



RESERVE FIREFIGHTER

A UNIQUE OPPORTUNITY!

Timber Mesa Fire and Medical District (TMFMD) and Pinetop Fire District (PFD) invite applications for the shared position of Reserve Firefighter EMT or Paramedic (CEP). This is a great opportunity to become a valuable member of a dynamic team serving the communities of Pinetop, Lakeside, Show Low and Linden. Located in the beautiful White Mountains in eastern Arizona, both TMFMD and PFD are dedicated to consistently providing superior emergency fire/medical, safety and education services for our customers spanning a 200+ square mile area.

AN OVERVIEW OF THE JOB

The Reserve Firefighter EMT/CEP performs a variety of duties which have been identified in the complete job description provided below. The salary range for the position is \$10.00 during the training phase. After the training phase, the salary range for a Qualified Reserve Firefighter (EMT) is \$13.38; Qualified Reserve Firefighter (CEP) is \$15.28). Continued employment as a "Qualified Reserve" is dependent upon successful completion of the reserve training program. This is a part-time position with limited benefits that include educational assistance, uniform allowance, and employee assistance.

THE IDEAL CANDIDATE

The ideal candidate for the position of Reserve Firefighter EMT/CEP will have a working knowledge as a Firefighter EMT/CEP that is familiar with fire district and/or fire department operations. The candidate must have the ability to work independently, or in a company, communicate effectively and work collaboratively with other District personnel and members of the public.

THE APPLICATION PROCEDURE

Interested applicants must submit a cover letter, resume, completed application ([available on Timber Mesa Fire and Medical District website](#)) and proof of completed qualifications with supporting educational transcripts to:

Timber Mesa Fire and Medical District
Attn: Jo Baird
3561 E Deuce of Clubs
Show Low, AZ 85901

Closing date/time for submission of the required application documents is **July 7, 2017 @ 5:00 p.m.** Applications received after the deadline shall not be considered.

Those applicants whose qualifications are deemed best suited for the position will be contacted for an oral interview and basic skills assessment. Applicants will be subject to a pre-employment drug screening and a background check.

Questions in regards to the Reserve Firefighter program should be directed to:

Brian Plumley
Division Chief 928-537-5100
bplumley@timbermesafire.org

TIMBER MESA FIRE MEDICAL DISTRICT
JOB DESCRIPTION

RESERVE FIREFIGHTER EMT or PARAMEDIC

GENERAL SUMMARY:

- Engages in all forms of community risk reduction which includes responding to alarms and protects life and property by performing firefighting, medical services, hazard control and other duties as assigned. Maintains fire and medical equipment, apparatus, and facilities.

SUPERVISION RECEIVED:

- Works under the supervision of a Fire Captain, or his/her assigned representative in the absence of the Fire Captain but will be evaluated and managed by the Division Chief of Training.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responds to emergency calls and public service calls as dispatched within the TMFMD and on mutual aid assignments.
- Provides basic life support and first aid treatment in accordance with Arizona laws, Arizona Department of Health Services rules and regulations, regional protocols, and base hospital directions.
- Drives or attends to patients within departmental ambulance or rescue transport vehicles.
- Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment, extinguishments and overhaul.
- Performs salvage operations including throwing salvage covers, sweeping water, and removing debris.
- Completes necessary paperwork and documentation as required on calls for service.
- Writes reports accurately and in a timely manner, documenting incident data, patient assessment and patient treatment.
- Receives fire and/or emergency medical calls and alarms.
- Operates radio and other communication equipment.
- Participates in inspections of buildings, hydrants and other structures in pre-plans.
- Performs general maintenance work in the upkeep of fire and emergency medical equipment, apparatus, and facilities.
- Presents programs to public on safety, emergency medicine, and fire prevention and suppression topics.
- Participates in fire drills, and attends classes in firefighting, emergency medical service, and other related areas.
- Maintains required certifications in fire and emergency medicine. □ Maintains positive working relationships.

