



**Highlands, Pinewood, and Summit Fire Districts  
Announce an Employment Opportunity for  
Fire & Fuels Technician I, II, and/or III  
Closing Date: Friday, September 24, 2010**

The Bear Jaw Fire and Fuels Module is accepting applications to establish an eligibility list for the position of Fire & Fuels Technician. A Fire & Fuels Technician will perform duties related to hazardous fuels reduction, fire prevention, public education, Rx and pile burns, fire suppression, and other activities that support the protection of life and property. This position is normally scheduled a 40 hour work week.

**COMPENSATION & BENEFITS:**

- \$11.74 - \$23.74 per hour base pay (\$24,419 - \$49,374 per year equivalent);
- Benefits Package may include (benefits may vary according to employing agency):
  - Membership in Arizona Public Safety Personnel Retirement System (PSPRS)
  - Medical, Dental, and Vision Insurance
  - Life, Accidental Death, STD, & LTD Insurance
  - Optional Section 125 Plan & 457(b) Deferred Compensation Plan
  - Paid Holidays, Vacation and Sick leave plans
  - Employee Assistance Program
  - Uniform Allowance
  - Educational Incentive Program

**MINIMUM QUALIFICATIONS:**

- U.S. Citizen, 18 years of age or older, High School Diploma or equivalent
- Valid Driver's License and Arizona Driver's License upon date of hire
- Basic Wildland Firefighter Training
- Satisfactory 39 Month Driving Record

**APPLICATION PROCESS:** Highlands Fire Department is managing this hiring process for Highlands, Pinewood and Summit Fire Districts. Applications may be obtained between the hours of 0800 and 1600, Monday through Friday, until the closing date at Highlands Fire Department - Station 21 - 568 Kona Trail, Kachina Village, Flagstaff, AZ.; requested by calling (928) 525-1717 or emailing [jjones@highlandsfire.org](mailto:jjones@highlandsfire.org); or may be found on our Website at <http://highlandsfire.org/default.asp?pageid=75&deptid=1>. Applications must be received by **Friday, September 24, 2010 at 4:00 pm** and must be complete, legible, and accompanied by all documents necessary to support the minimum qualifications listed above. For questions regarding the application process, please contact Shelby Erickson at (928) 525-9138 or (928) 606-7890

**EXAMINATION PROCESS:** Examinations may include, but are not limited to application review and evaluation, performance and achievement evaluation, aptitude tests, written tests, oral board interviews, an interview with the Fire Chiefs, physical ability and/or work capacity tests, hands on testing, or any combination of these or other requirements of the job. Applicants will be notified of examination and/or interview dates by phone.

**HIRING LIST:** From this hiring process, a pool of qualified applicants will be created to draw from for future open positions. Highlands, Pinewood, and Summit Fire Districts may utilize this list to fill positions on the Bear Jaw Fire and Fuels Module. The pool will be active for one (1) year with the option of two (2) six month extensions at the discretion of the Fire Chief(s).

**OFFERS OF EMPLOYMENT:** Employment offers may be through; Highlands, Pinewood, or Summit Fire Districts. All offers of employment are conditional, subject to satisfactory results of pre-employment screening. Screening may consist of any or all of the following: criminal background checks, reference checks, driving record check, drug and alcohol testing, pre-employment physical examination, and production of documents sufficient to demonstrate identity and authorization to work in the United States as required by the Immigration Reform and Control Act.

*Highlands, Pinewood, and Summit Fire Districts are Equal Opportunity Employers.*

# HIGHLANDS FIRE DISTRICT

## EXECUTIVE DIRECTIVES

CODE/TITLE: **110 Fire & Fuels Technician I**  
SECTION: 100 Classification/Job Descriptions  
REFERENCE: HR Policy 30.03 & 30.04  
ORIGINATED BY: Dirch Foreman, Battalion Chief  
APPROVED BY: Jim Pond, Fire Chief  
EFFECTIVE DATE: 07/01/2009

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### **Fire & Fuels Technician I (Working Title: Firefighter, Senior Firefighter)**

FLSA: Non-exempt  
Operations Division  
Seasonal/Temporary/Full-Time  
Full-Time PSPRS Eligible

#### **JOB SUMMARY**

Under direct supervision, carries out hazard fuel reduction projects through thinning, brush disposal, and prescribed burning; participates in and presents public education programs; responds to wildfire assignments as part of an organized crew; participates in training activities, station and equipment maintenance and performs other support and related duties as required.

