



# FOREST LAKES FIRE DISTRICT PAY SCALE POLICY NUMBER 0021



## Purpose

The purpose of this policy is to establish approved and consistent compensation for each job category within the district.

## Definitions

On Duty Staff – Professional first responders currently employed at other Arizona fire districts, which provide the primary support for the District.

Paid on Call – Paid volunteers, typically local to Forest Lakes, who provide back up support for the District's mission and activities.

## Policy

Unless otherwise noted below all personnel must be 18 years or older, and must have at minimum a High School Diploma, GED or higher education. Must obtain and maintain a valid Arizona driver's license. Maintain all Certifications as required for the position. Must have reliable transportation and maintain personal auto insurance coverage. Must have satisfactory results on background screening and pre-employment drug testing.

### **Certified Emergency Paramedic: On Duty Staff, 24 Hour Shift Paramedic**

**Requirements:** Fire Department Member, Arizona State Certified Emergency Paramedic, ACLS.PALS, PHTLS, CPR Health Care Provider. Medical Direction must be maintained with Payson Regional Medical Center. Arizona State Certified FF I & II. Adhere to Forest Lakes Fire District Standard Operating Guidelines.

#### **Job Description:**

Must be able to perform Pre-hospital emergency care of sick and injured, in accordance to scope of practice established by the Arizona Department of Health Services and within the realm of Medical Direction through Payson Regional Medical Center. Act as Medical Incident Commander at Mass Casualty Incidents. Perform or arrange for schedules and preventative maintenance for all ambulances. Ensure that Advance Life Support and Advance Cardiac Life Support equipment is in stock, in supply and readily available on all ambulances. Perform Community Education, including but not limited to, Healthcare Provider CPR classes. Ensure facility cleanliness, to include EMS and Fire bays. Answer phone calls, receiving messages for personnel not present. Daily Seal Checks of all Drug Boxes. Weekly inventory of drug boxes and monthly check for expired drugs. Weekly Ambulance inspection and inventory. Cleaning of Ambulances as needed. Biweekly Sterilization of Ambulances. Perform or arrange for preventative



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maintenance of Ambulances. Monthly Report for ADHS. Monthly Report to BPMC. Other duties as assigned. Reports to the FLFD Fire Chief.

**Base Hourly Rate: \$22.00**

### **Shift Firefighter: On Duty Staff, 24 Hour Shift Firefighter**

**Requirements:** Fire Department Member, Must have at minimum a High Diploma or GED. Must be at least 18 years old. Must possess a valid Arizona driver's license. Must be able to work in hazards conditions. Must be able to lift or move up to 100lbs. Arizona State Certified Emergency Medical Technician, PHTLS, CPR Health Care Provider and Arizona State Certified FF I & II. Medical Direction must be maintained with Payson Regional Medical Center. Engineer Certified, Hazardous Materials First Responder Operations. Adhere to Forest Lakes Fire District Standard Operating Guidelines

### **Job Description:**

Under the general supervision of the Chief, the Firefighter is responsible for public safety work involving the protection of life and property. The firefighter also responds to alarms and participates in combating, extinguishing and preventing fires, along with answering rescue calls and other related work required. Responds to fire, rescue, EMS emergencies and public service activities. Perform as a firefighter to include advance hose lines, extinguish fires, climbs and positions ladders, ventilates burning buildings and protects property from water, smoke and heat damage. Performs extrication to remove persons from danger. Attend and participate in all required training courses, including training, lectures, critiques, CE's and other official activities. Relay information, instructions and other orders from dispatch. Complete necessary paperwork and documentation as required on calls for service. Ensure facility cleanliness, to include EMS and Fire bays. Answer phone calls, receiving messages for personnel not present. Daily Equipment check. Weekly apparatus inspection and inventory. Cleaning of all apparatus as needed. Perform or arrange for preventative maintenance of apparatus. Other duties as assigned. Reports to the FLFD Fire Chief.

