

SUMMIT FIRE DISTRICT	
SECTION: Rules and Regulations	NUMBER: 301 (formally 115)
APPROVAL: Approved	ISSUE DATE: June 4, 2019
SUBJECT: Firefighter Job Description	ORIGINATOR: Staff
	PAGE 1

Scope: All career Firefighters fall under this policy. The scope of this policy outlines the essentials needed to meet an entry level Firefighters position at Summit Fire Department.

Purpose: This policy clearly defines the position of Firefighter.

Statement of Policy, Procedure or Guideline to be followed:

Position Title: Firefighter EMT
Schedule: 56-hour workweek
Functional Area: Line
Supervisor: Fire Captain/Fire Lieutenant

Position Summary:

Firefighter EMT is considered the career entry-level position, and a main component of the team responsible for the delivery and support of departmental services and functions. Duties shall include, but not be limited to, all areas of fire suppression, delivery of pre-hospital care to the sick and injured, Hazmat services, fire prevention/public education, public assists, departmental training, pre-planning and administration. The position of Firefighter is considered a driver / operator position due to the department’s organizational structure. The safety of the public is to be of paramount concern in all aspects of this position.

Essential Duties:

Become proficient in the position of Firefighter/EMT by completing the Summit Fire Department “firefighter task book” within one year of hire date.

Confirms & assists with the maintenance of department apparatus, tools, and equipment so that they are in a ready state for immediate use. Notifies immediate supervisor of any apparatus, tool or piece of equipment in need of repair or replacement

Responds to all calls for service safely, professionally, and expediently

Prepares paperwork associated with daily functions, including but not limited to, response documentation, activity documentation, program documentation, apparatus check documentation, equipment loan forms, burn permits, lost/stolen/damaged reports and leave requests

Maintains himself/herself physically fit through daily physical training and a healthy diet. Able to perform all duties as listed in this document

SUMMIT FIRE DISTRICT	
SECTION: Rules and Regulations	NUMBER: 301 (formally 115)
APPROVAL: Approved	ISSUE DATE: June 4, 2019
SUBJECT: Firefighter Job Description	ORIGINATOR: Staff
	PAGE 2

Attends training (didactic or practical) as an active part of the team. May be asked to lead/prepare trainings as appropriate for development or expertise

Looks for and reports any problems related to the safety of co-workers or the public

Performs all aspects related to assigned program work. May include but is not limited to budget preparation, purchase requests, grant writing, and SOG/policy writing

Performs any and all duties related to station cleaning, upkeep or improvement

Assists other department members as needed or as assigned

Operates all department apparatus safely and courteously

Acts in a higher classification when required to by the department

Knowledge, Skills and Abilities:

Knowledge of general tactics and procedures for emergency incidents

Knowledge of general building construction

Knowledge of basic Haz-mat considerations

Knowledge of the Summit fire district roads and water supply

Knowledge of appropriate apparatus positioning on emergency scenes

Knowledge of Summit fire district policies and procedures

Ability to lift/manipulate heavy items under varied circumstances

Ability to place and work off of various length ground ladders

Ability to use SCBA under a variety of emergency situations

Ability to document situations effectively and correctly using the written language

Ability to communicate effectively with others both in emergency and non-emergency situations including good listening skills

Ability to advance hose lines under adverse conditions

Ability to interact with the public in a friendly, concerned manner under adverse conditions

Ability to think quickly and act decisively

Ability to maintain a positive attitude and solve challenges in a positive manner

SUMMIT FIRE DISTRICT	
SECTION: Rules and Regulations	NUMBER: 301 (formally 115)
APPROVAL: Approved	ISSUE DATE: June 4, 2019
SUBJECT: Firefighter Job Description	ORIGINATOR: Staff
	PAGE 3

Skilled in the use of various types of maps
 Skilled in the art of pre-hospital care of the sick and injured
 Skilled in the general use of personal computers

Minimum Qualifications:

1. Arizona State FF1 and 2 (At the time of hire the candidate has two full community college semesters to acquire his/her certificate.)
2. Arizona State BEMT certified (Defib required during probation)
3. At least 18 years of age
4. Valid Arizona state drivers license (AZ CDL desirable)
5. Physical fitness commensurate to the job, as determined by department and the department physician
6. Successful completion of probationary period
7. Successful completion of all tests related to Summit apparatus (during probationary period)
8. Successful completion of department approved driving class (during probationary period)
9. Successful completion of "Foam Technology in the Fire Service" (during probationary period)
10. NWCG – Firefighter Type 2 (during probationary period)
10. High school graduate or equivalent
11. Must be of good moral character and of temperate and industrious habits
12. A strong desire to continue their education and stay current in the emergency services field
13. No felony or crimes of moral turpitude convictions (Subject to background check and drug testing)
14. Must be insurable
15. Must be able to obtain Medical Control

Work environment:

General: Consists of a 56-hour workweek, working 24-hour shifts on a rotating schedule. Most work hours are spent at the station doing station duties, training and program work. Teamwork, and independent supervision is essential. Other environments include local schools, businesses and residences for safety inspections; pre-planning and public education is done. Employees are subject to mandatory recall for emergencies and/or minimum staffing requirements. Newly hired Firefighters shall be placed on probation for not less than 1 year from the date of hire, and must demonstrate proficiency in performing the requirements outlined in this document.

Emergency scenes: Emergency scenes often consist of high hazard situations compounded by hostile weather, darkness, tight spaces, sharp objects, violent people, unpredictable traffic and contagious diseases just to name a few. This environment requires constant vigilance on the part of the Firefighter to ensure the safety of self, firefighters and the public.

Engineer Task book: Upon completion of Probation the Firefighter will be required to initiate and complete an Acting Engineer Task Book.

SUMMIT FIRE DISTRICT	
SECTION: Rules and Regulations	NUMBER: 301 (formally 115)
APPROVAL: Approved	ISSUE DATE: June 4, 2019
SUBJECT: Firefighter Job Description	ORIGINATOR: Staff
	PAGE 4

Physical Requirements:

The job of a Firefighter is both physically and mentally demanding. Essential functions during training and emergency scenes require muscular strength and endurance, aerobic capacity, flexibility, equilibrium and anaerobic power. These qualities must be maintained. Annual demonstration of the ability to perform essential functions will be required of all line personnel. Recognized deficiency in essential functions or return after a disability or sickness a Firefighter may be required to demonstrate continued ability to perform essential functions. A Firefighter who demonstrates a continued inability to perform essential functions or is unable to perform essential functions for a documented medical reason, will be considered ineligible to continue as a firefighter.

Responsibility: Ultimately it is the responsibility of each and every individual to meet the requirements described in this policy. The Officer directly supervising the position of Firefighter is responsible for giving directions to his / her subordinates.