MINIMUM QUALIFICATIONS:

- 18 years of age or older
- High school diploma or G.E.D. equivalent
- Valid Arizona Driver's License
- Arizona Firefighter I and II certification or equivalent
- Arizona Emergency Medical Technician or Paramedic or ability to attain (NREMT)
- Ability to acquire and maintain Wildland Red Card as a Firefighter II or higher
- Hazardous Materials First Responder Awareness and Operations certification

- Speak, read, and write the English language
- Meet TMFMD physical standards
- Meet insurability requirements of the District's insurance carrier
- Meet TMFMD residency requirements as set forth in policy **KNOWLEDGE, SKILLS, AND ABILITIES:**
- Working knowledge of...
 - fire suppression and prevention principles
 - fire behavior and characteristics
 - emergency medical and rescue techniques and their applications
 - District geography, streets, and water supply locations
- Ability to...
 - apply standard firefighting and emergency medical techniques
 - follow verbal and written instructions
 - function effectively in emergency situations
 - handle the arduous physical requirements of the job under stressful and adverse conditions
 - take effective decisive actions under stressful and adverse conditions
 - effectively communicate in both written and verbal format
 - establish and maintain effective working relationships with fellow employees and members of the public

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by all personnel to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions.

The position requires the individual to meet NFPA and OSHA standards for the wearing of self-contained breathing apparatus. While performing the duties of this job, personnel are frequently required to stand, sit, walk, talk, hear, use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms. Personnel are frequently required to climb or balance, stoop, kneel, crouch, crawl, and smell. Personnel must be able to frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those personnel encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office, vehicle or outdoor setting in all weather conditions, including temperature extremes at all times of day and night. Work is often performed in emergency and stressful situations. Personnel are exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. Personnel occasionally work near moving mechanical parts and in high, precarious places and are occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the District and employee and is subject to change by the District as the needs of the District and requirements of the job change.



JOB DESCRIPTION

POSITION TITLE: Firefighter / EMT
TYPE: Appointment
REPORTS TO: Fire Captain
FLSA STATUS: Non-exempt
CLASSIFICATION: Sworn – Safety Sensitive Position
WORK SCHEDULE: Full-Time (Typically a 56-hour shift schedule, but subject to administrative assignment on a 40-hour work week) or Reserve (no guaranteed hours; provides backfill as needed)

GENERAL SUMMARY:

Responds to alarms and protects life and property by performing firefighting, emergency medicine, hazard control and other duties as assigned. Maintains fire and emergency medical equipment, apparatus, and facilities. Upholds District mission and values.

SUPERVISION RECEIVED:

Works under the supervision of a Fire Captain, or his/her assigned representative in the absence of the Fire Captain.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responds to emergency calls and public service calls as dispatched within District coverage areas and on mutual aid assignments.
- Provides basic life support and first aid treatment in accordance with Arizona laws, Arizona Department of Health Services rules and regulations, regional protocols, and base hospital directions.
- Drives or attends to patients within departmental ambulance or rescue transport vehicles as required.
- Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment, extinguishments and overhaul.
- Performs salvage operations including throwing salvage covers, sweeping water, and removing debris.
- Operates and cares for self-contained breathing apparatus.
- Completes necessary paperwork and documentation as required on calls for service.
- Writes reports accurately and in a timely manner, documenting incident data, patient assessment and patient treatment.
- Receives fire and/or emergency medical calls and alarms.
- Operates radio and other communication equipment in accordance with District policies and procedures.
- Participates in inspections of buildings, hydrants and other structures in pre-plans.

- Performs general maintenance work in the upkeep of fire and emergency medical equipment, apparatus, and facilities.
- Presents programs to the public on safety, emergency medicine, and fire prevention and suppression topics.
- Participates in fire drills, and attends classes in firefighting, emergency medical service, and other related areas.
- Maintains required certifications in fire and emergency medicine.
- Maintains positive working relationships with coworkers, supervisors, members of the public and neighboring agencies.
- Performs all other duties as assigned.

MINIMUM QUALIFICATIONS:

- 18 years of age or older
- High school diploma or G.E.D. equivalent
- Valid Arizona Driver's License
- Arizona Firefighter I and II certification or NFPA 1001 equivalent
- Arizona or National Registry Emergency Medical Technician or Paramedic
- Wildland Red Card certification as a Firefighter II or higher
- Hazardous Materials First Responder certification
- Speak, read, and write the English language
- Meet PFD physical standards
- Meet insurability requirements of the District's insurance carrier
- Meet PFD residency requirements as set forth in policy

KNOWLEDGE, SKILLS, AND ABILITIES:

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