

## Position Descriptions

### 1003.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a comprehensive description of overall duties and responsibilities of each rank or job classification within the District.

### 1003.2 POLICY

It is the policy of the Blue Ridge Fire District to develop unique position descriptions for each assignment within an established rank or classification.

### 1003.3 PROCEDURE

The Fire Chief will generally develop and maintain classification specifications. Within the classification specifications there may be multiple assignments. The descriptions will detail the unique duties and responsibilities of each assignment.

Position descriptions should be considered living documents and should be reviewed and evaluated for modification. This should occur any time duties or expectations of a specific position substantially change.

Position descriptions should be reviewed prior to hiring to ensure the candidate's knowledge, skills and abilities are consistent with the current performance expectations of the position.

### 1003.4 POSITION DESCRIPTIONS

Board of Directors: Elected

For the purpose of this policy the Board of Directors are the governing body elected by the public of the District. The Board is responsible for overall fiscal responsibility, appointment of a Fire Chief and establishment of district policy.

Fire Chief: Contract

**SUMMARY:** Under general direction from the Board of Directors, directs and supervises through subordinate supervisors; the service delivery of the Fire Department; manages the administration, supervision and operation of fire, rescue and emergency services. Plans and directs the activities of fire/rescue and emergency services operations including formulation of policies and procedures, the ongoing development of staff, budgeting, purchasing and program implementation; reports to the Board of Directors and performs related duties as assigned. Not eligible for overtime.

**ESSENTIAL FUNCTIONS:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions/tasks performed by persons of this class.)

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### DUTIES AND RESPONSIBILITIES: (which are not in any hierarchical order)

1. Serves as Chief Executive Officer of the Blue Ridge Fire District.
2. Plans and controls administrative and operations activities including hiring, promotions, and work assignments of all district and department personnel, career and volunteer.
3. Works closely with employee groups, both career and volunteer to foster productive and progressive labor/management relations.
4. Develops and implements short and long term department goals, objectives and programs in concert with the District's mission and strategic plans.
5. Ensures consistency and fairness in the supervision, training and development, performance evaluation and discipline of department personnel.
6. Prepares, administers, abides by and enforces District and Department policies, procedures, rules and regulations to create a productive and issue-free work environment.
7. Prepares, administers and monitors expenses to result in responsible fiscal stewardship.
8. Advises the Board of Directors regarding public safety issues.
9. Attends staff, task force and special meetings as needed.
10. Prepares and oversees the preparation of recurring and ad hoc reports as required.
11. Evaluates, plans and implements emergency management services and fire protection needs for the District and community.
12. Recommends codes and ordinances for fire safety and fire prevention programs.
13. Evaluates subordinates performance and department operations for effective operation.
14. Directs emergency services and fire rescue disaster preparedness planning and operations.
15. Attends and participates in fire service meetings and conferences at the local, state, regional and national level in order to stay current of changes evolving in the profession.
16. Attends scheduled meetings of the Board and presents monthly Chief report, unless excused.
17. Performs other duties and special projects as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge the Incident Command System and Personnel Accountability System.
- Knowledge of local, state and federal laws and ordinances related to fire prevention, public safety, hazardous materials, emergency medical services, and arson investigation and the ability to apply this knowledge to varied fire control and prevention problems.
- Knowledge of the use and operation of a wide variety of fire motorized and auxiliary apparatus.
- Thorough knowledge of comprehensive risk and safety goals.
- Thorough knowledge of the principles and practices of fire district budget preparation, presentation, implementation, and administration.
- Highly skilled and committed to regular and clear lines of communication and interaction with staff, other departments, elected officials and the public.
- Demonstrated comfort and experienced in media relations and interactions with print and electronic media.



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- Demonstrated leadership of a department, or a division within a department, which has emphasized proactive and preventative activities, customer service and effective performance standards.
- Knowledge of modern firefighting/emergency/rescue tactics and principles, fire investigation and prevention.
- Skilled in developing, implementing, abiding by and enforcing District/Department policies, procedures, rules and regulations.
- Exceptional communications skills and demonstrated methods of communicating with members of the Fire Department and public at all levels.
- Skilled in operating standard office equipment including a personal computer and related MS software.
- Insight and experience in working within a diverse workforce.
- Knowledge of the principles of personnel management and employment law and demonstrated application within a fire department environment.
- Demonstrated ability to implement and manage change in a diverse environment.
- Prioritization skills to maximize utilization of existing resources and development of future additional resources, including grants and other external resources.
- A demonstrated record of cooperation and functioning as a team player.
- Proven ability to build consensus from differing points of view and accessibility to the community and departmental employees.
- Possession of interpersonal skills and a proven ability to establish and maintain effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Moderate work generally in an office setting. There is frequent need to walk, sit, talk or hear, use hands to handle or feel and perform other similar actions during the course of the workday. The Blue Ridge Fire District promotes and maintains a drug/alcohol free work environment. Employee is subject to random drug testing.