**Base Hourly Rate: \$19.50**

### **Fire Investigator: On Duty Staff, 24 Hour Member**



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**Requirements:** Fire Department Member. Must have at minimum a High School Diploma, GED or higher education. Must be at least 18 years old. Must possess a valid Arizona driver's license. Must be able to work in hazards conditions. Must be able to lift or move up to 100lbs. Must have firefighter or law enforcement experience. Must have attended an approved Fire/Arson/POST training program. Must maintain the minimum professional qualifications as outlined in NFPA 1033. Must maintain appropriate Fire Investigator certifications. (Based on experience) Must maintain working knowledge of NFPA 921 and NFPA 1033. Complete continuing education as need to maintain an up to date knowledge on the basic methodology of fire investigations, scene analysis and causes determination. Respond to all fire scenes (when requested).

Conduct an Origin and Cause Investigation on, Structure Fires, Vehicle Fires, Wildland Fires, Special Duty Fires or any other fire at the request of Local Law Enforcement, other Government Agency or any agency approved by the Fire Chief. Use the basic methodology and scientific method as outlined in NFPA 921 when conducting an investigation. Collect, package, secure, and impound all evidence collected at the fire scene, while following the rules of evidence collection and chain of custody procedures outlined by NFPA 921 or other publications. Conduct and complete any and all follow-up investigation or interviews for the case. Complete an investigate report on all investigations. Work with the fire district and Fire chief on ways to improve the investigative program, investigative equipment and outreach safety information, to keep the residences, building, and community safe from the threat of fire. Provide continuing education information to the workforce, to include, the firefighters, Paid-on-call (POC), dispatchers and Fire Chief on updated investigative information and safety techniques. Complete other duties assigned by the Fire Chief.

**Job Description:** The fire investigator is responsible for conducting a complete and thorough investigation on any fire, when requested, within the boundaries of Forest Lakes Fire District (FLFD), or at the request of any other agency, with the approval of or at the request of the Fire Chief.

NFPA 921 & 1033

(NFPA 1033-Standards for Professional Qualification for Fire Investigator)

(NFPA 921-Guide For Fire & Explosion Investigations)

**Base Hourly Rate: \$15.00**

**Emergency Medical Technician: Paid On Call (POC)**



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**Requirements:** Fire Department Member, Arizona State Certified Emergency Medical Technician, PHTLS, CPR Health Care Provider. Medical Direction must be maintained with Banner Payson Medical Center. Adhere to Forest Lakes Fire District Standard Operating Guidelines. You must be 18 years of age. You must provide a copy of your current Driver's license or Birth certificate. You must have proof of immunity or immunization to Rubella (German Measles), Rubeola (Measles), and Mumps. Complete a drug screen. Have a current TB skin test (within the last 12 months prior to start of class). If you had a positive reaction, you will need to have a chest x-ray with proof of a negative result. Complete appropriate reading placement test to demonstrate a min. of a 10th grade reading level or completed Associates degree or higher from accredited institution if the EMT program is completed at a community college. Must have completed EMT 101 (CPR/BLS Courses), or Have a current BLS Health Care Provider/Professional Rescuer card from an approved organization (American Heart, American Red Cross, etc.).

**Job Description:** Pre hospital emergency care of the sick and injured in accordance to the scope of practice guidelines established by the Arizona Department of Health Services and within the realm of Medical Direction thru Payson Regional Medical Center. Perform or arrange for scheduled and preventive maintenance for all ambulances. Ensure that Basic Life Support equipment is in stock, in supply and readily available on all ambulances. Perform Community Education, including but not limited to Healthcare Provider CPR Classes. Be self-motivated and productive.

Display a friendly disposition. Have effective written and verbal communication skills. Work well under stressful scene conditions. Computer proficiency is required. Make a positive impact on coworkers and others you meet. General administrative duties as assigned. Be available to Respond to non-emergent and emergent medical calls. Have working Knowledge, Skills & Abilities to recognize and provide emergency treatment and safety procedures. Be able to speak with a clear, articulate voice over the radio. Obtain information regarding the emergency from dispatch, and communicates with other emergency services as needed during the call. Assure that the assigned vehicle is completely stocked and in good running order at the beginning of each shift, after every response, and at the end of each shift. Safely operates department vehicles in emergency and non-emergency response or transport situations.

