EAST FORK FIRE PROTECTION
DISTRICT
JOB DESCRIPTIONS

Effective May 18, 2015 As Adopted By The East Fork Fire Protection District Board Of Commissioners

East Fork Fire Protection District
1694 County Road
Minden, Nevada 89423
(775)782-9048  (775)782-9043 FAX
eastforkfire.org
EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION

JOB TITLE: District Fire Chief/CFO
DIVISION: Administration
REPORTS TO: Districts' Board of Directors
FLSA: Exempt
DATE: May 18, 2015

POSITION SUMMARY:
Responsible for administration and oversight of the East Fork Fire & Paramedic Districts; fulfills incident command roles and responsibilities at all levels; serves as Chief Executive and Chief Financial Officer; provides all necessary administrative support to Volunteer Fire Chiefs Advisory Board and all volunteer fire departments in the Districts; promotes and maintains positive working relationships with East Fork Professional Firefighters Association; serves as Emergency Management Director for Douglas County.

ESSENTIAL FUNCTIONS:
- Responds to large, complex, or multiple emergency incidents fulfilling incident management roles; coordinates efforts with officers, firefighters, apparatus and equipment personnel from other agencies for both on and off Districts operations; fulfills duty coverage on a rotating basis one week out of four (24/7); provides coverage for other Duty Chiefs and Battalion Chiefs as required.
- Works with the Volunteer Fire Chiefs Advisory Board, employee's association, County staff, and the Board of Fire Commissioners to establish and implement policies and procedures and to establish goals and objectives; develops priorities and time tables for program implementation including systems to evaluate program effectiveness; maintains and periodically updates fire protection/emergency medical services master plan; formulates response strategies and determines appropriate plan of action in accordance with predetermined goals and objectives.
- Oversees the operations of emergency medical service and fire/rescue activities and evaluates system design, service delivery, personnel management, training, and quality of patient care; develops and implements changes as necessary; ensures compliance and enforcement of the Douglas County Code, International Building & Fire Codes, NFPA Codes and Standards, and all other related Nevada Revised Statutes and other applicable codes and regulations; ensures that Districts' staff provide service to the public in a courteous and sensitive manner.
- Acts as the Districts' chief fiscal officer (CFO), preparing the annual budget in accordance with guidelines provided by the Board of Fire Commissioners, State of Nevada, and Douglas County Finance Department; protects the Districts' financial

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resources by maintaining proper audit controls; advises Districts’ Board of any compromise of the Districts’ financial status.

- Oversees all of the Districts, resources including petty cash, supplies, equipment, vehicles and fire apparatus, buildings and grounds; conducts periodic inventory as required by statute within timelines as established by Douglas County Finance Department; responsible for proper removal from service and disposal of all resources no longer suited for use and deemed surplus per District policy; ensures Districts compliance with State statutes and District policies in relation to purchasing/procurement activities.

- Oversees all fire origin and cause investigations, building life and fire safety plan checks and inspections, issuance of citations, and maintenance of all District response statistics and public fire prevention education activities.

- Acts as County Emergency Operations Coordinator; maintains current disaster preparedness plan; coordinates emergency plans with other agencies; supervises County emergency management training; works with Local Emergency Planning Committee; acts as Incident Commander; develops and reviews emergency operations procedures, policies and manuals; alerts and briefs officials as required.

- Participates in processing and training of new staff, as necessary; plans, assigns and directs work of assigned staff; listens and responds to employee issues, concerns and complaints and suggest solutions to rectify situations; prepares performance evaluations; discusses performance and counsels staff in regard to performance improvements.

- Maintains a District training program to include comprehensive training to all Districts staff and volunteers; coordinates efforts to establish training levels and define subject areas to be presented; ensures that all training programs meet required federal regulations, State statutes, Districts/County ordinances and policies.

- Acts as spokesperson for the Districts; responsible for all public relations, public education, and pertinent information dissemination; responsible for proper resolution and response to citizen complaints in regard to Districts’ operations.

- Oversees the maintenance of all support activities necessary to maintain a combination model of all hazard emergency responses; reviews recommendations from the Volunteer Fire Chiefs Advisory Board; attends business and training meetings with volunteer departments to interact and encourage professional growth, team building, and development; facilitates communication between the Volunteer Fire Chief Advisory Board and the East Fork Professional Firefighters Association, County Departments, and the Districts’ Board of Directors.

- Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
Education and Experience:
Bachelor’s Degree in Fire Science, business or public administration, or a related field; and ten (10) years of fire command experience in the position of Battalion Chief or higher; OR an equivalent combination of education, training and experience as determined by the District Board.

