

APPLE VALLEY FIRE PROTECTION DISTRICT

Description of Duties, Abilities and Work Environment

Non-Safety Personnel - Category II

Revision #

Revision Date: 9/12/2005

Approved By: *Signature on File*

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 routinely in a variety of work environments.

DESCRIPTION:

District personnel may perform duties in the maintenance, inspection, testing and cleaning of Fire District property, facilities, apparatus and equipment that may be routine or exceptional.

Tasks will vary in complexity and include scheduled inspection; testing, and servicing of running and non-running engines/heavy machinery/equipment, fire pumps and valves; disassembling and assembling parts; performing emergency repairs; and taking inventory. The work requires mental and visual concentration in detecting and diagnosing faults in dismantling working components and reassembling in accordance with manufacturers specific tolerances; in calibrating engines; in fabricating parts; and in reading fuel and temperature levels. Creativity is required in occasionally fabricating or designing modifications specific to user requirements, various items of metal work which may be required to repair or modify vehicles or equipment, or as might be designed to accomplish the objectives of a research project.

Physical effort is required frequently to climb, stand, bend and crouch, lift and move heavy equipment, and work in awkward positions to examine and repair vehicles and equipment (under vehicles, and on-site locations), using hand and power tools such as oxy-acetylene, arc welding equipment, power press, sanders, drills.

Members 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 operate both as a member of a team and independently.
2. Ability to work outside exposed to the elements for extended durations from time to time.

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

Revision # **Revision Date:** 9/12/2005 **Approved By:**

3. Ability to work in wet, icy, or muddy areas.
4. Ability to perform a variety of tasks on surfaces that may be uneven, slippery or hazardous.
5. Ability to climb or otherwise gain access to tops of equipment and rooftops.
6. Ability to face possible exposure to hazardous materials or infectious agents listed on MSDS and Manifests, including carcinogenic dusts such as asbestos, and toxic substances such as corrosives, carbon monoxide or organic solvents either through inhalation or skin contact.
7. Ability to periodically work in an office and classroom environment using computers, calculators and other office equipment.
8. Ability to wear personal protective equipment such as ear, eye and respiratory protection.
9. Must be able to rely on own senses of sight, hearing, smell, and touch.
10. Ability to use manual and power tools in the performance of duties.
11. Ability to lift and carry at least 75 pounds, over horizontal and vertical distances of at least 25 feet. In addition, must be able to handle items in excess of 100 pounds.
12. Ability to maintain balance in varying situations.
13. Ability to understand and carry out orders and assignments, and must be able to demonstrate adequate speaking skills.
14. Must be able to communicate face-to-face and by radio and telephone. Must be able to communicate effectively with co-workers.
15. Ability to read and speak English. Must be able to demonstrate adequate reading skills.
16. 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.
17. Capable of performing job at a safe level with or without reasonable accommodation.

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

Revision # **Revision Date:** 9/12/2005 **Approved By:**

18. Ability to use writing instruments and be able to demonstrate adequate writing skills.
19. Must be appropriately motivated and disciplined to learn job related skills within reasonable training timeframes.
20. Willingness to respond to supervisory guidance and assignments.
21. Willingness to respond appropriately to correction and discipline.
22. Willingness to follow policies and procedures.
23. Ability to cope with situations involving trauma and loss.
24. Ability to cope with work schedule and impact of job on self and family.
25. Ability to make quality decisions based on training and common sense.
26. Adequate maturity and life experience for the job, including reality-based views of one's own abilities.
27. Willingness to work effectively with others as a team member.
28. Adequate interpersonal skills to integrate with other employees.
29. Ability to safely drive and operate assigned District vehicles and apparatus.
30. Must maintain a Class B Driver's License.
31. Repairs must be made with the most suitable equipment for the job and to the highest standards.

EXAMPLES OF DUTIES:

Reference the specific position Job Description.