



# MESCAL-J6 FIRE DISTRICT

448 N. Warren Rd. Benson, AZ 85602

Phone (520)586-4690 Fax (520)586-8598

## APPLICATION INSTRUCTIONS

*The following documents must be included with your signed, completed application:*

1. A current 39-MONTH UN-CERTIFIED DRIVER LICENSE MOTOR VEHICLE RECORD shall be submitted with your completed application. You may obtain this record at any official motor vehicle department office, or their website <http://www.servicearizona.com>. Select "Motor Vehicle Record" in the text box labeled *Other Services*. The fee for each MVR is \$3.00. Your report must not be more than 30 days old at the time of application. **The applicant is responsible for all fees necessary to obtain these documents.**
2. Submit front and back copies of your Arizona DRIVER'S LICENSE, Arizona or National Registry EMT CERTIFICATION and CPR HEALTHCARE PROVIDER cards (if applicable).
3. Include copies of any relevant educational/ training records.

Mail your completed application and the documents listed above to:

**Mescal-J6 Fire District**  
Attention: Human Resources  
448 N. Warren Road  
Benson, AZ 85602

***Applications must be postmarked no later than 1700 hours, Thursday, July 25<sup>th</sup>, 2019.  
Incomplete applications / applications postmarked after the deadline will be rejected.***



## CANDIDATE TESTING / INTERVIEW SCHEDULE

**Friday, July 26<sup>th</sup>,**

**Physical Agility Test Walkthru** - 1900 hours at MJFD Station #171  
448 N. Warren Rd. Benson, AZ 85602

***The P.A.T. Walkthru is MANDATORY for all Volunteer Firefighter candidates***

**Sunday, July 28<sup>th</sup>**

**Written Exam**- 0800 hours at MJFD Administration Multipurpose Room  
98 N. Oak Drive Benson, AZ 85602

**Physical Agility Test**- 0900 hours at MJFD Station #171  
448 N. Warren Rd. Benson, AZ 85602

**Saturday, August 3<sup>rd</sup>**

**Oral Boards**- 0900 hours until finished at MJFD Administration Multipurpose Room  
98 N. Oak Drive Benson, AZ 85602

**Employment offers will be made the week of August 5<sup>th</sup>.**

New members without Arizona Firefighter I & II certification should plan to attend the 46<sup>th</sup> Annual Arizona State Fire School, September 4-8 for Basic Firefighting Skills training. (Training, lodging, meals and transportation paid for by MJFD)

Revised July 22, 2019



# MESCAL-J6 FIRE DISTRICT

## Employment Application

| APPLICANT INFORMATION   |  |  |                              |                             |  |                  |  |                              |                             |  |
|---|--|--|------------------------------|-----------------------------|--|------------------|--|------------------------------|-----------------------------|--|
| Last Name   |  |  | First                        |                             |  | M.I.             |  | Date                         |                             |  |
| Street Address  |  |  |                              |                             |  | Apartment/Unit # |  |                              |                             |  |
| City  |  |  |                              | State                       |  | ZIP              |  |                              |                             |  |
| Phone   |  |  |                              | E-mail Address              |  |                  |  |                              |                             |  |
| Date Available  |  |  |                              | Social Security No.         |  |                  |  |                              |                             |  |
| Position Applied for  |  |  |                              |                             |  |                  |  |                              |                             |  |
| Are you a citizen of the United States?   |  |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If no, are you authorized to work in the U.S.? |                  |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |  |
| Have you ever worked for this company?  |  |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If so, when?                                   |                  |  |                              |                             |  |
| Do you possess a valid AZ driver license?   |  |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |  |                  |  |                              |                             |  |
| <input type="checkbox"/> AZ Firefighter <input type="checkbox"/> Emergency Medical Technician <input type="checkbox"/> Paramedic             Certification # _____ Expires: _____ |  |  |                              |                             |  |                  |  |                              |                             |  |
| EDUCATION   |  |  |                              |                             |  |                  |  |                              |                             |  |
| High School   |  |  | Address                      |                             |  |                  |  |                              |                             |  |
| Did you graduate?   |  |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree   |                  |  |                              |                             |  |
| College   |  |  | Address                      |                             |  |                  |  |                              |                             |  |
| Did you graduate?   |  |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree   |                  |  |                              |                             |  |
| Other   |  |  | Address                      |                             |  |                  |  |                              |                             |  |
| Did you graduate?   |  |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree   |                  |  |                              |                             |  |
| <b><i>Please submit copies of your fire, medical, and other relevant certifications with this application</i></b>   |  |  |                              |                             |  |                  |  |                              |                             |  |
| REFERENCES  |  |  |                              |                             |  |                  |  |                              |                             |  |
| Full Name   |  |  |                              | Relationship                |  |                  |  |                              |                             |  |
| Company   |  |  |                              | Phone                       |  |                  |  |                              |                             |  |
| Address   |  |  |                              |                             |  |                  |  |                              |                             |  |
| Full Name   |  |  |                              | Relationship                |  |                  |  |                              |                             |  |
| Company   |  |  |                              | Phone                       |  |                  |  |                              |                             |  |
| Address   |  |  |                              |                             |  |                  |  |                              |                             |  |
| Full Name   |  |  |                              | Relationship                |  |                  |  |                              |                             |  |
| Company   |  |  |                              | Phone                       |  |                  |  |                              |                             |  |
| Address   |  |  |                              |                             |  |                  |  |                              |                             |  |