Required Knowledge and Skills
Knowledge of:
- Principles of fire management, suppression, prevention and education in rural and urban areas.
- Principles and practices of emergency medical care and basic life support techniques.
- Principles and practices of hazardous materials control, containment and response.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of budget development, administration, and management.
- Principles and practices of Emergency Management
- Applicable laws, codes and regulations; computer applications related to the work.
- Record management principles and practices.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.
- Correct business English, including spelling, grammar and punctuation.
- Tools, equipment and apparatus utilized in the fire service.

Skill in:
- Planning, organizing and administering a comprehensive fire suppression and prevention and emergency medical response system.
- Administering programs and staff through subordinate supervision.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective, efficient and safe manner.
- Communicating effectively and clearly to individuals and groups.
- Interpreting, applying and explaining complex federal, state and local laws related to the areas/programs of responsibility.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Taking effective action in emergency situations.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
• Establishing and maintaining effective work relationships with elected officials, staff, coworkers, and the public

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:
• Nevada Class B driver’s license with “F” endorsement.
• Nevada Fire Officer I, II, III and IV certification.
• Level V Hazardous Material Incident Command certification.
• NWCG Red Card Type 3 Incident Commander (Regional)

PREFERRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:
• Completion of National Fire Academy Executive Fire Officer (EFO) Certification as an Emergency Manager

PHYSICAL DEMANDS & WORKING ENVIRONMENT:
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a variety of emergency response environments; stamina to climb ladders, traverse uneven terrain, strength to lift and carry up to 200 pounds; balance, stoop, kneel, crouch; work within confined spaces and at heights; vision to read printed materials; and hearing and speech to communicate in person or over the telephone.

Work is subject to exposure to external environment, extreme weather conditions and temperatures; hazardous fumes, toxic chemicals and airborne particles; bodily fluids; electrical shock; extreme noise; traffic conditions when traveling from one location to another.
CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

2. New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.

3. EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: ____________________________

SIGNATURE: ____________________________ DATE: ____________
EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION

JOB TITLE: Deputy Fire Chief/Fire Marshal  
DIVISION: Prevention/Support Services  
REPORTS TO: Fire Chief  
FLSA: Exempt  
DATE: May 18, 2015

POSITION SUMMARY:

ESSENTIAL FUNCTIONS:
- Develops and implements goals, objectives, policies, procedures and work standards for assigned areas/programs; assists in coordinating the preparation and administration of the annual budget in assigned areas of responsibility; plans, organizes, administers, reviews and evaluates the activities of staff directly and through subordinate managers and supervisors.
- Prepares specifications, bids, contracts, and inspections related to the purchase of all apparatus and support vehicles used by the districts.
- Oversees the preparation of or prepares the design, specifications, bids, contracts, and project management related to the construction of the districts' facilities and capital improvement projects.
- Manages staff and activities of Warehouse and Support Services functions.
- Manages staff and activities of Vehicle/Apparatus functions.
- Manages fuel management programs; bidding of projects, overseeing contractors, working with the public, education of the public, budget and management reporting.
- Acts as front-line responder and manager of large-scale and complex incidents; acts as Interim District Chief as required, or assigned. Coordinates emergency response efforts with other jurisdictions and agencies.
- Acts as Emergency Operations Center manager as required.
- Manages open burning program: works with County District Attorney Office to adopt and modify ordinances related to the enforcement of the program; provides reports and training to District staff in regard to the enforcement of ordinances; issuance of stop orders, and formal citations; issues formal citations, conducts investigations, and provides support of prosecution and restitutions efforts.
- Conducts inspections in support of fire prevention efforts.

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• Manages Knox Box program; develops and implements policies and directives, conducts purchases, provides training for staff, researches new products, coordinates installations and repairs, manages budget.
• Perform duties of building/fire plans examiner as required.
• Conducts analytical studies; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of accurate records and files.

ESSENTIAL FUNCTIONS: (continued)
• Contributes to the overall quality of the districts’ service provision by developing and coordinating work teams and by reviewing and recommending improved policies and procedures.
• Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:
Bachelor’s Degree in fire science, business or public administration, or a related field; AND seven (7) years of fire command experience; OR an equivalent combination of education, training and experience as determined by the District Fire Chief.

Required Knowledge and Skills
Knowledge of:
• Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision.
• Principles and practices of developing teams, motivating employees and managing in a team environment.
• Principles and practices of budget development and administration.
• Applicable laws, ordinances, rules and regulations.
• Principles and practices of fire safety and inspection techniques.
• Correct business English, including spelling, grammar and punctuation.
• Computer applications involving word processing, data entry and/or standard report generation.
• Standard office practices and procedures, including filing and the operation of standard office equipment.
• Business letter writing and the standard format for typed materials.
• Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.

