



# ***WATER WHEEL FIRE & MEDICAL DISTRICT***

10603 N. Houston Mesa Road  
Payson, Arizona 85541  
928-474-3088 (office)  
928-472-3392 (FAX)



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## **Job Announcement**

**Position:** Full-time Firefighter EMT.

**Recruiting Period:** Applications will be accepted beginning July 1, 2023. Applications can be requested by contacting our Administrative Offices located at 10603 N. Houston Mesa Rd., Payson, AZ, by calling 928-474-3088 and online at our website [wwfmd.us](http://wwfmd.us). Completed applications and all supporting documentation should be returned to the above address during regular business hours or emailed to [admin@wwfmd.us](mailto:admin@wwfmd.us).

**Introduction:** Water Wheel Fire & Medical District plans to hire one full-time Firefighter EMT to fill a shift staffing vacancy. A hiring list will also be established for future vacancies.

WWFMD covers an area of approximately 55 square miles NNE of Payson Arizona at the base of the Mogollon Rim. Our District contains 8 small mountain communities surrounded by the Tonto National Forest with a permanent population of about 700 residents. Our summer population swells to nearly 4000 due to recreational opportunities in our response area. The majority of our permanent residents are retired or semi-retired individuals. We operate as ALS and BLS first response and all medical transports are provided by a private ambulance company in Payson or by one of the two medical helicopters also based in Payson. We average 120 to 130 calls for service each year.

**Job Description:** See attached.

**Minimum Requirement:** See attached.

**Salary:** Annual salary range (after 6 months probation) is \$51,577 to \$58,454 DOE.

**Benefits:** The Water Wheel Fire & Medical District works a 48/96 rotating shift schedule. The District provides a PTO (paid time off) program for all full-time employees and a PST (paid sick time program) for all employees following the successful completion of a probationary period. An employee funded 457b savings plan is also available. The District provides tuition reimbursement for approved job related training, EMT recertification classes, Paramedic recertification classes and travel expense reimbursement. The District provides all required PPE and uniforms for each employee.

**Testing and Interview schedule:** Testing and interview process will be determined on a case by case basis and a mutually agreeable schedule will be set with prospective candidates.



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## **Job Description**

### **Firefighter EMT**

#### **GENERAL SUMMARY:**

Responds to alarms and protects life and property by performing firefighting emergency medicine, hazard control and other duties as assigned. Maintains the fire and emergency medical equipment, apparatus and facilities. Also engages in public education activities. Able to work 48 hour rotating shifts.

#### **SUPERVISION RECEIVED:**

Ability to function as a single resource for an extended period of time until relieved by an officer of higher rank or level of training or until additional resources arrive on the scene of the incident. Ability to function under the supervision of the Fire Chief or his/her designee.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Respond to emergency calls as dispatched within the WWFMD and on automatic and mutual aid assignments.
- Provide basic life support and first aid treatment in accordance with Arizona Statutes, Arizona Department of Health Services rules and regulations, and base hospital protocols.
- Perform firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment, extinguishment and overhaul.
- Perform salvage operations including throwing salvage covers, sweeping water and removing debris.
- Write reports accurately and in a timely manner, documenting incident data, patient assessment and patient treatment.
- Receive and respond to fire and / or emergency medical calls and alarms.
- Operate radio and other communications equipment.
- Working knowledge and ability to use computer programs to accurately document incident reporting.
- Participate in inspections of buildings and FireWise activities.
- Perform periodic inspections of firefighting tools and equipment as well as medical equipment. Documenting and remediation of any deficiencies encountered.
- Perform minor maintenance and repairs of firefighting and emergency medical equipment based upon need and abilities.
- Perform general maintenance and upkeep of facilities as directed.
- Present programs to the public on safety, emergency medicine, fire prevention and fire suppression topics.
- Participates in scheduled monthly District training, and attends classes in firefighting, EMS and related job skills.
- Maintains required driver's license and certifications in fire and EMS.

#### **MINIMUM QUALIFICATIONS:**



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- At least 21 years of age at time of hire or appointment.
- High school diploma or G.E.D. equivalent.
- Valid Arizona Driver' License
- Arizona Firefighter I and II certification or NFPA 1001 equivalent (IFSAC or Pro Board).
- Arizona certified Emergency Medical Technician.
- Healthcare Provider Level CPR.
- Hazardous Materials First Responder; Operations Level.
- Speak, read and write the English language.
- Meet WWFMD physical standards (pass a pre-employment physical exam and drug screening)
- Pass a pre-employment background check and submit a 39 month driving record.
- Basic wildland certification.
- Complete NIMS 100, 200, 700 and 800 within six months of initial hiring.
- Meet insurability requirements of the Districts' insurance carrier.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of...
  - Fire suppression and prevention techniques
  - Emergency medical and rescue techniques and their applications
- Ability to...
  - Apply standard firefighting and emergency medical techniques
  - Follow verbal and written policies and instructions
  - 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

### **PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by all personnel to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions. While performing the duties of this job, personnel are frequently required to stand, sit, walk, talk, hear, use their hands and arms to manipulate and operate equipment and devices. Personnel are frequently required to climb, or balance, stoop, kneel, crouch crawl and smell. Personnel must be able to frequently lift and or move more than 100 pounds. Specific vision abilities required by this job include close, distance, color, peripheral vision, depth perception and ability to adjust focus. Personnel must successfully pass an annual physical and drug screening with the District's physician.



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### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those personnel could encounter while performing the essential functions of this job. Reasonable accommodations office, vehicle or outdoor 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. 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, fumes, noxious odors, chemicals, solvents, oils and flammable liquids. Personnel occasionally work near moving mechanical equipment 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 electric shock and vibration. The noise levels in the work environment is usually moderate, except during certain firefighting and extrication or EMS activities when noise levels may be loud.

This job description is not intended to be all-inclusive and employees will also perform other reasonably related duties as assigned.