



# Firefighter/CEP or Firefighter/EMT

Firefighter/CEP Salary Range: \$14.36 - \$21.53/hr

Firefighter/EMT Salary Range: \$12.59 - \$18.89/hr

Deadline for Applications: August 4, 2017

Plus Benefit Package

## The Town

The Town of Payson, nestled among the majestic mountains of the Mogollon Rim, a 7,000 foot, 200 mile long escarpment, is located at the intersection of State Routes 87 and 260, 90 miles north of the Phoenix metro area and 90 miles south of the City of Flagstaff. Payson, surrounded by the Tonto National Forest and the world's largest stand of virgin Ponderosa Pines, is graced with spectacular natural beauty.

At an elevation of 5,000 feet, the area enjoys a mild climate that accommodates year-round outdoor exploration. Residents and tourists alike enjoy snow covered, fragrant pine trees while cross-country skiing in the winter and extremely pleasant temperatures in the spring, summer and fall while they hunt, fish or hike.

As of the 2010 U.S. Census, the population of the Town of Payson was 15,301. Payson residents enjoy full-service public safety departments, a water utility, parks and recreation, library, and community development among other governmental services.

## The Department

The Mission of the Payson Fire Department is to minimize the loss of life and property resulting from fire, medical emergencies and other disasters through prevention, education, fires suppression, emergency medical service and emergency preparedness. This will be accomplished in the most cost effective manner with maximum utilization of available resources, never sacrificing the safety of our members.

## The Position

Incumbents of this position protect life and property through firefighting and EMS activities often performed under conditions which require strenuous physical exertion. Job tasks include the participation in code enforcement activities performed by fire companies, supervised drills, training in firefighting and EMS skills, special and routine maintenance of equipment and apparatus, routine care of buildings and grounds, as well as public education activities.

## The Ideal Candidate

### Minimum Qualifications

Graduation from high school or GED equivalent. Twelve (12) months full time job experience in the last forty-eight (48) months as a structural firefighter with an active municipal fire department, or fire district; or any equivalent combination of education and experience that provides the required skills and abilities for the position. Must be 18 years or older at time of employment. No felony convictions or disqualifying criminal histories within the past seven (7) years. Must be a U.S. citizen.

### Requirements

- Must possess a valid Arizona drivers license without record of suspension or revocation in any state.
- Current ADHS EMT or CEP certificate.
- Arizona Firefighter II certification.

**\*\*PLEASE SEE FULL JOB DESCRIPTION FOR ALL QUALIFICATIONS AND REQUIREMENTS\*\***

## Benefits

**Paid Time Off:** Full time general positions accrue 156 hours of paid time off per year for the first 2 years of service. Full time Fire Department shift positions accrue 234 hours of paid time off per year for the first 2 years of service. Accrual rates increase with years of service.

**Holidays:** Full time positions (minimum 30 hours per week) accrue 10 paid, eight-hour holidays per year. Holidays include New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving Day, and Christmas Day.

**Personal Days:** Management positions accrue 24 hours of personal leave per year. Any personal time hours remaining on December 31, will be deleted.

**Health Insurance:** Positions with a minimum of 30 hours per week are eligible for employee/employer cost shared medical, dental, vision and life insurance benefits. Additional employee paid life insurance, AD&D, short and long-term disability benefits are also available.

**Retirement:** Employer/Employee contribution shared participation is required for full time positions. General positions will participate in the Arizona State Retirement System. Certified Police and Fire positions will participate in the Arizona Public Safety Personnel Retirement System.

## Application Procedure

**Filing Information:** This recruitment will close at **4:00 p.m. MST** on the deadline date. Please submit a completed Town of Payson employment application. We require either a Town of Payson employment application or a current resume, but we prefer to receive both documents. Faxed applications and/or resumes will be received at (928) 474-1151. Please notify Human Resources in advance if you require special accommodations to participate in any phase of the selection process. For a complete job description, please visit the employment page of the Town of Payson's website at <http://www.paysonaz.gov/Departments/hr/employment.html>.

**Candidate Selection:** Only those candidates who appear best qualified, based on the requirements of the job description and review of all submitted applications and supplemental materials for background, experience and training, will be invited to any combination of written, performance or oral appraisals to further evaluate their job related experience, knowledge, skills and abilities.

It is the candidate's responsibility to accurately provide all pertinent information in the application. The Town of Payson will NOT accept any additions, corrections or revisions to a candidate's application or supplemental documentation after the deadline for accepting applications has passed.

You will be contacted if you are selected for an interview. You will also be contacted by postal mail if you are not selected to participate in the testing and interview process. We are not able to respond to follow-up e-mails or phone calls.