**MINIMUM QUALIFICATIONS:** High school diploma or equivalent with a minimum of Ten (10) years of increasingly responsible experience in fire/rescue and emergency medical service operations, including five (5) years managerial experience with at least two (2) years of service at the battalion chief level or above. Bachelor's degree from an accredited college or university with a major in Business Administration, Public Administration, Fire Science or related field, or any equivalent combination of training and experience. Must possess and maintain certification as a Firefighter II and EMT or Paramedic. A valid Arizona driver's license is required and must not, within the last three years, have been convicted of reckless driving or driving under the influence of alcohol or controlled substances and have not had a driver's licenses suspended.

Assistant Fire Chief: Hourly

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**SUMMARY:** Under general direction, administers and supervises several fire divisions; assists in the preparation and administration of the departmental budget; acts as Fire Chief as required; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions/tasks performed by persons of this class.)

**DUTIES AND RESPONSIBILITIES:** (which are not in any hierarchical order)

1. Supervises and coordinates assigned fire department divisions.
2. Participates in the planning, development and management of the department budget; oversees and approves appropriate expenditures and requisitions.
3. Establishes fire department procedures and operations; studies current procedures and recommends changes.
4. Develops, plans and implements departmental goals and objectives.
5. Conducts research, analysis and prepares detailed and/or technical reports related to assigned area.
6. Coordinates and reviews employee administrative and disciplinary proceedings.
7. Participates in meetings and on committees; represents department on related issues.
8. Prepares and supervises the preparation of necessary reports relating to activities; reviews reports prepared and submitted by subordinates.
9. Assumes the duties of Fire Chief as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the Incident Command System and Personnel Accountability System.
- Knowledge of local, state, and federal laws and ordinances related to fire prevention, public safety, hazardous materials, emergency medical services, and arson investigation and the ability to apply this knowledge to varied fire control and prevention problems.
- Knowledge of modern firefighting/emergency/rescue tactics and principles, fire investigation, and prevention. Working knowledge of fire service and emergency medical services.
- Knowledge of applicable fire codes, ordinances and department policies and procedures.
- Knowledge of the use and operation of a wide variety of fire motorized and auxiliary apparatus.
- Knowledge of comprehensive risk and safety goals.
- Knowledge of the principles and practices of municipal budget preparation, presentation, implementation, and administration.
- Knowledge of the principles of personnel management and employment law and ability to apply them within a fire department.
- Proven knowledge of supervisory and management principles and practices. Knowledge of location of neighboring fire agency resources.
- Knowledge of Business English, grammar, punctuation and spelling.



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- Skilled in developing, implementing, abiding by and enforcing District policies, procedures, rules and regulations.
- Demonstrated skill in both verbal and written communication, including negotiation skills.
- Demonstrated skill in developing and implementing effective projects and plans.
- Demonstrated skill in evaluating and responding to complex problems and issues.
- Skill in operating standard office equipment including a personal computer and related MS software.
- Demonstrated skill in utilizing appropriate department fire equipment.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, officials and the public.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves moderate work generally in an office setting. Occasionally will need to respond to fire emergencies/emergency medical services/rescue scenes. There is frequent need to walk, sit, talk or hear, use hands to finger, handle or feel and perform other similar actions during the course of the workday. The Blue Ridge Fire District promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for all employees.

**MINIMUM QUALIFICATIONS:** Ten (5) years of increasingly responsible experience in fire/rescue and emergency medical service operations, including five (2) years managerial experience with at least two (2) years of service at the captain level or above. Associate's degree from an accredited college or university with a major in Business Administration, Public Administration, Fire Science or related field, or any equivalent combination of training and experience. Must possess and maintain a current State of Arizona Certification for Firefighter II (or District approved equivalent such as IFSAC or ProBoard) and valid Emergency Medical Technician (EMT), or Paramedic. Must possess and maintain a valid Cardio-pulmonary Resuscitation (CPR) card from American Red Cross or American Heart Association at the Health Care Provider level. Completion of Fire instructor 1, Fire Officer 1 is preferred. A valid Arizona driver's license is required and must not, within the last three years, have been convicted of reckless driving or driving under the influence of alcohol or controlled substances and have not had a driver's licenses suspended.