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Skill in:

- Planning, organizing and administering assigned functions in a comprehensive fire suppression and prevention, emergency medical response and hazardous materials control system.
- Administering programs and staff through subordinate supervision.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility.
- Taking effective action in emergency situations.
- Conducting harmonious discussions with property owners and the general public and persuading them to comply with desired courses of action.
- Enforcing laws, ordinances and regulations with firmness, tact and impartiality.
- Performing residential and commercial inspections.
- Reading and interpreting plans and specifications.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Class B driver’s license with “F” endorsement.
- Nevada Fire Officer I, II and III certification.
- Level V Hazardous Material Incident Command certification.
- NWCG Red Card Type 3 Incident Commander (Regional)

PREFERRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

- Completion of National Fire Academy Executive Fire Officer (EFO)
- Certification as an Emergency Manager
PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Mobility to inspect various residential, commercial or industrial properties or other facilities which may include standing for extended periods of time, stooping, kneeling and walking on uneven terrain at construction sites, climbing ladders, scaffolding and stairs; stamina to serve as emergency incident commander; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; hear fire alarms, speakers, horns, and bells being tested; regularly lift up to 50 pounds.

Work is subject to performance under adverse environmental conditions in life threatening environments; exposure to bodily fluids, solvents, chemicals, fumes, smoke, electrical current and other hazardous substances.

CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

2. New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.

3. EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _______________________________________

SIGNATURE: _________________________________________ DATE: __________________
EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION

JOB TITLE: Deputy Fire Chief/Training and Safety  
DIVISION: Training and Safety  
REPORTS TO: District Fire Chief  
FLSA: Exempt  
DATE: May 18, 2015

POSITION SUMMARY:
Responsible for coordination, planning and direction of Districts’ Training, Safety and serves as Deputy Emergency Management Director for Douglas County.

ESSENTIAL FUNCTIONS:
- Develops and implements goals, objectives, policies, procedures and work standards for assigned areas/programs; assists in coordinating the preparation and administration of the annual budget in assigned areas of responsibility; plans, organizes, administers, reviews and evaluates the activities of staff directly and through subordinate managers and supervisors.
- Manage staff and activities of Training and Safety Division.
- Coordinates training efforts with assigned staff; ensures efficient and effective completion of all necessary and required training and testing for staff and volunteers; oversees the development of lesson plans and the supervision of contract staff.
- Manages interaction between Communications functions to ensure efficient and effective services; procures and manages implementation of communications hardware and software; ensures products meet all applicable standards and needs of the District and partner agencies.
- Coordinates emergency response efforts with other jurisdictions and agencies.
- Acts as Emergency Operations Center manager as required.
- Initiates disaster declarations and requests for assistance and funding; prepares and manages federal and state grants.
- Human Resource Management: Provide/approve discipline, hiring, promotion, evaluation, pay increases, for personnel assigned as subordinate staff to this position.
- Coordinates all medical physicals and drug testing for all staff and volunteers.
- Directs the conduct of and conducts analytical studies and programs; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of accurate records and files.
- Acts as front-line responder and manager of large-scale and complex incidents; acts as Interim District Chief as required, or assigned.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.
• Contributes to the overall quality of the districts’ service provision by developing and coordinating work teams and by reviewing and recommending improved policies and procedures.
• Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:
Bachelor’s Degree in fire science, business or public administration, or a related field; AND seven (7) years of fire command experience; OR an equivalent combination of education, training and experience as determined by the District Fire Chief.

Required Knowledge and Skills
Knowledge of:
• Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision.
• Principles and practices of developing teams, motivating employees and managing in a team environment.
• Principles and practices of budget development and administration.
• Applicable laws, ordinances, rules and regulations.
• Principles and practices of developing and administering an effective, all hazard training program for both volunteer and career personnel.
• Principles and practices of Emergency Management
• Correct business English, including spelling, grammar and punctuation.
• Computer applications involving word processing, data entry and/or standard report generation.
• Standard office practices and procedures, including filing and the operation of standard office equipment.
• Business letter writing and the standard format for typed materials
• Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.

Skill in:
• Planning, organizing and administering assigned functions in a comprehensive fire suppression and prevention and emergency medical response control system.
• Administering programs and staff through subordinate supervision.
• Training others in policies and procedures related to the work.
• Developing and implementing goals, objectives, policies, procedures and work standards.

