



## Drexel Heights Fire District Job Description

<b>Job Title:</b>	Community Safety Technician	<b>Position Code:</b>	349
<b>Department:</b>	Community Risk	<b>Step Range:</b>	5 (\$14.19/hr)
<b>FLSA:</b>	Not Exempt	<b>Date:</b>	07/01/2021

### General Description

The Community Safety Technician (CST) is expected to perform a variety of functions described below in accordance with District Policies, Procedures, and Guidelines. The employee in this position will support programs and projects with the Emergency Services and Operations Section including the Community Risk Management Division. This is a civilian, entry level, part-time position. The Community Services Technician must be 18 years of age at the time of employment.

### Supervision Received

Employee works under the supervision of the Division Chief of Emergency Services & Operations, with indirect supervision from the supervisors within the section.

### Supervision Exercised

None

### Essential Duties and Responsibilities

1. Becomes familiar with and maintains an understanding of District policies, rules, procedures and standard operating guidelines.
2. Performs general maintenance work, minor mechanical repairs, cleaning and washing in order to maintain the appearance, upkeep, care and working condition of District facilities, apparatus, vehicles and equipment.
3. Participates in programs or activities for the community on safety, medical and fire prevention topics. Documents training and certifications when necessary.
4. Participates in pre-fire surveys; maintains knowledge of geographical locations, target and special hazards within the District.
5. Maintains positive working relationship with the public and District personnel.
6. Works in a safe manner and report unsafe activity and conditions. Follow District-wide safety policy & practices. Where necessary, wear protective equipment or clothing as needed.
7. Responds and relocates desert animals when dispatched.



8. Uses District electronic reporting systems for incident reports and documentation. Use Microsoft Office systems such as Word, PowerPoint and Excel
9. Assists with logistics support as requested to do so. Includes responding to incidents to provide support as directed.
10. Other duties as assigned.

### **Knowledge, Skills and Abilities**

1. Ability to think logically and quickly during an emergency.
2. Ability to listen to and apply information and instructions.
3. Ability to read and comprehend technically written materials and manual.
4. Knowledge of laws and ordinances affecting the District.
5. Thorough knowledge of geography of the District.
6. Ability to deal firmly and courteously with the public.
7. Good judgment and dependability.
8. Ability to read, write legibly, speak distinctly and have good hearing.
9. Ability to remain calm under stress.
10. Ability to maintain and uphold high ethical standards.

### **Minimum Education, Training and Experience Requirements**

1. High School Diploma or GED equivalent.
2. Must possess a valid Arizona Driver's License.
3. No felony convictions or disqualifying criminal histories within the past ten (10) years.
4. Maintain a standard of physical fitness as established by the District and District medical staff.

### **Machines, Tools, Equipment and Work Aides Used**

Hoses and other standard firefighting equipment, ladders, power tools, telephones (including the use of ear pieces), radios, computer, typewriter, calculator, other motor vehicles copier, fax machine and other typical office equipment.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop; kneel, crouch or crawl; taste and smell.



The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move up to 200 pounds. Specific vision required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night and in residential and commercial locations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. There is some office work conducted by this position.

The employee routinely works near moving mechanical parts and in high precarious places and is routinely exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, vibration and road traffic.

The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

### **Selection Guidelines**

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; drug screen; final selection and completion of a pre-employment medical exam. The Fire Chief makes appointment.

### **Miscellaneous**

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



Approval: Is/ Douglas Chappell

Effective Date: 07/01/2021