| <b>PREVIOUS EMPLOYMENT</b>                   |                 |                    |                  |
|--|-----------------|--------------------|------------------|
| Company                                      |                 | Phone              |                  |
| Address                                      |                 | Supervisor         |                  |
| Job Title                                    | Starting Salary | \$                 | Ending Salary \$ |
| Responsibilities                             |                 |                    |                  |
| From   | To              | Reason for Leaving |                  |
|  |                 |                    |                  |
| Company                                      |                 | Phone              |                  |
| Address                                      |                 | Supervisor         |                  |
| Job Title                                    | Starting Salary | \$                 | Ending Salary \$ |
| Responsibilities                             |                 |                    |                  |
| From   | To              | Reason for Leaving |                  |
|  |                 |                    |                  |
| Company                                      |                 | Phone              |                  |
| Address                                      |                 | Supervisor         |                  |
| Job Title                                    | Starting Salary | \$                 | Ending Salary \$ |
| Responsibilities                             |                 |                    |                  |
| From   | To              | Reason for Leaving |                  |
|  |                 |                    |                  |
| <b>MILITARY SERVICE</b>                      |                 |                    |                  |
| Branch                                       |                 | From               | To               |
| Rank at Discharge                            |                 | Type of Discharge  |                  |
| If other than honorable, explain             |                 |                    |                  |
| <b>ADDITIONAL EDUCATION &amp; EXPERIENCE</b> |                 |                    |                  |
|  |                 |                    |                  |
|  |                 |                    |                  |
|  |                 |                    |                  |
|  |                 |                    |                  |
|  |                 |                    |                  |



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**PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.**

By signing below, I certify that each of the statements contained in my application are truthful and accurate to the best of my knowledge. Further, I understand that all information contained on the application is subject to verification, including, but not limited to, checking work references, driving records, criminal conviction records, obtaining fingerprint clearance, and verifying educational attainment. My signature affirms that I further release and hold harmless the Mescal-J6 Fire District from any and all liability that may potentially result from the use and/or release of all such information they obtain.

In signing below, I authorize The Mescal-J6 Fire District to conduct such background verifications to the extent consistent with applicable law.

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Signature of Applicant

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Date

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Applicant's Name - Printed



# MESCAL-J6 FIRE DISTRICT

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## Volunteer Firefighter Job Description

The primary function of a Mescal-J6 Volunteer Firefighter is to protect the community from disaster situations, including house and building fires, and promote an environment of public safety within the District's response area. This position also participates in fire prevention and inspection activities, equipment and quarters maintenance, and training dealing with all phases of fire suppression, prevention, inspection, rescue and emergency operation. A Volunteer Firefighter performs the duties of other members when so assigned.

### Essential Functions

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. Employees are responsible for all other duties as assigned.

