

**APPLE VALLEY FIRE PROTECTION DISTRICT**  
**Description of Duties, Abilities and Work Environment**  
**Non-Safety Personnel - Category I**

Revision #1

Revision Date: 10/20/2009

Approved By:



**PURPOSE:**

To provide a general overview of the work commonly performed by non-safety personnel employed by the Apple Valley Fire Protection District and who are required to work predominately in an office setting work environment.

**DESCRIPTION:**

District personnel will perform duties relating to specific assignment areas that are indoors in an office setting.

Tasks will vary in complexity and include typing, word processing, answering telephones and interacting with other employees and the general public. The work requires mental and visual concentration, and an ability to organize and prioritize. Some positions may require public speaking skills and the ability to organize groups of volunteers and other workers. Periodic and limited exposure to the elements may be required during extraordinary situations related to the District's mission.

Some physical effort is required. The ability to stand, bend, crouch, reach, twist, and lift items weighing up to 30 pounds is necessary.

Employees will read, comprehend, write, prepare reports and utilize computer equipment for a variety of applications.

Work is generally performed in accordance with department rules and regulations, standard operating procedures, and general orders with or without direct supervision. Work performance is evaluated on the basis of initiative shown, fulfillment of job expectations and responsibilities, general conduct, and member participation on special committees and assignments.

**GENERAL PERFORMANCE REQUIREMENTS:**

1. Ability to lift and carry objects weighing up to 30 pounds over horizontal and vertical distances of at least 50 feet.
2. Must be able to rely on own senses of sight, hearing and touch.
3. Ability to routinely work in an office and classroom environment using computers, multi-line telephones, calculators and other office equipment.
4. Capable of performing job at a safe level with or without reasonable accommodation.

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5. Must not pose a direct threat to the health and safety of self or others. Must be capable of performing all required functions in an efficient and safe manner.
6. Must be able to communicate face to face and by radio and telephone. Must be able to communicate effectively with co-workers and members of the public.
7. Ability to use writing instruments and be able to demonstrate adequate writing skills.
8. Ability to read English and be able to demonstrate adequate reading skills.
9. Ability to remain calm and professional during emergency situations or when dealing with difficult customers.
10. Ability to understand and carry out orders and assignments, and must be able to demonstrate adequate speaking skills. Must understand and speak English fluently.
11. Ability to operate both as a member of a team and independently.
12. Ability to perform job duties with multiple interruptions.
13. Must be appropriately motivated and disciplined to learn job related skills within reasonable training timeframes.
14. Willingness to respond to supervisory guidance and assignments.
15. Willingness to respond appropriately to correction and discipline.
16. Willingness to follow policies and procedures.
17. Ability to make quality decisions based on training and common sense.
18. Adequate maturity and life experience for the job, including reality-based views of one's own abilities.
19. Willingness to work effectively with others as a team member.
20. Adequate interpersonal skills to integrate with other employees.
21. Ability to safely drive and operate assigned District vehicles.
22. Ability to multi-task and efficiently prioritize those tasks.

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23. Ability to perform research via internet, reference books, publications, calling appropriate agencies, or other avenues.

**EXAMPLES OF DUTIES:**

Reference the specific position Job Description.