**General Comments:** The preceding statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel classified in this position. The job description is subject to change as the needs of and requirements of the job changes.

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work may be accepted. All stated salaries are based on present information and subject to change. Appointments are generally made at the minimum of the pay range. All salaries are subject to statutory payroll deductions. State law requires all employees contribute to their retirement plan. Town employees are paid on a bi-weekly basis, for a total of 26 pay periods per year.

The Town of Payson is an Equal Opportunity Employer. In compliance with the Immigration and Control Act of 1986, all new employees must verify identity and provide evidence of entitlement to work in the United States. We verify through E-Verify.

Please note: Town applications are public record.

Town of Payson  
Job Description

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Position Title: **Career Firefighter / CEP**

FLSA Classification: **Non-Exempt**

Pay Grade: **F15**

Department: Fire

Reports To: Fire Captain

Approved By:

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The fundamental reason this classification exists is to protect life and property through firefighting and EMS activities often performed under conditions which require strenuous physical exertion. Major elements of a Firefighter's work are the participation in code enforcement activities performed by fire companies, supervised drills, and training in firefighting and EMS skills. Time is spent in special and routine maintenance of equipment and apparatus and routine care of buildings and grounds, as well as public education activities. Work at the fire station and scenes of fires, is normally performed under close supervision in accordance with well defined procedures, and is inspected in process and upon completion by a Fire Captain. Occasionally, employees in this class may be required to relieve an officer of higher rank and when so assigned, are responsible for the management of all company programs and the supervision of assigned fire companies and equipment at the scene of the fire until relieved of command by an officer of higher rank. Firefighters may be assigned to work on special assignments which call for special abilities and knowledge attained through experience and training.

**GENERAL PURPOSE**

Protects life and property by performing fire fighting, emergency aid, hazardous materials, and fire prevention duties. Maintains fire equipment apparatus, and facilities. Generally assigned to work twenty-four (24) hour shifts, although may be detailed to other work periods. This is the first of six classifications.

**SUPERVISION EXERCISED**

May assist to coordinate, instruct or supervise the work of paid-on-call firefighters, recruits or other part-time department personnel, as assigned. May be responsible for coordinating other departmental activities as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs firefighting activities, including driving fire apparatus, operating pumps and related equipment, laying hose and performing fire combat, containment and extinguishment tasks;
- Performs emergency aid activities including administering first aid and providing other assistance as required;
- Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects;
- Receives and relays fire calls and alarms. Operates radio and other communication equipment;
- Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs;
- Maintains fire equipment, apparatus and facilities. Performs minor repairs to departmental equipment;
- Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans and polishes, maintains and tests apparatus and equipment;
- Assists in developing plans for special assignments such as emergency preparedness,

hazardous communications, training programs, firefighting, hazardous materials and emergency aid activities;

- Presents programs to the community on safety, medical, and fire prevention topics;
- Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris;
- Flushes hydrants;
- Inspects buildings and premises for compliance with fire laws, checks on complaints and aids in the investigation of arson cases;
- Inspects commercial and noncommercial buildings;
- Signs citations and gives testimony in court in connection with fire code enforcement activities;
- Attends public gatherings to ensure observance of fire safety requirements;
- Participates in station radio tests;
- Conducts tours of station houses;
- Maintains ADHS certification as a CEP. Maintains current course completion cards on BCLS and/or ACLS respective of the ADHS certification level;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

### **PERIPHERAL DUTIES**

- Performs other duties, which may be assigned from time to time.

### **MINIMUM QUALIFICATIONS**

- Must be 18 years or older at time of employment.
- No felony convictions or disqualifying criminal histories within the past seven (7) years.
- Must be a U.S. citizen.

#### **Education and Experience:**

- High school diploma or G.E.D. certificate.
- Twelve (12) months full time job experience in the last forty-eight (48) months as a structural firefighter with an active municipal fire department, or fire district; OR
- Any equivalent combination of education and experience that provides the required skills and abilities for the position.

#### **Certifications & Licenses:**

- Must possess, or be able to obtain by the time of hire, a valid Arizona drivers license without record of suspension or revocation in any state.
- Current ADHS CEP certificate.
- Arizona Firefighter II certification.

#### **Knowledge, Skills and Abilities:**

- Knowledge of driver safety.
- Knowledge of emergency medical procedures.
- Knowledge of fire codes.
- Knowledge of customer service practices.
- Knowledge of the geography and street system of Payson.
- Knowledge of the inspection techniques and methods use by the Fire Department.
- Ability to learn the operation of fire suppression and other emergency equipment.
- Ability to learn to apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat , cold or smoke.

