San Simon Fire District
Job Description
Firefighter/Prevention Specialist

This job description is to provide personnel with an overview of the types of duties they would be requested to do. This job description is not all inclusive and may be modified to fit the needs of the fire district.

The Firefighter/Prevention Specialist position is a position which has fire prevention and public education responsibilities, as well as requiring firefighting and EMS response duties.

Minimum Requirements:

- Be insurable by the San Simon Fire District's insurance carrier.
- Hold a BLS provider card either from AHA or ASHI.
- Completed ICS 100, 200, 700, & 800.
- Certified minimally to the NREMT EMR level.
- Qualified on all fire district fire apparatus.
- Must have knowledge of fire district demographics.

Desired Certifications:

- Fire Inspector I, II & Plans Review. (Employee has 1 year to successfully complete this class if not currently certified.)

Duties:

The employee will be responsible for setting up and running the fire prevention program for the San Simon Fire District, to include the following:

- Commercial building inspections.
- Commercial building pre-planning.
- Mapping of rural water supplies which are available for fire district use.
- Fire prevention week education for the San Simon Unified School District #18.
- Representing the San Simon Fire District in applicable meetings.
- Firefighting and EMS operations which may include operating vehicles, suppression tasks, fireground support tasks, patient care, etc. These are examples and not an all-inclusive list.
- Processes payroll and inputs it to the Patriot Software.
- Prepares and submits invoices for out of district wildland assignments.

Employee will be required to respond to EMS, Fire, Rescue and Hazardous Materials scenes, and perform to the level of their training and/or certifications.

On fire and/or rescue scenes, they are expected to support operations by performing the following duties:

This position reports to: Fire Chief

Training Requirements:

- Firefighter/Prevention Specialist shall participate in all fire district training, as scheduled.
- Firefighter/Prevention Specialist shall support fireground operations to level of their training and experience.
- All personnel shall be trained and signed off for the tasks they will be performing prior to being allowed to do those tasks independently.
- Firefighter/Prevention Specialist is required to successfully to complete San Simon Fire District annual training.
- Firefighter/Prevention Specialist may have additional training assigned for task specific duties, etc.
- Firefighter/Prevention Specialist shall coordinate their schedule with the Fire Chief to ensure fire district coverage.

This is a non-exempt position that works 40 hours per week and is eligible for overtime. Actual work hours may be flexed due to responding to emergency calls after hours, on weekends and holidays. Hours will also be flexed in order to allow the Firefighter/Prevention Specialist to attend the monthly fire board meeting.

Hourly Rate: $15.00 per hour. Pay will automatically increase $1.00 per hour when Inspector I, II & Plans Reviewer certifications are obtained and submitted to the fire chief.

Holidays: This position will be off duty with pay, for all federal holidays.

Sick Time:

i. Firefighter/Prevention Specialist will accrue Sick Time at the rate of 4 hours every pay period. Firefighter/Prevention Specialist may carry over any unused sick leave to a max of 2.080 hours.

ii. Unused Sick Time may not be cashed out.

Paid Time Off:

i. Firefighter/Prevention Specialist shall accrue PTO at the rate of 4.20 hours every pay period. 240
Firefighter/Prevention Specialist may carry over 240 hours from one year to the next. For any accrued PTO in excess of 240 hours at the end of a calendar year,
Firefighter/Prevention Specialist shall be paid out at the rate of 100%

Benefits: This position does not offer any health benefits.