Operate the ambulance in accordance with

- Safety rules and regulations
- District policies and procedures
- Federal, state, and local laws, regulations, and statutes



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May be required to provide safe and efficient transport of the patient as the ambulance driver, or may be required to monitor the patients' condition and provide any appropriate continuing care as the attendant in the ambulance during transport. Under general supervision performs professional and technical duties to render basic life support care in the emergency, non-emergency transportation setting or in a non-transport setting. Provides prompt and efficient care of the patient and stabilization of their condition prior to transport. Ability to complete appropriate patient care forms, scene forms, and daily activity forms as needed. Obtains and records information for the fire district as well as those required by medical, legal, and health care authorities while following Federal HIPPA laws. Ability to lift, carry, and move patients of all sizes over various terrains with and potentially without assistance. Provides careful handling of the patient in moving them to the ambulance. Provides orderly transfer of patient care to the transport agency or destination staff. Provides support functions and interacts with supporting agencies. Provides support to the families member, by-standers and others as needed during and after the emergency. Attends training sessions and orientations as required to maintain valid Arizona EMT Certification and to meet all requirements of the Forest Lakes Fire District. Must maintain all required certifications as an active EMS provider to work in the pre-hospital care setting and provide patient care

**Base Hourly Rate: \$15.00**

### **Emergency First Responder: Paid On Call (POC)**

**Requirements:** Fire Department Member. Must have at minimum a High School Diploma, GED or higher education. Must be at least 18 years old. Must possess a valid Arizona driver's license. Must be able to work in hazards conditions. Must be able to lift or move up to 100lbs. Arizona State Certified Emergency First Responder, CPR Health Care Provider. Medical Direction must be maintained with Banner Payson Medical Center. Adhere to Forest Lakes Fire District Standard Operating Guidelines.

**Job Description:** The Certified First Responder (CFR) must demonstrate competency assessing a patient, handling emergencies, utilizing Basic Life Support equipment, have the ability to perform CPR, control hemorrhage, provide non-invasive shock treatment, manage environmental emergencies, and provide initial care in medical emergencies, trauma and emergency childbirth. Receives call from dispatcher, responds verbally to emergency calls, reads maps, may drive an emergency response vehicle to emergency site, uses most expeditious route, and observes traffic ordinances and regulations. Uses appropriate infectious disease control procedures, assesses safety of the scene, gains access to patient, assesses extent of injury, uses prescribed techniques and appliances, radios



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dispatcher for additional assistance or services as necessary. Provides additional emergency care following established protocols, determines nature and extent of illness or injury, takes pulse, blood pressure, respirations, visually observes changes in skin color, makes determination regarding patient-status (critical, unstable, potentially unstable, stable) establishes priority for emergency care, renders appropriate emergency care, searches for medical identification emblem to aid in care. Reports verbally and in writing, observations about and care of patient at the scene to the Paramedic or EMT in charge of the ambulance crew. Assists in lifting, carrying, and properly loading of patient into the ambulance, may provide transport to a medical facility. Reassures patients and bystanders, avoids mishandling patient and undue haste. Complies with regulations in handling deceased, notifies authorities, and arranges for protection of property and evidence at scene. Replaces supplies, may send used supplies for sterilization, checks all equipment for future readiness, may maintain emergency response vehicle in operable condition, ensures emergency response vehicle cleanliness and orderliness of equipment and supplies, decontaminates equipment. May determine vehicle readiness by checking oil, gas, water in battery and radiator, and tire pressure, and maintains familiarity with all specialized equipment. Responsible for continuing education (CTE) to remain certified.

