory 39-month driving record
- Meet the insurability requirements of the district's insurance carrier
- Able to be Arizona Wildland Red Card Certified as a Firefighter II (ICS-100, ICS-700, L-180, S-130, and S-190) within 30 days of the start date.
- Must have satisfactory results on drug testing.

KNOWLEDGE, SKILLS, AND ABILITIES:

- **Thorough Knowledge of:**
 - Incident Management System
 - Basic Mathematics.
 - Wildfire prevention concepts, techniques, and practices
- **Working knowledge of:**
 - Computer usage and data entry.
 - English language, spelling, and grammar.
 - Business letter writing and report preparation.
 - Wildland firefighting techniques and tactics
- **Ability to:**
 - 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 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.
 - Drive motor vehicles (cars, sport utility vehicles, medium/large/heavy trucks)

Preferred Qualifications:

- Experience as a wildland firefighter
- Completion of NWCG; S-212 and qualified sawyer
- NWCG Firefighter 1 Qualified (Finished Taskbook, S-133, and S-131)
- NREMT or EREMT-P

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 accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions.

Personnel must pass the NWCG annual certification for the Work Capacity Test (WCT) at

the arduous level and maintain certification as a condition of employment.

While performing the duties of this job, personnel are frequently required to stand for extended periods of time; 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. Personnel are often required to move dirt, debris and other heavy objects; may work in small, cramped areas and may be required dig up ground to fight wildland fires.

Personnel are required to wear personal protective equipment weighing approximately 70 pounds. Personnel must frequently lift and/or move up to 70 pounds and occasionally lift and/or move up to 175 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those personnel encounter while performing the essential functions of this job. Personal Protective Equipment is provided to minimize the inherent job work exposures. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicle, and outdoor settings; in all weather conditions, including temperature extremes; during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to sirens and hazards associated with responding to all types of emergency incidents 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 emergency response or firefighting activities when noise levels may be loud.

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 EMS/medical activities when noise levels may be loud.

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.

EXPECTED BEHAVIOR

Staff – Expected Behavior

The incumbent is expected to embrace, support, and promote the district'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
- Provide outstanding customer service to internal and external customers

I HAVE REVIEWED AND UNDERSTAND THE DUTIES, RESPONSIBILITIES AND REQUIREMENTS OF MY JOB DESCRIPTION

Employee Name (Printed)

Employee Signature Date