This position is normally scheduled to work 40 hours per week. The position may require the employee to work 24 hours shifts, multiple 24 hour shifts, evenings, weekends, holidays, and under hazardous conditions. Employees in this class are also required to be available for immediate dispatch to off-district, out-of-state fire assignments lasting for up to 21 days.

#### **PRINCIPLE DUTIES**

- ◆ Serves as crew member performing fire prevention, suppression, and hazard fuel reduction.
- ◆ Responds to significant incidents from home or another location while in off-duty status.
- ◆ Performs firefighting and hazard reduction duties to include laying hose and using water, chopping brush, felling trees, piling slash, burning, preparing fire line to prevent fire spread and to prepare areas for prescribed burning.
- ◆ Follows the instructions of supervisors or standard operating procedure while performing all duties
- ◆ Participates in all aspects of Fire Department activities.
- ◆ Conducts routine repairs, maintenance, and cleaning of District buildings, grounds, facilities, apparatus, and equipment.
- ◆ Trains to stay proficient in emergency and non-emergency operations.
- ◆ Executes other duties as assigned by a supervisor.
- ◆ Obeys all District policies, regulations, and procedures.

## **MINIMUM QUALIFICATIONS**

- ◆ Be a minimum of 18 years of age.
- ◆ High School Diploma or GED (High School Equivalency).
- ◆ Basic Wildland Fire Fighting Certificate.
- ◆ Satisfactory 39 month driving record.

## **SPECIAL REQUIREMENTS**

- ◆ Must sign a Loyalty Oath.
- ◆ Must obtain and maintain a valid Arizona driver's license.
- ◆ Must meet insurability requirements of the Department's insurance carrier.
- ◆ Must maintain excellent health for rigorous firefighting activities and pass an annual fitness/medical examination.
- ◆ Must pass the NWCG annual certification for the Work Capacity Test (WCT) at the arduous level and maintain certification as a condition of employment (All new employees hired after June 1, 2005).
- ◆ Must have satisfactory results on drug and alcohol testing.
- ◆ Must have satisfactory results on background screening. .
- ◆ Reside within 30 minute travel time to District Headquarters.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- ◆ English usage and grammar.
- ◆ Basic Mathematics.
- ◆ Effective written and oral communication skills.
- ◆ Basic working knowledge of computers.
- ◆ Perform activities requiring excellent physical condition.
- ◆ Learn technical fire fighting principles and techniques.
- ◆ Understand and carry out oral and written instructions.
- ◆ Read and write at the level required for successful job performance.
- ◆ Establish and maintain effective working relationships.
- ◆ Exercise self-control and good judgment.
- ◆ Provide excellent internal and external customer service.
- ◆ Experience cutting trees.

# HIGHLANDS FIRE DISTRICT

## EXECUTIVE DIRECTIVES

CODE/TITLE: **108 Fire & Fuels Technician II**  
SECTION: 100 Classification/Job Descriptions  
REFERENCE: HR Policy 30.03 & 30.04  
ORIGINATED BY: Dirch Foreman, Battalion Chief  
APPROVED BY: Jim Pond, Fire Chief  
EFFECTIVE DATE: 07/01/2009

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### **Fire & Fuels Technician II (*Working Titles: Senior Firefighter, Squad Boss*)**

FLSA: Non-exempt Operations Division  
Full-time  
PSPRS

#### **JOB SUMMARY**

Under general direction, supervises and carries out hazard fuel reduction projects through thinning, brush disposal, and prescribed burning; participates in and presents public education programs; drives and operates fire apparatus and equipment, performs fire hazard inspections, responds to wildfire assignments as a single resource or part of an organized crew; participates in training activities; station and equipment maintenance and performs other support and related duties as required.

This position is normally scheduled to work 40 hours per week. The position may require the employee to work 24 hours shifts, multiple 24 hour shifts, evenings, weekends, holidays, and under hazardous conditions. Employees in this class are also required to be available for immediate dispatch to off-district, out-of-state fire assignments lasting for up to 21 days.

