

## **FIRE PRE-RECRUIT**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Fire Pre-Recruit is a pre-Fire Training Academy training class used to employ, educate, train, and evaluate prospective Firefighter-Recruits. Duties are associated with Fire Department functions and activities and include: picking up, cleaning, and delivering equipment; maintaining inventory of supplies and delivering supplies to stations and divisions; replenishing air bottles for Self-Contained Breathing Apparatuses (SCBAs); coordinating the pickup of turnouts used in live burns for cleaning by an external vendor and delivering them back to Fire; cleaning and maintaining Fire Department facilities, vehicles, apparatus, and grounds; providing assistance (such as loading hoses and equipment, participating in Rehabilitation sector) at the Academy; assisting with the maintenance and repair of items belonging to the Academy; and ensuring all equipment and training items are properly returned to storage areas. Fire Pre-Recruits who do not already possess a valid State of Arizona Emergency Medical Technician (EMT) or Paramedic certification must complete a Mesa Fire and Medical Department (MFMD)-sponsored EMT course (if they are not already enrolled in their own outside EMT course) as soon as possible upon hire, and will be given three (3) attempts to pass the EMT certification test within 45 days following completion of the course, and before the Academy, immediately following completion of the EMT course. Incumbents may elect to complete EMT school/training on their own in lieu of attending the MFMD-sponsored course; however, they will still be required to pass the EMT certification test within the same specified period of time and before the Academy immediately following completion of the EMT course. This class is also responsible for performing related duties as required.

**Distinguishing Features:** The Fire Pre-Recruit class is an at-will, civilian class, which participates in the Arizona State Retirement System (ASRS) and is assigned to the Fire Academy. This class is distinguished from the sworn Firefighter-Recruit class, which is enrolled in the Mesa Fire Training Academy and participates in the Public Safety Personnel Retirement System (PSPRS). Fire Pre-Recruits may be assigned to work eight (8)-hour or ten (10)-hour shift schedules for a 40-hour workweek, which may include weekends and require overtime. Fire Pre-Recruits receive close supervision from the Deputy Chief and Fire Captains assigned to Training. The Fire Captains will review and evaluate work in progress and upon completion to evaluate performance. A Fire Pre-Recruit who does not successfully complete this education, training, and evaluation period (including passing the EMT certification test within 45 days of the conclusion of the MFMD-sponsored or their own EMT course and before the Academy immediately following completion of the EMT course if the incumbent does not already possess the certification) may be extended or may be transferred, demoted, or terminated. Upon successful performance in this class, Fire Pre-Recruits will be promoted to the Firefighter-Recruit classification and enter a Training Academy. This class is FLSA nonexempt.

### **QUALIFICATIONS**

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Must be at least 18 years of age. Graduation from high school or GED. Must obtain State of Arizona Emergency Medical Technician (EMT) or Paramedic certification within 45 days of the conclusion of the MFMD-sponsored or their own EMT course (and before the

Academy immediately following completion of the EMT course) and must be kept current thereafter. Applicants will be required to provide documentation that they have passed a Candidate Physical Abilities Test (CPAT) with a verified result from a CPAT licensee within six (6) months of the specified date.

**Special Requirements.** Must possess a valid Class D Arizona Driver's License by hire or promotion date and must have an acceptable driving record. Must pass a pre-employment physical. Must meet and maintain National Fire Protection Association (NFPA) and MFMD physical standards. Must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification. Because of the confidential, sensitive nature of information handled, successful completion of a psychological examination is required. Must not be on the Office of Inspector General (OIG) list of Excluded Individuals/Entities (LEIE).

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug, and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Successful completion of Fire Science coursework from a regionally accredited college or university and previous firefighting experience (full-time, part-time, or volunteer) preferred. Bilingual in Spanish preferred.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with management, coworkers, other City employees, and the general public to establish and maintain effective working relationships, receive instruction and direction, follow orders based on this information, and provide Department related information. Communicates the ability to perform fire public education and station and equipment maintenance duties. Prepares written documents with clearly organized thoughts and using the proper sentence structure, punctuation, and grammar in order to assist with or complete projects.

**Manual/Physical:** Operates a motor vehicle (sedan or truck), requiring a valid Class D Arizona Driver's License to pick up and deliver equipment, respond to service calls or emergency scenes, and assist with Department activities or events. Operates a variety of standard office equipment such as a facsimile machine, personal computer (PC), and telephone; and enters data and/or information into a PC to provide information and to assist with or complete projects. Prepares boxed and/or bundles of forms or mail for distribution and/or mailing to distribute information about activities or events such as public education and recruitment. Sorts, files, and/or distributes incoming mail, products, or supplies. Moves materials (supplies, tables, chairs, equipment, etc.) using a cart if necessary and a standard motor vehicle to setup for events and to transport equipment and supplies to and from stations and hospitals. Moves heavy objects (such as SCBA bottles and fire hoses) weighing up to 50 pounds for distances of up to 20 feet while performing maintenance duties and assisting with cleanup after an incident. Cleans Emergency Medical Support (EMS) equipment after usage and returns to service with station crews and cleans and maintains Fire Department buildings, vehicles, apparatus, and grounds. Works with cleaning fluids and agents using normal, routine, personal protective equipment. Sets up and/or removes equipment, tables, chairs, etc. for events. Works in a variety of weather conditions while responding to service calls, assisting with emergency scenes in a non-hazardous role (rehabilitation, customer service, etc.), and assisting with programs and events.

**Mental:** Comprehends and makes inferences from written material such as Mesa Fire Department procedures manuals. Learns job-related material through on-the-job training and/or in a classroom setting regarding computer programs, driver safety, and infectious exposures.

**Abilities:**

Ability to:

establish and maintain effective working relationships with coworkers, management, other City employees and the general public; and understand and follow oral and written instructions.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 6/24

NF/sb/th

CS3432.DOCX

CS3806 Part Time Non-Benefited

EEO-PSW

JOB FCTN-GEN

Non-DOT Safety and Security-Y

CDL-N

RESP-Y

PAY GRADE: 38

IND-7710

SWORN-N

Non-DOT Random-N

DOT-N

INCREMENTS 62-200