Captain: eligible for overtime

**SUMMARY:** Under limited direction, supervises and directs the activities of one or more fire companies in routine duties and on fire or emergency medical service scenes; acts as incident commander at scene; enforces rules and regulations and monitors emergency medical communications; provides training to department personnel as required; assists Chiefs as needed; utilizes various tools and power equipment in rescue operations. Must be able to perform firefighting duties, as needed. When assigned as a paramedic, performs basic and advanced life support care, fire suppression and prevention activities; maintains life support equipment and vehicles and completes appropriate reports; and performs related duties as assigned.

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**ESSENTIAL FUNCTIONS:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions/tasks performed by persons of this class.)

**DUTIES AND RESPONSIBILITIES:** (which are not in any hierarchical order)

1. Directs and supervises (participates as warranted) fire and emergency operations on the scene of emergency responses, including medical emergencies, fire ground operations, hazardous material spills, other special details, emergencies and public events.
2. Supervise trains and evaluates assigned personnel. Oversees assigned personnel in daily work schedule and routine station duties including maintenance of facilities, equipment and apparatus.
3. Maintains and enforces departmental rules and regulations.
4. Ensures completion of all incident reports, station journals, time sheets, etc.
5. Conducts fire, occupational license and complaint inspections and re-inspections.
6. Conducts fire investigations and prepares related reports.
7. Responds to fire alarms with assigned company. Performs all activities associated with extinguishing fires and with medical treatment at emergency scenes. Utilizes and maintains self-contained breathing apparatus (SCBA).
8. Administers first aid; assist paramedics at medical emergencies; applies techniques for the control of bleeding; utilize immobilization techniques to stabilize patient; perform cardiopulmonary resuscitation.
9. Participates in life safety inspection activities and other fire prevention and public education activities as assigned. Maintains appropriate records and files.
10. Attends training sessions that include fire-fighting techniques, emergency medical care, and the proper use of all equipment and related tools.
11. May serve as acting Chief as assigned.

**KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

- Knowledge of principles, practices and procedures of modern fire-fighting.
- Knowledge of supervisory principles and practices.
- Knowledge of laws and ordinances related to fire prevention, public safety and arson investigation.
- Working knowledge of the Incident Management System and scene accountability systems.
- Knowledge of fire hydraulics, fire apparatus, equipment, tools, devices, facilities and the proper use and maintenance.
- Knowledge of principles and practices of emergency medical procedures such as advanced first aid, CPR and other medical assistance techniques.
- Knowledge of District geography and hydrant locations.
- Knowledge of decontamination procedures.
- Skill in advanced fire-fighting techniques.
- Skill in directing a fire or emergency scene.
- Skill in operating fire suppression pumper and aerial apparatus



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- Skill in operating and maintaining fire department equipment and tools, including minor repairs.
- Skill in operating and maintaining two-way radio equipment and computers.
- Skill in selecting and applying appropriate emergency treatment and using specialized equipment and apparatus.
- Skill in analyzing fire and emergency situations and providing an effective course of action.
- Skill in effectively dealing with people under stress.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves potentially extreme work setting. There is frequent need to stand, walk, sit, talk or hear, use hands to finger, handle or feel and perform other similar actions during the course of the workday. There is also the risk of exposure to blood borne pathogens, chemicals, mechanical parts and other hazards. The Blue Ridge Fire District promotes a tobacco, drug/alcohol free work environment. Employee is subject to random drug testing.

**MINIMUM QUALIFICATIONS:** Minimum of (4) years fire experience. Completion of District Firefighter and Engineer/Driver task books or approved equivalent. Must possess and maintain a current State of Arizona Certification for Firefighter II (or District approved equivalent such as IFSAC or ProBoard) and valid Emergency Medical Technician (EMT), or Paramedic. Must possess and maintain a valid Cardio-pulmonary Resuscitation (CPR) card from American Red Cross or American Heart Association at the Health Care Provider level. Must maintain a valid State of Arizona driver's license. Completion of Fire instructor 1, Fire Officer 1 is preferred.

