

UNIFIED FIRE AUTHORITY JOB DESCRIPTION

JOB TITLE: Firefighter
SECTION: Emergency Operations
DATE: June 2025

BASIC FUNCTION OF THE POSITION:

Firefighters respond to emergencies, including medical, fire, hazardous material exposure, and natural and manmade disasters, and promotes an environment of public safety. The position is responsible for driving and operating all types of fire department apparatus and maintaining the proper maintenance of the apparatus, equipment, and station while meeting UFA's Mission, Vision, and Values.

SUPERVISION RECEIVED:

Works under the supervision of the Captain.

SUPERVISION EXERCISED:

May provide supervision during emergency incidents and may supervise part-time EMS employees during emergency and non-emergency events

PRINCIPAL RESPONSIBILITIES:

The following list describes several of the essential functions of this position. This list may be supplemented as necessary:

- Promotes and supports the mission and values of the UFA.
- Responds to emergency situations, including medical, fire, hazardous material exposure, and natural and manmade disasters.
- Performs a thorough, daily inspection of firefighting and medical equipment on the apparatus to which they are assigned; notifies station officer of any condition requiring repair or maintenance; ensures that the inventory of supplies and equipment is complete; assures that apparatus, equipment, and records are maintained and in good order.
- Conducts departmental training sessions on topics related to the employee's job functions.
- Utilizes UFA computer system for patient care documentation, record keeping, pre-incident planning and other job-related functions.
- Drives and operates fire apparatus under the direction of the Captain.
- Participates in daily physical training.
- Participates in firefighting duties as assigned:
 - Operates heavy extraction equipment such as airbags, hydraulically powered cutters and spreaders, pneumatic cutters and special saws.

- Lays hose lines, operates nozzles, pumps, and hydrants; utilizes fire extinguishers and performs other actions to suppress fire; operates hydraulic, pneumatic, manual, and power tools.
- Participates in salvage operation and post fire operations; uses salvage covers, floor runners and other related equipment to reduce property damage from heat, smoke, fire, gases, and water.
- Participates in drills and training evolutions as directed.
- Participates in fire and life safety inspections of commercial and residential properties; checks operating condition of hydrants.
- Cleans and performs general maintenance of fire apparatus, fire equipment and fire stations.
- Responds to scenes of accidents or acute illness for which emergency medical care has been requested.
- Required to transfer, lift, and move patients while employing appropriate safety and lifting techniques.
- Provides appropriate medical care at emergency scenes
- Responds to hazardous materials incidents at an awareness level and responds to other calls for assistance as requested by the public.
- Participates in public education programs in schools, civic groups and other locations as requested.
- Performs other duties of a similar nature or level.

TYPICAL DECISIONS:

Decisions are critical in nature and involve quick decisions while driving to emergency incidents with limited information and time. Decisions often have an impact on employees and the nearby public and may reflect on the organization as a whole.

- Consistently interpret and administer policies, procedures, and applicable regulations
- Adhere to established timelines.
- Deal tactfully with others in controversial situations. Prepare written and oral reports.
- Drive a UFA vehicle to respond to emergency incidents.

MINIMUM EXPERIENCE AND QUALIFICATIONS:

- 18 years of age.
- Valid Driver's License.
- High School diploma or equivalent.

Within 90 days of completing Recruit Academy, a probationary Firefighter is required to successfully obtain certification in the following areas:

- Firefighter certification I & II
- HazMat Awareness and Operations certification

A probationary Firefighter is required to complete the following training and certifications during Recruit Academy:

- NIMS: ICS 100, ICS 200, IS 700, AND IS 800
- Completion of current NWCG Wildland minimum training requirements.

A probationary Firefighter must successfully complete the Apparatus Driver Operator (ADO) Pumper training during Recruit Academy and receive certification before the end of their probationary period.

Must have a valid EMT or AEMT licensure and pass a skills evaluation conducted by the Emergency Medical Services (EMS) Division as a condition of continued employment and before the end of their probationary period.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- UFA rules, regulations, and procedures
- UFA policies and procedures
- UFA training standards, SOG's, and emergency medical protocols
- UFA geography and topographical conditions which affect operations.
- City streets, geography, and target hazards.
- Federal, state, and local laws and regulations related to fire protection, firefighting, and employee safety.
- Incident command, safety strategies, and tactics.
- Principles and modern methods of fire suppression/prevention, emergency medical services, hazardous material mitigation, and technical rescue.
- Fire and medical equipment, including ladders, tools, SCBA, etc.; knowledge of proper care and maintenance of equipment.
- Pumping operations and fire ground hydraulics, and operation of aerial equipment.
- Applicable laws, codes, and standards related to driving and operation of apparatus.

Skilled in:

- Laying hose lines, operating nozzles, and hydrants, utilize fire extinguishers and performs other actions to suppress fire; operate hydraulic, pneumatic, manual, and power tools.
- Operating fire apparatus of all types and sizes; in emergency and nonemergency situations in all weather conditions.
- Operating fire pumps to provide appropriate fire flows to crews operating hand lines.
- Operating aerial fire apparatus during fire operations and training scenarios.
- Establishing and maintaining effective working relationships with UFA employees and personnel from other agencies.

- Communicating effectively through oral presentations, written reports, and in-person discussions.

Ability to:

- Work in a teamwork environment, follow written and verbal instructions, communicate verbally and in writing.
- Prepare written and oral reports.
- Exercise appropriate and safe judgment related to tactics of firefighting and emergency medical services.
- Work safely without presenting a direct threat to self or others.
- Operate a motor vehicle safely

WORKING ENVIRONMENT:

Regular work schedule is a 48-hour shift followed by 96 hours off with an average 56-hour work week. Work activities vary widely, including administrative work, response to alarms, attendance at meetings, and both field and classroom training. Response to alarms may occur at any time in all weather conditions. Emergency work may be strenuous. Normal and emergency response driving is required.

PHYSICAL AND MENTAL JOB REQUIREMENTS:

To perform the job successfully, an individual must be able to perform each of the essential job functions satisfactorily. This position requires the individual to sit and stand for long periods. The individual frequently is required to use the arms, hands, and fingers to feel or reach. The sensory requirements for this position include vision, hearing, and touch and the incumbents will be exposed to high heat, noise and stress. The employee in this position must frequently exercise use of good judgment and be able to work with minimal supervision. This position requires above-average physical condition with the ability to lift up to 50 pounds frequently and over 100 pounds on rare occasions. Position requires wearing of protective equipment, including self-contained breathing apparatus (SCBA). Individuals will be occasionally subject to work near moving mechanical equipment, heights, wet and humid conditions, smoke, fumes, airborne particulates and/or caustic chemicals, and be at risk of electrical shock, and vibration.

Classified as FLSA Non-exempt and eligible for overtime.