**Base Hourly Rate: \$15.00**

### **Firefighter I & II / Wildland Fire Fighter: Paid On Call (POC)**

**Requirements:** Fire Department Member. Must have at minimum a High School Diploma, GED or higher education. Must be at least 18 years old. Must possess a valid Arizona driver's license. Must be able to work in hazards conditions. Must be able to lift or move up to 100lbs. Arizona State Certified FF I & II. Engineer Certified, Hazardous Materials First Responder Operations.

**Job Description:** Under the general supervision of the Chief, the Firefighter is responsible for public safety work involving the protection of life and property. The firefighter also responds to alarms and participates in combating, extinguishing and preventing fires, along with answering rescue calls and other related work required. Responds to fire, rescue, EMS emergencies and public service activities. Perform as a firefighter to include advance hose lines, extinguish fires, climbs and positions ladders, ventilates burning buildings and protects property from water, smoke and heat damage. Performs extrication to remove persons from danger. Attend and participate in all required training courses, including training, lectures, critiques, CE's and other official activities. Relay information, instructions and other orders from dispatch. Complete necessary paperwork and documentation as required on calls for service. Ensure facility cleanliness, to include EMS and Fire bays. Answer phone calls, receiving messages for personnel not present. Daily Equipment check. Weekly apparatus inspection and inventory. Cleaning of all apparatus as



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needed. Perform or arrange for preventative maintenance of apparatus. Other duties as assigned.

**Base Hourly Rate: \$15.00**

### **Green Waste Site Attendant - Seasonal**

**Requirements:** Fire Department Member. Must have at minimum a High School Diploma, GED or higher education. Must be at least 18 years old. Must possess a valid Arizona driver's license. Must be able to work in hazards conditions. Must be able to lift or move up to 100lbs. Adhere to Forest Lakes Fire District Standard Operating Guidelines.

#### **Job Description:**

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the Forest Lakes Fire District Fire Chief at any time: Greets public at the Green Waste Site entrance, examines loads to assess content and directs to the appropriate disposal location. Identifies unacceptable materials such as hazardous materials, paints, batteries, construction debris – any other items other than green fuels etc. and directs customers of such items not allowed. Directs traffic to appropriate area for off-loading of acceptable waste within the GWS. Inspects woodpile areas to ensure that improper refuse is not present. Reports needed site repairs to the Fire Chief. Informs the Fire Chief when the GWS needs pushed / managed by FLFD Front End Loader. Ensures a safe environment for employees and users of the facilities. Informs the public of rules and regulations to use Green Waste Site. Answers general questions directed by the public regarding disposal and other related Green Waste matters. Collect's dump fees. Creates receipt for customers. Fills out all necessary forms, documentation and paperwork related to the collection of the GWS Fees and completes accounting daily to be turned into the FLFD Office upon shift end. Performs daily site open and closure procedures. Other duties as assigned.

**Base Hourly Rate: \$15.00**

### **Records Management Coordinator**

**Requirements:** Fire Department Member. Must have at minimum a High School Diploma, GED or higher education. Must be at least 18 years old. Must possess a



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valid Arizona driver's license. Must be able to work in hazards conditions. Must be able to lift or move up to 100lbs. Adhere to Forest Lakes Fire District Standard Operating Guidelines.

