



NORTHWEST FIRE DISTRICT

FIREFIGHTER RECRUIT

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|--------------------|---------------------------|-----------------------|-------------------|
| Reports to: | Academy Instructor | FLSA: | Non-Exempt |
| Division: | Training | Status: | Full-Time |
| Location: | Training Center | 2015 Pay Plan: | Gr. 120 |
| Reviewed: | 07/2020 | 2020 Pay Plan: | Gr. 20-120 |
| Supervises: | None | Revised: | 07/2020 |

The statements below are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change and does not represent in any way a contract of employment.

POSITION SUMMARY

The fundamental reason this classification exists is to attend the Northwest Fire District Academy to learn general duty firefighter work. Recruits are sent to the Fire Academy for training in firefighting methods, emergency medical services, all hazards incident mitigation, public relations, physical fitness and associated topics to prepare for appointment as a Firefighter. The Recruit must demonstrate continuous effort to improve performance and work cooperatively and jointly as a member of a team to provide quality seamless customer service. The Recruit is also required to comply with the rules, policies and procedures as set forth by the District and perform other related duties as assigned. **After successful completion of the Fire Academy, employees may be promoted to the position of FIREFIGHTER.**

ESSENTIAL FUNCTIONS

- Attend Northwest Fire District Recruit Training Academy to review firefighting skills and related rescue techniques, emergency medical techniques, fire codes, fire apparatus and equipment use, fire prevention and investigation methods, salvage and overhaul operations through classroom training, drills and observation.
- Classroom instruction relative to Firefighter requirements, such as Firefighter I and II.
- Learn how to:
 - Lay and connect hose;
 - Hold nozzles and direct water streams;
 - Raise and climb ladders;
 - Use firefighting equipment;
 - Perform salvage and overhaul operations;
 - Administer emergency medical treatment to injured persons;
 - Perform maintenance work in the upkeep of Fire District property;
 - Fundamentals of Fire Prevention and Public Education.
- Learn the mission, vision and core values of Northwest Fire District's concept of customer service.

Knowledge:

Basic

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language — the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Skills:

Basic

- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination — Adjusting actions in relation to others' actions.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Mathematics — Using mathematics to solve problems.
- Monitoring — Monitoring/Assessing performance of self, other individuals, or organizations to make improvements or take corrective action.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Service Orientation — Actively looking for ways to help people.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Speaking — Talking to others to convey information effectively.
- Time Management — Managing one's own time and the time of others.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Abilities:

Basic

- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.

Specific

- Learn job related material through structured lecture and reading and through oral instruction and observation. This learning takes place in both a classroom setting and in an on-the-job training setting.
- Work for long periods of time, requiring sustained physical activity and intense concentration.
- Communicate effectively, both orally and in writing, in the English language with customers, clients, employees and the public in face-to-face, one-on-one settings, in group settings, or using a telephone.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Understand and follow oral and written instructions in the English language.
- Comprehend and make inferences from written materials in the English language.
- Establish and maintain effective working relationships by working cooperatively with others.
- Maintain a positive and professional work environment.
- Work safely and courteously to promote a strong team atmosphere.

MINIMUM EDUCATION, EXPERIENCE AND TRAINING

- Must be at least 18 years of age
- High School Diploma, GED or higher degree
- Valid Driver's License with an Arizona Driver's License by the start of the Academy
- Basic computer skills

ADDITIONAL REQUIREMENTS (see "Definitions" for underlined word(s))

Driving Position:

This position requires possession of a valid driver's license with an acceptable driving record for the pre-employment background check process.

Based on Arizona State Law, upon the date of hire and throughout the period of employment, the employee must present and possess a valid Arizona Driver's License and maintain an acceptable driving record, see [Obtaining a Driver's License](#).

Definitions

1. Acceptable Driving Record: means that the driving record of the employee and/or volunteer has 3 points or less for the previous 12 months, or 16 points or less for the previous 36 months (as defined by the Department of Transportation, Motor Vehicle Division (MVD) see [Points Assessment](#)).

2. Driving Position: means a job which requires operating a vehicle on District business or operating a District vehicle as part of its range of duties, which may be primary or secondary within the range of duties.
3. Valid: means that an individual's current driver's license is not expired, refused, cancelled, revoked, suspended, or restricted.

Driving Level: N/A

Driver's License Type:

Operator License (Class D) reference [Driver License Classes and Types](#). An operator license allows you to drive any vehicle that does not require a motorcycle or commercial driver's license. You must be at least 18 years of age to apply for an operator license.

