



## JOB DESCRIPTION



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**JOB TITLE:** Seasonal Firefighter - Lead

**JOB CODE:** 3185

**DEPARTMENT:** East Fork Fire & Paramedic District

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Training/Safety Captain

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### SUMMARY OF JOB PURPOSE

Responds to fire emergencies calls, including fire alarms; assists in wildland suppression, participates in fire prevention and education, pre-suppression, equipment and facility maintenance, and fire law enforcement activities by performing the following duties.

### ESSENTIAL FUNCTIONS

1. Assists in wildland fire operations; lays hoses and directs hose steams; constructs fire control lines; operates power tools and pumps; raises and climbs ladders; uses fire extinguishers; performs overhaul and salvage work in order to preserve lives, property, and resources related to wildland and urban interface firefighting.
2. Participates in pre-suppression activities; conducts and documents reviews of watersheds, homes and subdivisions for safety and operations during fire emergencies; conducts inspections of District and volunteer fire department equipment; performs daily clean-up and maintenance of equipment, buildings and vehicles; checks inventory and supplies; meets with cooperators and discusses fire danger situations; and patrols area and identifies potential hazards in order to maintain equipment and prepare for fire suppression response.
3. Instructs students, campground users, and public groups in fire prevention; posts, paints, installs and maintains danger and prevention signs; identifies and recommends corrective measures; and makes safety inspections of facilities in order to reduce the incidence of fires.
4. Assists fire law enforcement; observes people or vehicles and their activities in order to detect and report violations; preserves evidence and protects and controls fire scenes.
5. Provides first aide and cardiovascular pulmonary resuscitation (CPR) for co-workers and public if confronted with an emergency.
6. Supervises assigned apparatus crew(s); prioritizes and reviews work to assure work quality and the timely accomplishment of assigned duties and responsibilities; instructs employees as necessary.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, and at least one (1) year previous firefighting experience.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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#### LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry.

#### REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### OTHER KNOWLEDGE, SKILLS, & ABILITIES

General knowledge of basic wildland firefighting skills; basic hand, power tools and facilities maintenance; knowledge of fire behavior and weather conditions; fire suppression tactics applicable to wildland; characteristics and application of chemical fire retardants preferred.

Working knowledge of 2-way radio operations and frequencies; working knowledge of the use and limitations of personal safety equipment; ability to provide emergency medical treatment to injured persons, function under the ICS system; read topographical maps and use wildland fire tools required. Ability to perform basic maintenance to vehicles and equipment; plan, organize and prioritize daily activities; function effectively in potentially dangerous and life-threatening situations for extended periods of time; read and follow written procedures and operations guidelines; communicate effectively both orally and in writing; establish and maintain cooperative working relationships with others.

#### CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid Nevada Class C driver's license, certification in first aid and CPR, and entry level Firefighter Series and/or previous Red Card required. Must pass a background and fingerprint check, medical examination, and physical ability test prior to appointment, and for continuing employment. Must be at least 18 years of age at time of application.

#### PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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#### WORKING ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to outside weather conditions; frequent exposure to wet and/or humid conditions, moving mechanical parts, high, precarious places, fumes or airborne particles, and toxic or caustic chemicals. The employee is occasionally exposed to extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually loud.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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