### **Job Description:**

Under minimal supervision, processes various documents for storage and retrieval; perform a wide variety of complex and confidential duties requiring analysis and attention to detail. Assist with the development of new document categories and fields for storage; work with the Executive Administrative Assistant to determine departmental records needs; provide assistance in preparing documents for scanning. Provide assistance in the transportation of boxed documents to the records storage area, organize and number boxes; maintain inventory in storage. Collect, sort, prepare and scan documents; label and enter documents into the computer system; prepare files and forward documents for recycling and/or shredding. Convert documents to various formats; assist in transferring data between systems. Provide post-scanning quality assurance to ensure batches are complete, accurate, and of a high quality. Maintain scanning equipment by running calibration tests and basic cleaning; set up scanners for use; select appropriate settings for scanning; Troubleshoot scanner functions when required. Maintain files of official recorded documents; file and label documents for permanent storage, prepare notices to the Arizona Library Archives as required. Ensure documents are archived and properly located; maintain confidentiality. Knowledge of computer scanning software; Windows, Adobe, and email. Public records requests. Principles and practices of records management and retention. Record keeping and file maintenance principles and procedures. Filing methods and recordkeeping. Proper printer and scanner operation. Providing efficient customer service and communicating clearly and objectively both verbally and in writing. Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative. Thoroughly carrying out oral and written instructions. Using initiative, discretion and judgment within established procedures guidelines and rules. Defining problems; explaining technical problems; and establishing facts and drawing valid conclusions. Managing situations requiring diplomacy, fairness, firmness, and sound judgment. Interpreting and applying information from technical manuals. Operating a personal computer and various software applications. Maintaining organization and a clean work station. Attention to detail; understanding and retaining legal data. Proper sorting, preparing, and organizing original documents; moving and re-filing of original documents and boxes. Providing accurate indexing entry for departmental records. Reading and understanding documentation. Communicating workflow status and providing workflow suggestions; meeting strict deadlines. Working well in a team environment, establishing and maintaining effective working relationships with those contacted in the course of work, including other personnel within the Fire District; and applying safe work practices. Work is performed in an office environment. May be exposed to extreme temperatures and





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dusty conditions. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing, and walking, and carrying moderately heavy boxes up to 50 pounds, and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility and must be able to be understood.

**Base Hourly Rate: \$20.00**

### **Green Fuels Grant Manager - Seasonal**

**Requirements:** Fire Department Member. Must have at minimum a High School Diploma, GED or higher education. Must be at least 18 years old. Must possess a valid Arizona driver's license. Must be able to work in hazards conditions. Must be able to lift or move up to 50lbs. Adhere to Forest Lakes Fire District Standard Operating Guidelines. Coordinate wildfire fuels reduction projects on private lands with land owners in accordance with standards and laws, monitor past fuels reduction projects on private lands, compliance inspections, provide outreach and education and will provide related grant-writing and administration functions. Creating and maintaining electronic media regarding wildfire mitigation and prevention for the general public. Work with individual property owners to assess wildfire hazard risks, providing wildfire mitigation. Analyze data, and support wildfire prevention activities. Communicate with public, local groups and local, state and federal agencies if needed. Assist with writing and administering grants for fuels reduction. Maintain all essential program records. Prepare program statistical information and other documentation as required by the department. Develop and present community education and program operational materials. Provide regular program status reports to the Fire Chief, elected officials and the general public as required.

### **Job Description:**

Must have the ability to teach and instruct members of the general public on wildfire prevention and mitigation topics. Some knowledge of wildfire prevention required. Ability to work closely with other fire department personnel; determining, inspecting, marking of trees on lots in accordance with the "fire wise program". Ability to understand and follow oral and written instructions. Ability to work effectively with the public, other employees and agencies. Must have strong communication skills, especially in public settings. Ability to meet the physical demands of the position as established by the Department. Previous experience in wildfire prevention, fuels management, and acceptable computer/software skills, including basic knowledge of Geographic Information System (GIS) software. Must be capable of hiking steep slopes and have the physical strength and ability



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sufficient to perform the work. Coordinates and manages all grant processes (e.g. evaluations, budget, finance, reports, etc.) for the purpose of ensuring compliance with the district, state, federal and other funder guidelines. Collaborates with a variety of parties (e.g. district personnel, community organizations, residents, businesses, etc.) for the purpose of securing funding to maintain and enhance services and/or programs. Develops forms and processes for the purpose of implementing a consistent grant application methodology. Develops grant applications and related documents (e.g. required reports, budgets, specific inquiries, etc.) for the purpose of submitting highly effective grant applications to the appropriate funding agency. Monitors proposals and funding application requirements (e.g. presentation (number of copies and binding), content, delivery method and labeling, deadlines, eligibility for grant, etc.) for the purpose of utilizing time and resources to maximize successful awarding of grant funds. Monitors the financial management of grants (e.g. budget preparation, budget adjustments, expenditures, etc.) for the purpose of complying with all programs and funding guidelines of awarding organizations. Presents concepts, status, and information to a variety of groups (e.g. funding requests, grant applications, identifying underfunded services, etc.) for the purpose of gaining the required administrative and board approvals, providing progress reports to administration and funding sources and/or advising other staff of potential funding sources. Researches grant opportunities for the purpose of developing additional funding resources for both current and proposed services, programs and administrative operations as well as serving as a clearinghouse for potential grant funding opportunities. Any other duties as assigned.