- Responds to fire alarms and extinguishes fire;
- Responds to calls for emergency medical services, and renders first aid;
- Performs salvage operations such as throwing salvage covers, sweeping water and removing debris;
- Responds to and renders assistance in emergency cases;
- Cleans and inspects equipment and apparatus after returning from a fire;
- Inspects equipment and apparatus and notifies superior officer of any defects;
- Makes minor repairs to equipment and apparatus, performs routine preventative maintenance tasks, and keeps records of such action;
- Keeps fire station, equipment and grounds in a clean and orderly condition;
- Participates in training activities and instruction sessions;
- Acquires and retains a thorough knowledge of the District, including streets, buildings, water supply, unusual hazards and related items;
- Performs various public information or education tasks;
- Enters inspection, training and (on occasion) fire and emergency medical service calls into the records management systems;
- Performs all work duties and activities in accordance with District policies and procedures;
- Works in a safe manner and reports unsafe activity and conditions. Follows District safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the District's Policies and Procedures.

### Other Duties and Responsibilities:

- May respond to emergency calls for specialized service such as hazardous materials, confined spaces rescue, extrication and technical rescues that include high angle, below grade, swift water, trench and collapse rescues;
- May respond to non-emergency calls for infant car seat installations, Africanized bee complaints, fire prevention demos, etc.;
- Deals with social service related areas of emergency response by assisting victims and relatives of victims of traumatic events.



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## Knowledge, skills and abilities

### Knowledge of:

- The geography of the Mescal-J6 Fire District and surrounding areas, (or the ability to quickly learn this information), including the streets system, hydrant locations, the layout and location of public utilities and potentially hazardous materials or substances;
- Specialized fire fighting vehicles and equipment;
- Current strategies for all types of fire such as wild-land, commercial, residential, airport, flammable and combustible liquids, vehicle, etc.;
- Basic mathematical and science skills;
- Uniform fire code for inspection purposes;
- Emergency response records systems, communications equipment and use, fire computer applications and incident reporting procedures;
- Computers and related software.

### Ability to:

- Make determinations as to the best course of action for fighting fires or responding to other related emergency situations;
- Work under extremely stressful situations, day and night, which result from a fire and other emergencies, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property;
- Successfully meet the Mescal-J6 Fire District's physical agility requirements and pass entry exams;
- Work within a command structure requiring strict adherence to the following of orders;
- Work in a team environment under extremely stressful situations;
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Learn and correctly apply routine division and department policies and procedures;
- Read, comprehend, and follow simple oral and written instructions; and to understand and apply available guidelines to varied operational requirements;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Operate a personal computer using program applications appropriate to assigned duties;
- Communicate effectively both orally and in writing, with the public and other employees.

### Supervision Received:

The work is performed under the direct supervision of a Fire Lieutenant or Fire Captain.

### Supervision Exercised:

None



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## Minimum qualifications to be a Mescal-J6 Volunteer Firefighter

- High school diploma or GED equivalency; and
- Must be at least 18 years of age at the time of application;
- Possess a valid Arizona Driver License w/ no more than two moving violations in a five-year period.
- Ability to successfully pass a background investigation.
- Successfully pass a pre-employment physical (paid for by MJFD)
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
- Must attend a minimum of two training sessions/ drills per month.
- Must respond to a minimum of seven emergency incidents per month.
- Must be available for no less than 2) twelve-hour shifts per month.

## Educational Requirements to be obtained within one year of hire:

- ICS-100- Introduction to the Incident Command System
- IS-700- Intro to the National Incident Management System
- ICS-200- ICS For Single Resources and Initial Action Incidents
- IS-800- National Response Framework (NRF), an Introduction
- Hazardous Materials, Operational Level
- Basic Wildland Firefighter

## Desirable Qualifications:

- Emergency Medical Technician's Certification w/ current CPR certification
- Arizona Firefighter II Certification
- IFSAC Fire Instructor I

## Essential Physical Abilities

The primary duties of this class are performed in a work environment in which the employee is subject to potential personal danger. Therefore, the following physical abilities are deemed essential:

- Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise;
- Sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the employee to effectively operate at a fire or related emergency scene;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in firefighting;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting life and property.