Engineer: Eligible for overtime

**SUMMARY:** Under limited supervision, drives and operates fire fighting equipment and apparatus; performs fire suppression and fire prevention duties to protect life and property; provides emergency rescue and basic medical as required; utilizes various tools and power equipment in rescue operations; maintains department equipment, vehicles and facilities. When assigned as a paramedic, performs basic and advanced life support care, fire suppression and prevention activities; maintains life support equipment and vehicles and completes appropriate reports; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions/tasks performed by persons of this class.)

**DUTIES AND RESPONSIBILITIES:** (which are not in any hierarchical order)

1. Drives and operates emergency vehicles, such as a pumper.

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2. Inspects assigned apparatus daily to ensure proper operation. Performs minor maintenance on equipment.
3. Responds to alarms with assigned company. Performs all activities associated with extinguishing fires and with medical treatment at emergency scenes.
4. Provides medical care according to level of certification, departmental protocol, and state law.
5. Participates in fire and life safety inspection activities and other fire prevention and public education activities as assigned. Maintains appropriate records and files.
6. Attends training sessions that include fire-fighting techniques, emergency medical care, and the proper use of all equipment and related tools.
7. Performs various duties in the maintenance of station facilities.
8. Ensures proper operation and readiness of apparatus and equipment.
9. Acts as Fire Captain as assigned.
10. Other duties and responsibilities as assigned.

### KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Knowledge of principles, practices and procedures of modern fire-fighting.
- Knowledge of Fire Department's Administrative & Tactical SOG's and SOP's.
- Knowledge of fire hydraulics, fire apparatus, equipment, tools, devices, facilities and the proper use and maintenance.
- Knowledge of principles and practices of emergency medical procedures such as advanced first aid, CPR and other medical assistance techniques.
- Knowledge of District geography and fire hydrant locations.
- Working knowledge of the Incident Command Systems and scene accountability systems.
- Skill in driving all types of emergency vehicles.
- Skill in modern fire-fighting techniques.
- Skill in operating fire suppression apparatus and pumps.
- Skill in operating and maintaining fire department equipment and tools.
- Skill in operating two-way radio equipment and computers.
- Skill in selecting and applying appropriate emergency treatment and using specialized equipment.
- Skill in analyzing emergency situations and providing an effective course of action.
- Skill in effectively dealing with people under stress.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves potentially extreme work setting. There is frequent need to stand, walk, sit, talk or hear, use hands to handle or feel and perform other similar actions during the course of the workday. There is frequent need to pull, push, lift and/or move objects of 50 pounds or more, such as removing hose from apparatus, pulling ceilings, starting power equipment, and opening doors on the apparatus. There is also the risk of exposure to blood borne pathogens, chemicals, mechanical parts and other hazards. The Blue Ridge Fire District promotes a tobacco and drug/alcohol free work environment. Random drug testing may be utilized.



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**MINIMUM QUALIFICATIONS:** High School Diploma or GED, a minimum of two (2) years of continuous service as a Blue Ridge Fire Department Firefighter. Must possess and maintain a current State of Arizona Certification for Firefighter II (or District approved equivalent such as IFSAC or ProBoard) and valid Emergency Medical Technician (EMT), or Paramedic. Must possess and maintain a valid Cardio-pulmonary Resuscitation (CPR) card from American Red Cross or American Heart Association at the Health Care Provider level. A valid State of Arizona driver's license, successful completion of the District Firefighter, Engineer and Driver task books or approved equivalent prior to appointment.

Firefighter, Full time/Reserve: eligible for overtime

**SUMMARY:** Under close supervision, performs fire suppression and fire prevention duties to protect life and property; provides emergency rescue and basic medical treatment as required; utilizes various tools and power equipment in rescue operations; maintains department equipment, vehicles and facilities; and performs related duties as assigned.

Paramedic: provides advanced levels of medical care under approved protocols.

**ESSENTIAL FUNCTIONS:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions/tasks performed by persons of this class.)

