



City of Kingman, Arizona

Classification: Firefighter – Part Time

Department: Fire

Accountable To: Fire Captain

Created/Revised Date: August 2015

FLSA Status: Non-Exempt **Salary Grade:** Part-Time **Band:** C **EEO4:** 4

GENERAL DESCRIPTION OF POSITION

This is a part-time position. Personnel will be scheduled or called in to provide minimum staffing levels. Protects life and property through emergency incident intervention. Performs fire suppression and fire prevention duties, and provides basic life support emergency medical care is given 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. Personnel will be expected to comply with all department regulations and SOP's; work as scheduled at assigned locations; participate in provided trainings; maintain appropriate certification and proficiency in a range of skills, including up-to-date fire suppression, basic and advanced life support, technical rescue, hazardous materials and equipment care.

SUPERVISION RECEIVED

Work is performed in accordance with standard operating procedures and direction from the Company Officer either directly or through the assigned fire engineer. The Company Officer reviews work through performance reviews and conferences.

SUPERVISION EXERCISED

Occasionally when temporarily assigned to functions requiring a supervisory component in the line of emergency operations. Direction to other firefighters and part time firefighters may occur at calls for service.

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 fire, medical, hazardous materials, and technical rescue emergencies to perform essential functions.
- Searches for and rescues occupants, ventilating structures, protects property by salvaging contents, and applies water and chemicals to fires.
- Responds to alarms as a member of a firefighting company.
- Assists in cleaning and maintaining 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 station requests for blood pressure 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 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, ventilates buildings, rescues persons.
- 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 in support of a 48 hour, rotating shifts in support of a 24/7 emergency services department. As scheduled, 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 emergency recall during non-scheduled working hours due to staff shortage and/or operational needs.
- 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 for assigned schedule.
- Participates in physical fitness program to maintain physical conditioning.
- Firefighters assigned as Certified Emergency Paramedics must perform these duties within the regulations and guidelines of the State of Arizona.
- Firefighters assigned to the Hazardous Materials Team, as a Hazardous Materials Technician must meet the certification requirements and standards of the State of Arizona.

PERIPHERAL DUTIES

- Participates in shift meetings and special projects.
- Assists in maintenance, testing and repair of fire hoses, ladders, and apparatus.
- 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.

WORK CONTACTS

- Considerable contact with the general public and other first responders in the field or fire station setting.
- Regular contact with other public safety and pre-hospital providers.
- Occasional contact with other city employees.

DESIRED MINIMUM QUALIFICATIONS

Education and experience:

- Graduate from high school or GED;
- Arizona State Certification at a minimum of EMT Basic Level; Certified Paramedic preferred.
- Course work showing educational requirements meeting NFPA 1001.

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 City of Kingman 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 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; 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 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 assigned shifts that include the working of weekends, holidays, 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.

SPECIAL REQUIREMENTS

- Possession of valid Arizona Driver's License;
- Certification as an EMT at a minimum of Basic Level in the state of Arizona;
- Arizona State Certification at the Firefighter II Level or equivalent;
- Ability to read and write the English language.
- May be required to be a Certified Emergency Paramedic.
- May be required to be a Certified Hazardous Materials Technician.

WORK ENVIRONMENT

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. See Physical Demands.

Expected Behavior/Quality of Services:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

Commitment – Dedicate oneself to consistent and excellent public service.

Innovation – Implement unique, creative and cost-effective solutions.

Communication – Communicate in a positive, honest and productive manner.

Integrity – Adherence to high ethical standards.

Diversity – Promote inclusiveness and impartiality throughout the organization.

Personal Responsibility – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

Respect – Demonstrate a high regard for others, support each other.

Teamwork – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with 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 requirement/responsibilities

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of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____