Commercial Driver's License (CDL Endorsements): None

Automobile Insurance Requirement (Refer to District Policy 5.4 Driver's License)

Employees who drive their personal vehicles for District business are required to have and maintain their current automobile insurance upon the date of hire and on an on-going basis.

Safety Sensitive Position: (Refer to District Policy 5.2 Drug and Alcohol Testing)

Pre-employment Drug Testing Required: Yes

| Physical Activity | Definition | Never | Occasionally (activity or conditions exist 0-2.5 hrs./day) | Frequently (activity or conditions exist 2.5-5.5 hrs./day) | Constantly (activity or conditions exist 5.5+ hrs./day) |
|-----------------------------|---|-------|--|--|---|
| Repetitive Motion | Repeating movements of arms, hands, wrists, fingers | | | X | |
| Talk | Express or exchange ideas verbally | | | X | |
| Hear | Perceive sound by ear | | | X | |
| See | Obtain impressions through the eye | | | | X |
| Kneel | Bend legs at knee, come to rest on knees | | | X | |
| Crouch/Squat | Bend body down and forward, bending legs and spine | | | X | |
| Crawl | Move on hands, knees, and feet | | X | | |
| Climb | Ascend/descend ladders, stairs, ramps | | X | | |
| Sit | Sit | | | | X |
| Stand | Stand | | | | X |
| Walk | Move about on foot; average distance per shift 3-5 miles | | X | | |
| Bend/Stoop | Bend downward and forward by bending spine at waist | | X | | |
| Lift | Raise or lower object > 10 lbs. from one level to another | | | | X |
| Lift | Raise or lower object > 25 lbs. from one level to another | | | X | |
| Carry | Transport an object | | | | X |
| Push | Press with steady force, thrust objects forward, downward, outward | | X | | |
| Pull | Drag or tug objects | | X | | |
| Turn/Twist | Move a body part in circular motion | | X | | |
| Balance | Exceeding ordinary body equilibrium | | | X | |
| Reach | Extend hands and arms in any direction | | X | | |
| Handle | Seize, hold, turn with hands | | X | | |
| Distinguish Color | Ability to distinguish color | | X | | |
| Fingering | Picking, pinching, typing, or otherwise with fingers rather than whole hand | | | X | |
| Grasping | Applying pressure to an object with the fingers and palm | | | X | |
| Feeling | Perceiving attributes of objects, such as size, shape, temperature, or texture | | | X | |
| Mental / Cognitive Activity | Definition | Never | Occasionally (activity or conditions exist 0-2.5 hrs./day) | Frequently (activity or conditions exist 2.5-5.5 hrs./day) | Constantly (activity or conditions exist 5.5+ hrs./day) |
| Communication | Comprehend and use basic language, either written or spoken, to communicate information and ideas | | | | X |
| | Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas | | | X | |
| Calculation | Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing | | | X | |
| | Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols | | X | | |
| Problem Solving | Formulate and apply appropriate course of action for routine or familiar situations | | | | X |
| | Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations | | | | X |

| Environmental Conditions | Definition | Never | Occasionally (activity or onditions exist 0-2.5 hrs./day) | Frequently (activity or onditions exist 2.5-5.5 hrs./day) | Constantly (activity or onditions exist 5.5+ hrs./day) |
|--------------------------|--|-------|--|--|---|
| Weather And Temperature | Protection from weather conditions but not necessarily from temperature changes | | | X | |
| | Subject to outside environmental conditions – no effective protection from weather | | | X | |
| | Activities occur inside and outside | | | | X |
| | Subject to extreme cold (typically below 32°) | | X | | |
| | Subject to extreme heat (typically above 100°) | | X | | |
| Atmospheric Conditions | One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation | | X | | |
| | Worker is required to wear a respirator | | X | | |
| Noise | Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level | | X | | |
| Vibration | Exposure to oscillating movements of the extremities or whole body | | X | | |
| Hazards | Proximity to moving mechanical parts, moving vehicles, electrical current | | X | | |
| | Working on scaffolding and high places | | X | | |
| | Exposure to chemicals | | X | | |
| | Exposure to oils: air and/or skin exposure to oils and other cutting fluids | | X | | |
| | Worker is required to function in narrow aisles or passage ways | | X | | |
| | Worker is exposed to infectious diseases | | | X | |
| | Worker is required to function around prisoners or mental patients | | X | | |

Physical Requirements Checklist

- SEDENTARY**
 - Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
 - Sitting most of the time.
- LIGHT**
 - Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
 - Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.
- MEDIUM**
 - Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- HEAVY**
 - Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- VERY HEAVY**
 - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.