**DUTIES AND RESPONSIBILITIES:** (which are not in any hierarchical order)

- Responds to fire alarms; lays and connects hose; maintains pumping apparatus; holds nozzles and directs water streams; raises and climbs ladders; assists in freeing victims from situations in which they are physically trapped; performs surface water rescue of victims; utilizes and maintains self-contained breathing apparatus (SCBA). Wears protective gear; subject to work in extremely hazardous or inclement weather conditions; may be required to move heavy loads under emergency situations; ability to think clearly and follow directives under stressful conditions; other duties as may be delegated.
- Operates all types of firefighting and rescue equipment such as driving apparatus, portable fire extinguishers, power tools, hand tools and related equipment such as smoke ejectors, forcible entry tools, pike poles and axes.
- Administers first aid; assists paramedics at medical emergencies; applies techniques for the control of bleeding; utilizes immobilization techniques to stabilize patient; performs cardiopulmonary resuscitation.
- Participates in fire and life safety inspection activities and other fire prevention and public education activities as assigned. Maintains appropriate records and files.

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- Attends training sessions that include firefighting techniques, emergency medical care, and the proper use of all equipment and related tools.
- Performs various duties in the maintenance of station facilities and auxiliary equipment. Washes, dries, polishes, and cleans fire department apparatus and equipment.
- Inspects fire equipment to ensure proper operation.
- Other duties as assigned.

### KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Knowledge of principles, practices and procedures of modern fire-fighting.
- Knowledge of streets, hydrants, rules & regulations, policies & procedures, medical protocols and operating guidelines of the district.
- Knowledge of fire apparatus, equipment, tools, devices, facilities and the proper use and maintenance.
- Knowledge of principles and practices of emergency medical procedures such as first aid, CPR and other medical assistance techniques.
- Knowledge of decontamination procedures.
- Skill in basic fire-fighting techniques.
- Skill in operating and maintaining two-way radio equipment.
- Skill in selecting and applying appropriate emergency treatment and using specialized equipment and apparatus.
- Skill in analyzing fire and emergency situations and providing an effective course of action.
- Skill in the ability to remain calm under stressful situations.
- Skill in effectively dealing with people under stress.
- Skill in effective interpersonal communication and in dealing with the public.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work is performed under a potentially unsafe work setting and may have exposure to hostile situations. There is frequent need to stand, walk, sit, talk or hear, use hands to handle or feel, bend or stoop repeatedly or continually over time to perform emergency medical services or performs duties on the fire ground, lift arms above shoulder level, and perform other similar actions during the course of the workday. There is frequent need to pull, push, lift and/or move objects of 50 pounds or more, such as removing hose from apparatus, pulling ceilings, starting power equipment, and opening doors on the apparatus. There is also the risk of exposure to blood borne pathogens, chemicals, mechanical parts and other hazards. Incumbent will be required to work at heights greater than ten feet and tolerate extreme fluctuations in temperature while performing job duties. The incumbent will be required to use self-contained breathing apparatus and protective clothing to prevent exposure to hazardous materials and infectious diseases. The incumbent must have a good driving record with no convictions for driving under the influence of alcohol or control substances and must not had a driver's license suspended. The Blue Ridge Fire District maintains a tobacco and drug/alcohol free work environment and may require random drug testing.



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**MINIMUM QUALIFICATIONS:** High School Diploma or GED. A valid State of Arizona driver's license is required. Must possess and maintain a current State of Arizona Certification for Firefighter II (or District approved equivalent such as IFSAC or ProBoard) and valid Emergency Medical Technician (EMT), or Paramedic. Must possess and maintain a valid Cardio-pulmonary Resuscitation (CPR) card from American Red Cross or American Heart Association at the Health Care Provider level. Must have documentation, attesting the successful completion of an Emergency Vehicle Operator Course (EVOC), or reasonable equivalent, within 6 months of employment. Must complete the District approved Firefighter task book within first year of employment.

**Paramedic:** Must possess and maintain a current valid State of Arizona Paramedic Certification and must maintain base hospital system clearance.

**Firefighter, Volunteer:** eligible for volunteer stipend and State fire marshal contributions

**SUMMARY:** Under close supervision, performs fire suppression and fire prevention duties to protect life and property; provides emergency rescue and basic medical treatment as required; utilizes various tools and power equipment in rescue operations; maintains department equipment, vehicles and facilities; and performs related duties as assigned.

**Paramedic:** provides advanced levels of medical care under approved protocols.

**ESSENTIAL FUNCTIONS:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions/tasks performed by persons of this class.)

