

**TOWN OF GILBERT  
CLASS SPECIFICATION  
Firefighter**

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Sworn Fire	B22FD	Non-Exempt

**CLASS SUMMARY:**

This class is the first level in the Sworn Fire series. Incumbents responsibilities include: maintaining readiness for emergency call response; responding to fire, medical, and related emergency calls when dispatched and taking proper action; performing routine apparatus and facility maintenance; educating staff and public on fire safety/prevention; and performing other tasks related to City and Fire Department activities.

**ESSENTIAL DUTIES:**

*This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.*

**PERCENT OF  
TIME**

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.

Daily  
100%

Exhibits a service orientation toward internal and external customers and maintains productive working relationships.

Daily  
100%

Maintains readiness for emergency response calls. Responds to fire emergencies, emergency medical calls, hazardous material response, and other emergency calls. Assesses emergency situations upon arrival to determine appropriate response approach. Collects information and controls traffic at emergency scene.

Daily  
20%

Fights fires and provides emergency medical support. Uses firefighting equipment including fire hoses, compressors and ladders, emergency medical equipment, and other apparatus at emergency response scenes. Makes forced entries into structures, grounds, or vehicles to reach trapped victims and fire. Deploys hoses and other firefighting apparatus during fire suppression and extinguishing activities. Ventilates buildings and secures fire scenes. Performs salvage and overhaul operations.

Daily  
20%

Responds to calls for emergency medical services. Provides emergency medical care in accordance with protocols for Basic and Advanced Life Support and within certified capacity. Evaluates injuries and mental status, dresses wounds, immobilizes fractures, takes vital signs, obtains medical history, treats patients at scene and/or stabilizes and prepares patients for transport to medical facility. Communicates information to hospital and/or emergency medical personnel. Triage multiple patients and assures safety of emergency scenes.

Daily  
20%

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**Firefighter**

Inspects, tests, and maintains emergency and fire equipment daily to ensure efficient operating condition and readiness. Cleans and maintains equipment after completion of emergency response operations. Performs minor equipment repairs as needed. Maintains fire station and grounds and performs minor building maintenance. Monitors weather conditions.	Daily 10%
Provides customer support by answering phones and inquiries. Prepares, maintains and reviews activity reports. Organizes and maintains files.	Daily 5%
Participates in training sessions related to fire suppression and equipment techniques, emergency medical care, hazardous material containment, incident command and other related topics. Participates in physical training activities.	Weekly 10%
Performs other duties of a similar nature and level as assigned.	As Required

**TRAINING AND EXPERIENCE:**

High School Diploma or GED; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSING/CERTIFICATIONS:**

- State of Arizona Emergency Medical Technician Basic Certification
- Valid Arizona Firefighter I and II Certifications
- CPR Certification
- Hazardous Materials First Responder Certification
- Valid Arizona Driver's License

Paramedics must also maintain the following certifications:

- Paramedic Certification
- Advanced Cardiac Life Support Certification
- Pediatric Advanced Life Support

**KNOWLEDGE OF:**

- Modern firefighting methods and prevention practices;
- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Basic mathematical and scientific principles;
- Emergency response communication equipment and systems;
- Modern office equipment.

## TOWN OF GILBERT CLASS SPECIFICATION

### Firefighter

#### **SKILL IN:**

- Utilizing a computer and relevant software applications;
- Performing routine facility and equipment maintenance;
- Maintaining physical and mental fitness;
- Providing customer service;
- Solving problems;
- Operating, testing and maintaining applicable firefighting and related equipment;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

#### **ADA AND OTHER REQUIREMENTS:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to operating a motor vehicle, moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, travel, and environmental conditions such as disruptive people, imminent danger, and a threatening environment.

#### **WORKING TITLES WITHIN CLASS SPECIFICATION:**

Fire Fighter - B22FD56 (*Sworn Structure*)  
B22FD40a (*Sworn Structure*)

#### **NOTE:**

*The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.*

#### **CLASS HISTORY INFORMATION:**

*Draft prepared by Fox Lawson & Associates LLC (BS)  
Date: (10/12)*

*Draft finalized by Gilbert Human Resources (TT)  
Date: (05/21)*