**Base Hourly Rate: \$20.00**

## **Hazardous Fuels Inspector**

### **Requirements:**

Fire Department Member. Must have at minimum a High School Diploma, GED or higher education. Must be at least 18 years old. Must possess a valid Arizona driver's license. Must be able to work in hazards conditions. Must be able to lift or move up to 50lbs. Adhere to Forest Lakes Fire District Standard Operating Guidelines. Coordinate wildfire fuels reduction projects on private lands with land owners in accordance with standards and laws, monitor past fuels reduction projects on private lands, compliance inspections, provide outreach and education. Recommend treatment prescriptions. Coordinate environmental clearances. Develop and mark treatment schedules. Coordinate with bordering landowners and agencies. Work with communities to reduce the risk from wildfire through implementation of Firewise education and practices.

### **Job Description:**



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Currently accepted methods, practices and techniques used in forestry, wildfire management, hazardous fuel treatment, prescribed fire, natural resource management and related applicable environmental science. Good knowledge of ecological systems. Forestry and natural resource measurement skills. Operational skills utilizing a wide variety of tools and equipment such as inventory and marking tools, ATV's and multi-channel radios. Collaborate with natural resource stakeholders to leverage work. Develop and maintain strong working relationships with personnel and outside cooperators. Plan and stay organized. Firewise Assessor or equivalent level. Must have the ability to teach and instruct members of the general public on wildfire prevention and mitigation topics. Knowledge of wildfire prevention required. Ability to work closely with other fire department personnel; determining, inspecting, marking of trees on lots in accordance with the "fire wise program". Ability to understand and follow oral and written instructions. Ability to work effectively with the public, other employees and agencies. Must have strong communication skills, especially in public settings. Ability to meet the physical demands of the position as established by the Department. Previous experience in wildfire prevention, fuels management, and acceptable computer/software skills, including basic knowledge of Geographic Information System (GIS) software. Must be capable of hiking steep slopes and have the physical strength and ability sufficient to perform the work. Coordinates and manages all grant processes (e.g. evaluations, budget, finance, reports, etc.) for the purpose of ensuring compliance with the district, state, federal and other funder guidelines. Collaborates with a variety of parties (e.g. district personnel, community organizations, residents, businesses, etc.) for the purpose of securing funding to maintain and enhance services and/or programs. Develops forms and processes for the purpose of implementing a consistent grant application methodology. Develops grant applications and related documents (e.g. required reports, budgets, specific inquiries, etc.) for the purpose of submitting highly effective grant applications to the appropriate funding agency. Monitors proposals and funding application requirements (e.g. presentation (number of copies and binding), content, delivery method and labeling, deadlines, eligibility for grant, etc.) for the purpose of utilizing time and resources to maximize successful awarding of grant funds. Monitors the financial management of grants (e.g. budget preparation, budget adjustments, expenditures, etc.) for the purpose of complying with all programs and funding guidelines of awarding organizations. Presents concepts, status, and information to a variety of groups (e.g. funding requests, grant applications, identifying underfunded services, etc.) for the purpose of gaining the required administrative and board approvals, providing progress reports to administration and funding sources and/or advising other staff of potential funding sources. Researches grant opportunities for the purpose of developing additional funding resources for both current and proposed services, programs and administrative operations as well as serving as a clearinghouse for potential grant funding opportunities. Any other duties as assigned.

