

Sunsites-Pearce Fire District Policy, Procedures and Guidelines	Section #: 303.3 Section Title: Classification/ Job Description Plan		
Chapter 303: Classification, Pay Plan and Compensation	Effective Date:	Scheduled Review Date:	Revised Date: 2/17/2021

**FIREFIGHTER (CAREER)
JOB DESCRIPTION**

Classification Responsibilities:

A Firefighter performs tasks necessary for Fire District operations under the supervision of a Fire Captain. A firefighter performs assigned duties during an assigned shift. In addition, a firefighter is responsible, through study and consultation with a Fire Captain (s), for developing recommendations for improvements in Fire District Operations.

Responsibilities include:

- As directed, performing various operational tasks at fires and other hazardous incidents, medical emergencies, and other incidents.
- Integrating into an incident management system.
- Following direction regarding firefighting, risk management, and resource management methods to be used.
- Effectively using procedures, equipment, and apparatus.
- Ensuring the safe operation of assigned personnel (including oneself), equipment and apparatus at incidents and during all other time periods of an assigned shift.
- Assisting with, and participating in, public education, community relations, and fire prevention programs and activities.
- Performing related duties as required.

Distinguishing Features:

A Firefighter is appointed by the Fire Chief. This employee is supervised by a Fire Captain who reviews work based on overall results achieved. A Firefighter makes decisions according to District policy and direction from a Fire Captain and works collaboratively to accomplish assigned tasks. A Firefighter is eligible to participate in all benefits available under the Employee Benefit Plan. This class is FLSA non-exempt.

ESSENTIAL FUNCTIONS

Communication and administrative skills:

- Establishes and maintains effective working relationships with staff, district officials, community organizations, other fire departments and districts, other agencies, county departments, and the general public.
- Makes effective verbal and written presentations and reports.
- Advises the appropriate Fire Captain of progress on assigned tasks.
- Coordinates assignments with other employees.
- Receives supervision from a Fire Captain; however, the Firefighter is still responsible for overall personal performance and must exercise independent judgment. A Firefighter may be required to fill in for a Fire Captain in an acting capacity or be deputized to complete a Fire Captain function.

Knowledge of:

- Fire District Policies and Procedures and related local, state, and federal statutes and administrative rules, and industry best practices, related to emergency and non-emergency incident response, preparation and readiness activities, and other tasks as assigned.
- Maintenance and use of Fire District buildings and land, equipment, apparatus, and personal protective equipment.
- Effective risk management procedures, appropriate hazard mitigation practices, and employee health and safety priorities.

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Ability to:

- Effectively perform the duties expected of a firefighter.
- Effectively collaborate with other firefighters and superiors.
- Effectively serve the public.
- Effectively work in hazardous environments, with hazards known and unknown, with adverse weather conditions, and under strenuous physical, mental, and emotional exertion demands.
- Document progressive accomplishments related to successful completion of both general and industry-specific training and education, as well as documentation of acceptable incident performance.
- Possess and maintain required certifications and abilities including but not limited to:
 - Valid Arizona Driver's License
 - Current Arizona Emergency Medical Technician (EMT) certification.
 - Arizona accredited Firefighter I/II certification.
 - NWCG Wildland Firefighter 2 certification.
 - Physical ability to perform any task included in the above certifications, or successfully complete any task tested during the certification process and including successful annual renewal of the Work Capacity test at the arduous rating.
 - Or maintenance of any certification and ability that exceeds the above minimum requirements.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change as deemed necessary.