- Ability to act effectively in emergency and stressful situations.
- Ability to follow verbal and written instructions.
- Ability to communicate effectively verbally and in writing.
- Ability to establish effective working relationships with employees, other agencies and the general public.
- Ability to communicate orally in English with customers, clients, or the public in face-to-face one-to-one settings, in group settings or by using the phone.
- Ability to work in a variety of weather conditions with exposure to the outdoor elements.

Additional Requirements:

- Some positions may require the use of personal of Town vehicles on Town business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and have an acceptable driving record. Use of a personal vehicle for Town business will be prohibited if the employee is not authorized town vehicle or if the employee does not have personal insurance coverage.
- Some positions may require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

**TOOLS AND EQUIPMENT USED**

Emergency medical aid equipment, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, self-contained breathing apparatus, radio, pager, personal computer, telephone.

**PHYSICAL DEMANDS**

The Physical demands described herein 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.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The employee must frequently lift and/or move up to twenty-five (25) pounds or more and occasionally lift and/or move one hundred (100) or more pounds. Specific vision abilities requires by this job include close vision and the ability to focus.

While performing the duties of this job, the employee is frequently is required to use hands to finger, handle, grasp, or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand, and talk or hear. The employee is occasionally required to walk; sit; climb or balance, stoop, kneel, crouch or crawl; and smell.

THE EMPLOYEE MUST BE ABLE TO MEET OSHA REQUIREMENTS AND BE FIT TESTED TO USE SELF CONTAINED BREATHING APPARATUS. THE EMPLOYEE MUST BE ABLE TO MEET THE NFPA 1500 MINIMUM REQUIREMENTS FOR PHYSICAL AND MEDICAL FITNESS AND PASS AN ANNUAL PHYSICAL EVALUATION BASED ON NFPA 1582.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works in outside weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individuals are exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes or airborne particles, toxic or caustic chemicals, solvents and oils, risk of electrical shock, and vibration.

The noise level in the work environment ranges from the normal office environment to extremely high noise levels mandating hearing protection.

The station environment requires employee to co-exist and work with at least several other employees for an extended period (usually a 24 hour shift). Personal hygiene, eating and sleeping activities are done in a dormitory type atmosphere.

### **MENTAL ACTIVITIES**

Reasoning: Ability to apply common sense understanding to carry out assigned duties. Ability to reason with a diversity of cultures and individuals and difficult conditions and often strong and vocal viewpoints.

Logic: Ability to perform basic skills, including organizational and process management.

Language/Communication: Demonstrable ability to communicate clearly and concisely orally and in writing.

*All job descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been included. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance however, should the duties, responsibilities and requirements be interpreted as all-inclusive. Supervisors as deemed appropriate may assign additional functions and requirements.*

*In accordance with Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which may pose undue hardships on the organization.*

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Town of Payson  
Job Description

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Position Title: **Career Firefighter / EMT**

FLSA Classification: **Non-Exempt**

Pay Grade: **F10**

Department: Fire

Reports To: Fire Captain

Approved By:

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**SUPERVISION EXERCISED**

May assist to coordinate, instruct or supervise the work of paid-on-call firefighters, recruits or other part-time department personnel, as assigned. May be responsible for coordinating other departmental activities as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs firefighting activities, including driving fire apparatus, operating pumps and related equipment, laying hose and performing fire combat, containment and extinguishment tasks;
- Performs emergency aid activities including administering first aid and providing other assistance as required;
- Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects;
- Receives and relays fire calls and alarms. Operates radio and other communication equipment;
- Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs;
- Maintains fire equipment, apparatus and facilities. Performs minor repairs to departmental equipment;
- Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans and polishes, maintains and tests apparatus and equipment;
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hazardous communications, training programs, firefighting, hazardous materials and emergency aid activities;

- Presents programs to the community on safety, medical, and fire prevention topics;
- Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris;
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- Inspects buildings and premises for compliance with fire laws, checks on complaints and aids in the investigation of arson cases;
- Inspects commercial and noncommercial buildings;
- Signs citations and gives testimony in court in connection with fire code enforcement activities;
- Attends public gatherings to ensure observance of fire safety requirements;
- Participates in station radio tests;
- Conducts tours of station houses;
- Maintains ADHS certification as an EMT. Maintains current course completion cards on BCLS and/or ACLS respective of the ADHS certification level;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

### **PERIPHERAL DUTIES**

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#### **Education and Experience:**

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#### **Certifications & Licenses:**

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- Current ADHS EMT certificate.
- Arizona Firefighter II certification.

#### **Knowledge, Skills and Abilities:**

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- Knowledge of the geography and street system of Payson.
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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date