**Base Hourly Rate: \$20.00**



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## **Green Fuels Administrative Assistant**

**Requirements:** Fire Department Member. Must have at minimum a High School Diploma, GED or higher education. Must be at least 18 years old. Must possess a valid Arizona driver's license. Must be able to work in hazards conditions. Must be able to lift or move up to 100lbs. Adhere to Forest Lakes Fire District Standard Operating Guidelines.

### **Job Description:**

The Green Fuels Administrative Assistant will be responsible to assist the Green Fuels Manager in preparing necessary paperwork monthly, quarterly or annually for requirements for the Green Fuels Grant program as required by the State of Arizona. Any other duties as assigned.

**Base Hourly Rate: \$20.00**

## **Heavy Equipment Operator**

**Requirements:** Fire Department Member. Must have at minimum a High School Diploma, GED or higher education. Must be at least 18 years old. Must possess a valid Arizona driver's license. Must be able to work in hazards conditions. Must be able to lift or move up to 100lbs. Adhere to Forest Lakes Fire District Standard Operating Guidelines. The Heavy Equipment Operator is responsible for operating the Forest Lakes Fire District Front End Loader in a safe and appropriate manner. Heavy equipment may include trucks, front-end loaders, snow blowers and other pieces of equipment. The Heavy Equipment Operator must also clean, maintain and secure all equipment as directed by the Forest Lakes Fire District Fire Chief. The Heavy Equipment Operator must deal with residents and members of the public in a courteous and respectful manner. Preference of 9 to 12 months Heavy Equipment experience required.

### **Job Description:**

Operate heavy equipment in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life. Maintain roads and transportation during the winter months in order to ensure safe roadways within the Forest Lakes Community and/or during rescue operations for the Fire District as directed by the Fire Chief. Perform daily safety and maintenance checks. Clean heavy equipment as scheduled and/or required. Ensure heavy equipment is safely and securely stored. Advise the Fire Chief of any requirements for maintenance and/or repairs.



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Practice workplace safety. Safety footwear, safety vest, gloves, safety glasses, hearing protection required. Work around all types of moving equipment. Any other duties as assigned.

**Base Hourly Rate: \$25.00**

### **Executive Administrative Assistant -**

**Requirements:** Fire Department Member. Must have at minimum a High School Diploma, GED or higher education. Must be at least 18 years old. Must possess a valid Arizona driver's license. Adhere to Forest Lakes Fire District Standard Operating Guidelines. Under the general and direct supervision of the Fire Chief, the Executive Administrative Assistant performs administrative support services in the office of the Forest Lakes Fire Department. Administrative services may include, but is not limited to, customer service, office management, records, finance, human resources, and special projects. The Executive Assistant shall provide administrative support to the Fire Chief, members of the Board of Directors and Fire District Personnel as required. This position is regularly scheduled to work Monday through Friday from 0800 to 1600 hours. Regular and reliable office hours are essential to this position. Attendance at governing board meetings and other special meetings and events is also required. The regular work hours may be adjusted at the discretion of the Fire Chief to accommodate meetings, special events, and other demands of the fire department. Minimum of Five (5) years' experience in an office setting and/or equivalent, office administration education; experience in a fire service organization preferred.

**Job Description:** The Executive Administrative Assistant is hired by the Fire Chief after evaluation through competitive interviews and is responsible for the administration and operation of the Fire District Headquarters' Office. The Executive Administrative Assistant is a full time exempt direct report to the Fire Chief and is also the primary support to the Fire District Board members and Fire District Personnel. Must demonstrate Basic mathematics, English usage, spelling, grammar, and punctuation. Modern business communications, including style and format of letters and reports. Office procedures including telephone communications, office systems, and records retention. Basic accounts payable and payroll functions. Budgeting and financial reporting. Policy, procedures, and services provided by the Fire District. Human resource principles and Department benefits. Administrative requirements of Arizona Revised Statutes in regards to Special Districts. Word processing, data base, presentation, accounting, and photo editing, and desk top publishing applications. Establish and maintain effective, positive, and courteous working relationships with elected officials, district personnel, outside vendors, and members of the general public. Understand and perform duties as described in position duties. Address complaints and resolve problems. Establish priorities, work independently, and accomplish objectives.