In addition, the Fire and Fuels Technician II may be placed in a special assignment position. This may entail assignment to a position within a division or managing and supervising employees within a program.

#### **PRINCIPLE DUTIES**

- ◆ Serves as crew member (may lead crew as assigned) performing fire prevention, suppression, and hazard fuel reduction
- ◆ Responds to significant incidents from home or another location while in off-duty status.
- ◆ Performs firefighting and hazard reduction duties to include laying hose and using water, chopping brush, felling trees, piling slash, burning, preparing fire line to prevent fire spread and to prepare areas for prescribed burning.
- ◆ Follows the instructions of supervisors or standard operating procedure while performing all duties.
- ◆ Participates in all aspects of Fire Department activities.
- ◆ Conducts routine repairs, maintenance, and cleaning of District buildings, grounds, facilities, apparatus, and equipment.
- ◆ Trains to stay proficient in emergency and non-emergency operations.
- ◆ Trains personnel through lecture and demonstration of skills.

- ◆ Reports to supervisor on work accomplishments, performance and safety problems.
- ◆ Compiles records and writes reports relative to incident responses, daily activity, inspections, projects, and other related activities.
- ◆ Executes other duties as assigned by a supervisor.
- ◆ Obeys all District policies, regulations, and procedures.

### **MINIMUM QUALIFICATIONS**

- ◆ Be a minimum of 18 years of age.
- ◆ High School Diploma or GED (High School Equivalency).
- ◆ National Wildfire coordinating Group (NWCG) certification at the Advanced Fire Fighter level and Type 5 Incident Commander or higher.
- ◆ State of Arizona Emergency Medical Technician at basic or higher certification.
- ◆ Satisfactory 39 month driving record.
- ◆ Minimum one years of specialized wildland fire management experience.

### **SPECIAL REQUIREMENTS**

- ◆ Must sign a Loyalty Oath.
- ◆ Must obtain and maintain a valid Arizona driver's license.
- ◆ Must meet insurability requirements of the Department's insurance carrier.
- ◆ Must maintain excellent health for rigorous firefighting activities and pass an annual fitness/medical examination.
- ◆ Must pass the NWCG annual certification for the Work Capacity Test (WCT) at the arduous level and maintain certification as a condition of employment (All new employees hired after June 1, 2005).
- ◆ Must maintain certification as a State of Arizona Emergency Medical Technician-Basic.
- ◆ Must have satisfactory results on drug and alcohol testing.
- ◆ Must have satisfactory results on background screening.
- ◆ Reside within 30 minute travel time to District Headquarters.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- ◆ Standard Forestry Practices.
- ◆ Experience in tree cutting (S-212 preferred).
- ◆ Wild fire suppression techniques and practices (Engine Operation preferred).
- ◆ English usage and grammar
- ◆ Basic Mathematics
- ◆ General working knowledge of computers
- ◆ Performs activities requiring excellent physical condition.
- ◆ Apply technical fire fighting principles and techniques.
- ◆ Operate and drive fire apparatus safely and effectively under emergency and non-emergency conditions.
- ◆ Supervise other crew members as assigned.
- ◆ Understand and carry out oral and written instruction.
- ◆ Read and write at the level required for successful job performance.
- ◆ Establish and maintain effective working relationships.
- ◆ Exercise self-control and good judgment.
- ◆ Provide excellent internal and external customer service.

# HIGHLANDS FIRE DISTRICT

## EXECUTIVE DIRECTIVES

CODE/TITLE: **108 Fire & Fuels Technician III**  
SECTION: 100 Classification/Job Descriptions  
REFERENCE: HR Policy 30.03 & 30.04  
ORIGINATED BY: Dirch Foreman, Battalion Chief  
APPROVED BY: Jim Pond, Fire Chief  
EFFECTIVE DATE: 07/01/2009

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### **Fire & Fuels Technician III (*Working Titles: Assistant Module Leader, Module Foreman*)**

FLSA: Non-exempt  
Operations Division  
Full-time  
PSPRS

#### **JOB SUMMARY**

While under general direction, supervises and carries out hazard fuel reduction projects through thinning, brush disposal, and prescribed burning; participates in and presents public education programs; drives and operates fire apparatus and equipment, performs fire hazard inspections, responds to wildfire assignments as a single resource or part of an organized crew; may manage programs or sub-programs within a Division; participates in training activities; station and equipment maintenance and performs other support and related duties as required; serves as EMT on as needed basis.