**DUTIES AND RESPONSIBILITIES:** (which are not in any hierarchical order)

- Responds to fire alarms; lays and connects hose; maintains pumping apparatus; holds nozzles and directs water streams; raises and climbs ladders; assists in freeing victims from situations in which they are physically trapped; performs surface water rescue of victims; utilizes and maintains self-contained breathing apparatus (SCBA). Wears protective gear; subject to work in extremely hazardous or inclement weather conditions; may be required to move heavy loads under emergency situations; ability to think clearly and follow directives under stressful conditions; other duties as may be delegated.
- Operates all types of firefighting and rescue equipment such as portable fire extinguishers, power tools, hand tools and related equipment such as smoke ejectors, forcible entry tools, pike poles and axes.
- Non-EMT personnel may assist, under supervision, emergency medical technicians and paramedics at medical emergencies; applies techniques for the control of bleeding; utilizes immobilization techniques to stabilize patient; performs cardiopulmonary resuscitation.

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- Participates in fire and life safety inspection activities and other fire prevention and public education activities as assigned. Maintains appropriate records and files.
- Attends training sessions that include firefighting techniques, emergency medical care, and the proper use of all equipment and related tools.
- Performs various duties in the maintenance of station facilities and auxiliary equipment. Washes, dries, polishes, and cleans fire department apparatus and equipment as needed.
- Inspects fire equipment to ensure proper operation.
- Acts as driver of emergency vehicles, as needed.
- Other duties as assigned.

### KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Knowledge of principles, practices and procedures of modern firefighting.
- Knowledge of streets, hydrants, rules & regulations, policies & procedures, medical protocols and operating guidelines of the district.
- Knowledge of fire apparatus, equipment, tools, devices, facilities and the proper use and maintenance.
- Knowledge of principles and practices of emergency medical procedures such as first aid, CPR and other medical assistance techniques.
- Knowledge of decontamination procedures.
- Skill in basic firefighting techniques.
- Skill in operating and maintaining two way radio equipment.
- Skill in selecting and applying appropriate emergency treatment and using specialized equipment and apparatus.
- Skill in analyzing fire and emergency situations and providing an effective course of action.
- Skill in the ability to remain calm under stressful situations.
- Skill in effectively dealing with people under stress.
- Skill in effective interpersonal communication and in dealing with the public.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work is performed under a potentially unsafe work setting and may have exposure to hostile situations. There is frequent need to stand, walk, sit, talk or hear, use hands to handle or feel, bend or stoop repeatedly or continually over time to perform emergency medical services or performs duties on the fire ground, lift arms above shoulder level, and perform other similar actions during the course of the workday. There is frequent need to pull, push, lift and/or move objects of 50 pounds or more, such as removing hose from apparatus, pulling ceilings, starting power equipment, and opening doors on the apparatus. There is also the risk of exposure to blood borne pathogens, chemicals, mechanical parts and other hazards. Incumbent will be required to work at heights greater than ten feet and tolerate extreme fluctuations in temperature while performing job duties. The incumbent will be required to use self-contained breathing apparatus and protective clothing to prevent exposure to hazardous materials and infectious diseases. The incumbent must have a good driving record with no convictions for driving under the influence of alcohol or control substances and must not had



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a driver's license suspended. The Blue Ridge Fire District maintains a tobacco and drug/alcohol free work environment and may require random drug testing.

**MINIMUM QUALIFICATIONS:** High School Diploma or GED. A valid State of Arizona driver's license is required. Must possess and maintain a valid Cardio-pulmonary Resuscitation (CPR) card from American Red Cross or American Heart Association at the Health Care Provider level. Will be required to successfully complete an Emergency Vehicle Operator Course (EVOC), or reasonable equivalent. Will be required to complete the recruit task book objectives within one year.

**Paramedic:** Must possess and maintain a current valid State of Arizona Paramedic Certification and must maintain base hospital system clearance.

**Support Personnel:** eligible for volunteer stipend and State fire marshal contributions

**GENERAL SUMMARY:** Under close supervision, performs non-hazardous duties such as administrative tasks, communications officer, fire prevention duties, public education, drive apparatus and fire pump operation. maintains department equipment, vehicles and facilities; and performs related duties as assigned.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work is normally performed in a non-hazardous office setting. There is frequent need to stand, walk, sit, talk or hear, use hands to handle or feel, bend or stoop repeatedly, lift arms above shoulder level, and perform other similar actions during the course of the workday. There is frequent need to pull, push, lift and/or move objects of 50 pounds or less, such as moving boxes or equipment. The incumbent must have a good driving record with no convictions for driving under the influence of alcohol or control substances and must not had a driver's license suspended. The Blue Ridge Fire District maintains a tobacco and drug/alcohol free work environment and may require random drug testing.