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Maintain the confidentiality of sensitive information. Must possess the mental ability to reason and make judgments. Must possess the ability to understand and follow oral instructions. Must be able to understand and follow written instructions. Possess the ability to guide and/or give instructions. Must possess the ability to make decisions in accordance with established procedures and policies. Must be able to speak and understand English in order to answer telephones and radios. Must be able to communicate verbally with county officials, the general public, vendors, supervisors and other employees. Ability to read and understand text. Ability to perform simple arithmetic operations quickly and accurately and to perform more complex operations utilizing a calculator, adding machine or other measuring devices.

Salary (FLSA - Exempt Position): \$35,000 to \$45,000 per year, depending on experience and performance.

Health/Medical/Dental Insurance Benefit: \$15,822 per year additional base pay, intended to offset the employee's personal insurance costs. Insurance is to be selected and managed by the employee. Automatic increase 3% year over year per STRAP plan.

### **Part Time Administrative Office Clerk**

**Requirements:** Fire Department Member. Must have at minimum a High School Diploma, GED or higher education. Must be at least 18 years old. Must possess a valid Arizona driver's license. Adhere to Forest Lakes Fire District Standard Operating Guidelines. Responsible for performing proficient clerical and administrative duties in an office setting. Assists executive assistant and Fire Chief by sorting mail, filing, answering phones, greeting clients, scheduling meetings, and restocking supplies. Previous Office Clerk experience of more than two (3) years. Experience in a fire service organization preferred.

**Job Description:** The Part Time Office Clerk is a non-exempt position and is hired by the Fire Chief after evaluation through competitive interviews and is responsible for assisting the Executive Administrative Assistant at the Fire District Headquarters' Office. The Office Clerk is a part time direct report to the Fire Chief and Supervised by the Executive Assistant. Responsible for answering phones and greet clients warmly. Assist in filing duties. Perform basic bookkeeping duties. Compile financial records. Reroute calls to appropriate people. Answer inquiries about the Fire District. Help organize office activities. Prepare coffee or get water for staff. Insert bills in envelopes and mail. Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers. Retrieve files for Fire Chief. Take and deliver messages. Sort and distribute incoming mail. Fix malfunctioning office equipment. Schedule meetings. Call IT for computer assistance. Post work schedules. Perform data entry. Prepare



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payroll. Restock supply closet with printing paper, ink, pens, paper clips, staplers, files and folders, and correction fluid. Maintain the confidentiality of sensitive information. Any other duties as assigned. FLSA – Non-Exempt Position.

**Base Hourly Rate: \$15.00**

### **Communications Specialist**

**Requirements:** Fire Department Member. Must have at minimum a High School Diploma, GED or higher education. Must be at least 18 years old. Must possess a valid Arizona driver's license. Adhere to Forest Lakes Fire District Standard Operating Guidelines.

### **Job Description:**

The Communication Specialist is responsible for cell phone, iPad and radio inventory along with their repair and maintenance. This role includes being the department liaison for any issue related to communications with Flagstaff 911 Center and Vendors. This responsibility also includes emergency response mapping and their annual updates in conjunction with Coconino County GIS, the National Forest Service and possibly Forest Lakes Water District.

Responsibilities of the Communications Specialist may, when designated by either the Board Chairman or the Chief, include the role of Public Information Office (PIO). The PIO is responsible for coordinating the flow of information concerning emergency incidents, department policies and operations and on specific statements concerning issues that could arise concerning the department.

Budget forecasting and expenditures will be done in close coordination with the Fire Chief. Other duties as assigned.

**Base Hourly Rate: \$150.00 Bi-Weekly**