This position is normally scheduled to work 40 hours per week. The position may require the employee to work 24 hours shifts, multiple 24 hour shifts, evenings, weekends, holidays, and under hazardous conditions. Employees in this class are also required to be available for immediate dispatch to off-district, out-of-state fire assignments lasting for up to 21 days.

This is a supervisory position that is responsible for the discipline and performance of assigned personnel, in accordance with department policy and procedure. The employee will be required to make critical decisions at emergency incidents, assign personnel to accomplish tasks and objectives, and to monitor and insure their safety.

In addition, the Fire and Fuels Technician III may be placed in a special assignment position. This may entail assignment to a position within a division or managing and supervising employees within a program.

#### **PRINCIPLE DUTIES**

- ◆ Supervises crew members performing fire prevention, suppression, and hazard fuel reduction
- ◆ Schedules work, assigns tasks to crew members, effects disciplinary measures as appropriate to authority delegated.

- ◆ Responds to significant incidents from home or another location while in off-duty status.
- ◆ Leads and performs firefighting and hazard reduction duties to include laying hose and using water, chopping brush, felling trees, piling slash, burning, preparing fire line to prevent fire spread and to prepare areas for prescribed burning.
- ◆ Follows the instructions of supervisors or standard operating procedure while performing all duties.
- ◆ Participates in all aspects of Fire Department activities.
- ◆ Conducts routine repairs, maintenance, and cleaning of District buildings, grounds, facilities, apparatus, and equipment.
- ◆ Trains to stay proficient in emergency and non-emergency operations.
- ◆ Trains personnel through lecture and demonstration of skills.
- ◆ Reports to supervisor on work accomplishments, performance and safety problems.
- ◆ Compiles records and writes reports relative to incident responses, daily activity, inspections, projects, and other related activities.
- ◆ Executes other duties as assigned by a supervisor.
- ◆ Obeys all District policies, regulations, and procedures.

### **MINIMUM QUALIFICATIONS**

- ◆ Be a minimum of 18 years of age.
- ◆ High School Diploma or GED (High School Equivalency).
- ◆ Class B Faller
- ◆ State of Arizona Emergency Medical Technician-Basic or higher certification.
- ◆ National Wildfire coordinating Group (NWCG) certification at the Single Resource Boss and Type 4 Incident Commander level or higher.
- ◆ Firing Boss/Prescribed Fire Burn Boss
- ◆ Satisfactory 39 month driving record.
- ◆ Minimum three years of specialized wildland fire management experience.

### **SPECIAL REQUIREMENTS**

- ◆ Must sign a Loyalty Oath.
- ◆ Must obtain and maintain a valid Arizona driver's license.
- ◆ Must meet insurability requirements of the Department's insurance carrier.
- ◆ Must maintain excellent health for rigorous firefighting activities and pass an annual fitness/medical examination.
- ◆ Must pass the NWCG annual certification for the Work Capacity Test (WCT) at the arduous level and maintain certification as a condition of employment (All new employees hired after June 1, 2005).
- ◆ Must maintain certification as a State of Arizona Emergency Medical Technician-Basic.
- ◆ Must have satisfactory results on drug and alcohol testing.
- ◆ Must have satisfactory results on background screening.
- ◆ Reside within 30 minute travel time to District Headquarters.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- ◆ Fire Behavior.
- ◆ Standard Forestry Practices.
- ◆ Wild fire suppression techniques and practices.
- ◆ Supervisory and Management Practices.

- ◆ Effective oral and written communication skills.
- ◆ Principles, practices, and procedures of fire suppression, prevention, fuels management, and public education.
- ◆ Perform activities requiring excellent physical condition.
- ◆ Apply technical fire fighting principles and techniques.
- ◆ Operate and drive fire apparatus safely and effectively under emergency and non-emergency conditions.
- ◆ Supervise other crew members as assigned.
- ◆ Establish good discipline and develop subordinates.
- ◆ Understand and carry out oral and written instructions.
- ◆ Read and write at the level required for successful job performance.
- ◆ Establish and maintain effective working relationships.
- ◆ Experience using computers and basic computer software.