

## **OJ3004 Job Description: Firefighter**

Created/Revised: 12/08/1997 / 08/11/2021

Reviewed: 08/11/2021



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**Division:** Operations  
**Reports To:** Fire Captain  
**FLSA Status:** Non-Exempt  
**Salary Level:** Range 30  
**Classification:** Uniform

### **SUMMARY:**

Firefighters are members of a firefighting team called a Fire Company. They perform duties that support the mission of the company and the Agency. The firefighters are supervised by a Fire Captain. Firefighters perform a variety of hazardous tasks when engaged in combating, extinguishing and preventing fire, answering emergency medical calls, extricating and rescuing individuals from fire and entrapment, treating the sick and injured, and in operating and maintaining Agency equipment, apparatus, and quarters. The firefighter works shift work as assigned. Members of this class shall be required to assume the duties of the next higher rank within three (3) years of completing probation.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Meet the requirements for Firefighter II, NFPA 1001.
- Assist in the performance of fire safety inspections.
- Execute other fire prevention related duties as assigned.
- Correctly identify and operate the tools and equipment used by the Agency.
- Operate and care for self-contained breathing apparatus.
- Demonstrate a working knowledge of minimum company standards.
- Demonstrate a working knowledge of the principles of ventilation.
- Utilize communications equipment according to procedures.
- Maintain and care for stations and grounds as assigned to them.
- Demonstrate a working use and knowledge of hydrants.
- Perform first aid and rescue techniques as needed on emergency assignments.
- Fill out incident reports as required by their supervisor.
- Interact with the public in a positive manner that exemplifies the Agency's mission.
- Attend all mandatory training and scheduled meetings for the assigned position.
- Ability to appropriately prepare, manage, store and locate the written records of the Agency, especially those generated or received by the member, including, but not limited to, all books, papers, maps, photographs, e-mails, notes and all other written documents within the member's job function; to ensure that all such records are kept in compliance with the records management requirements and public records obligations of the State of Arizona and the Agency and to be able to quickly locate and retrieve the same as part of a public records request.
- Required to qualify for and maintain a 'Meets Standards' on member's evaluations.
- Other duties may be assigned.

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### **SUPERVISORY RESPONSIBILITIES:**

None

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Firefighters must pass the 15-week fire academy, complete the Professional Qualifications for Firefighters II as described in NFPA 1001, and successfully complete the probationary packet before the completion of their one-year probation.
- Working knowledge of the street systems and physical layout of the Agency.
- Ability to understand and follow oral and written instructions.
- Ability to learn a variety of firefighting duties and methods, including the operations of firefighting apparatus, equipment, and tools.
- Ability to get along well with others while living and working in close quarters and groups.
- Ability to act and react under emergency conditions, avoiding panic.
- Ability to pass a rigid physical ability test, written examination, oral interview and physical fitness exam.
- Good aptitude towards mechanics.
- Ability to be on the apparatus in a ready status within a 60-second time frame.
- Ability to operate apparatus according to minimum standards within 18 months of hire date and maintain these skills.
- Refer to *SOG OS3000 Succession Plan - Operations* for recommended experience and education.\*

### **EDUCATION AND/OR EXPERIENCE**

High school diploma or general education degree (GED) required.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other members of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts of basic algebra and geometry.

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### **REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must have a valid driver's license and maintain a driving record that supports the ability to operate an Agency vehicle. Applicant must obtain a valid Arizona Driver's License within six (6) months of employment.
- Current Healthcare Provider Level CPR Certificate (A.R.S. § 9-36-2202(a)).
- Current National Registry and State Department of Health Service (AZDHS) Emergency Medical Technician (EMT) or Paramedic. Candidates without AZDHS certifications will be required to obtain their AZDHS EMT or Paramedic Certification prior to the successful completion of the fire academy.
- Current CPAT Certificate is required prior testing.

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS:**

- State of Arizona Firefighter I and II Certification or equivalent IFSAC Accredited Firefighter I and II.
- Wildland Firefighter Type II\* Red Card qualifications minimum.
- HAZMAT 24-hour Operations.\*

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by a member to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the member is regularly required to stand and walk; use hands to finger, handle, or feel; reach with hands and arms; climb and balance; stoop, kneel, crouch, and crawl; talk, hear, taste and smell. The member is occasionally required to sit. The member must frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the member is frequently exposed to wet and/or humid conditions' moving mechanical parts, high, precarious places, fumes and

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airborne particles, toxic and caustic chemicals; outside weather conditions, and vibration. The member is exposed to hazardous conditions including, but not limited to, hostile fires, hazardous materials, and bloodborne pathogens. The member is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

### **DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and the member and is subject to change by the employer as the needs of the employer and the job requirements change.

Accordance with Standard Operating Procedure *SOG OS3000 Succession Plan - Operations*.