



NORTHWEST FIRE DISTRICT

FIREFIGHTER RECRUIT

Reports to:	Academy Instructor	FLSA:	Non-Exempt
Division:	Training	Status:	Full-Time
Location:	Training	Pay Plan:	Grade 120
Reviewed:	09/2023	Revised:	09/2023
Supervises:	None		

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.

- Responsibilities may occasionally require an adjusted work schedule to meet organizational needs, which may include evenings, weekends, and holidays.
- Comply with the rules, policies, and procedures as set forth by the District and perform other duties as assigned.

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).

- 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.

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

**A minimum of a high school diploma, GED equivalency, or higher is required for all positions at Northwest Fire District.*

ADDITIONAL REQUIREMENTS

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](#).

Driving Level: None

"Driving Level" may be None, Secondary or Primary, and refers to the driving responsibility as it relates to the essential functions of the position.

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 - 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 ongoing basis.

Safety Sensitive Position: Yes (Refer to District Policy – Drug and Alcohol Use and Testing)

Pre-employment Drug Testing Required: Yes (Refer to District Policy – Drug and Alcohol Use and Testing)

PHYSICAL ABILITIES

- Incumbents in this position must maintain "fit for duty" status.
- Regularly required to communicate effectively with others to exchange information.
- Repetitive movements, reaching, stooping, bending, crawling, climbing, twisting, balancing, and grasping will be required.
- The ability to see and distinguish color will be expected.
- Will frequently be required to lift, carry, push, and pull items of over 50lbs, and occasionally items of over 100lbs.

WORK ENVIRONMENT

- Works in conditions that can be immediately dangerous to life and health.
- Frequently required to use Self-Contained Breathing Apparatus, protective clothing, and/or a respirator.
- Works in an indoor and outdoor environment, and is frequently exposed to inclement weather and extreme temperatures.
- Exposed to loud noise levels that may cause the incumbent to shout in order to be heard.
- Occasionally exposed to vibration, electrical currents, moving mechanical parts, and hazardous driving conditions.
- Required to work in high, dangerous places and confined spaces.
- Exposed to chemicals, oils, and infectious diseases.
- May be required to work around prisoners or mental patients.