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- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Taking effective action in emergency situations.
- Enforcing laws, ordinances and regulations with firmness, tact and impartiality.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:
- Nevada Class B driver's license with “F” endorsement.
- Nevada Fire Officer I, II and III certification.
- Level V Hazardous Material Incident Command certification.
- NWCG Red Card Type 3 Incident Commander (Regional)

PREFERED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:
- Completion of National Fire Academy Executive Fire Officer (EFO) Certification as an Emergency Manager

PHYSICAL DEMANDS & WORKING ENVIRONMENT:
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to inspect various residential, commercial or industrial properties or other facilities which may include standing for extended periods of time, stooping, kneeling and walking on uneven terrain at construction sites, climbing ladders, scaffolding and stairs; stamina to serve as emergency incident commander; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; hear fire alarms, speakers, horns, and bells being tested; regularly lift up to 50 pounds.

Work is subject to performance under adverse environmental conditions in life threatening environments; exposure to bodily fluids, solvents, chemicals, fumes, smoke, electrical current and other hazardous substances.
CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

2. New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.

3. EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: __________________________________________

SIGNATURE: ___________________________________ DATE: ______________
EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION

JOB TITLE: Deputy Fire Chief/Operations
DIVISION: Operations
REPORTS TO: District Fire Chief
FLSA: Exempt
DATE: May 18, 2015

POSITION SUMMARY:
Responsible for coordination, planning and direction of all Districts' hazard field operations.

ESSENTIAL FUNCTIONS:

- Develops and implements goals, objectives, policies, procedures and work standards for assigned areas/programs; assists in coordinating the preparation and administration of the annual budget in assigned areas of responsibility; plans, organizes, administers, reviews and evaluates the activities of staff directly and through subordinate managers and supervisors.
- Manage staff and activities of Operations Division.
- Human Resource Management: Provide/approve discipline, hiring, promotion, evaluation, pay increases, payroll, for all staff and volunteers.
- Directs the conduct of and conducts analytical studies and programs; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of accurate records and files.
- Acts as front-line responder and manager of large-scale and complex incidents; acts as Interim District Chief as required, or assigned.
- Coordinates emergency response efforts with other jurisdictions and agencies.
- Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing and recommending improved policies and procedures.
- Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

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Education and Experience:

Bachelor's Degree in fire science, business or public administration, or a related field; AND seven (7) years of fire command experience as the position of Battalion Chief or higher; OR an equivalent combination of education, training and experience as determined by the District Fire Chief.

Required Knowledge and Skills
Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of budget development and administration.
- Applicable laws, ordinances, rules and regulations.
- Principles and practices of fire safety and inspection techniques.
- Correct business English, including spelling, grammar and punctuation.
- Computer applications involving word processing, data entry and/or standard report generation.
- Principles and practices of developing and administering an effective, all hazard response program for both volunteer and career personnel.
- Principles and practices of Emergency Management
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Business letter writing and the standard format for typed materials
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.

Skill in:

- Planning, organizing and administering assigned functions in a comprehensive fire suppression and prevention, emergency medical response and hazardous materials control system.
- Administering programs and staff through subordinate supervision.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Taking effective action in emergency situations.
- Enforcing laws, ordinances and regulations with firmness, tact and impartiality.
REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:
- Nevada Class B driver’s license with “F” endorsement.
- Nevada Fire Officer I, II and III certification.
- Level V Hazardous Material Incident Command certification.
- NWCG Red Card Type 3 Incident Commander (Regional)

PREFERRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:
- Completion of National Fire Academy Executive Fire Officer (EFO)
- Certification as an Emergency Manager
- Certification as an EMT-I or Paramedic

PHYSICAL DEMANDS & WORKING ENVIRONMENT:
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to inspect various residential, commercial or industrial properties or other facilities which may include standing for extended periods of time, stooping, kneeling and walking on uneven terrain at construction sites, climbing ladders, scaffolding and stairs; stamina to serve as emergency incident commander; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; hear fire alarms, speakers, horns, and bells being tested; regularly lift up to 50 pounds.

Work is subject to performance under adverse environmental conditions in life threatening environments; exposure to bodily fluids, solvents, chemicals, fumes, smoke, electrical current and other hazardous substances.
CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

2. New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.

3. EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _______________________________________

SIGNATURE: ____________________________ DATE: ______________
EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION

JOB TITLE: Battalion Chief  
DIVISION: Operations  
REPORTS TO: Deputy Fire Chief/Operations  
FLSA: Non-Exempt  
DATE: May 18, 2015

POSITION SUMMARY:
Responsible for technical, supervisory and administrative work in directing a major section of the District, a fire battalion on an assigned shift, or in serving on a specialized staff assignment.

ESSENTIAL FUNCTIONS:
- Supervises and directs the overall fire-fighting, rescue, overhaul, and salvage operations in assigned area; calls for additional personnel and equipment as needed, and returns units not needed at an incident to their normal duties.
- Ensure adequate staffing of assigned operations.
- Coordinates the in service drills and classes within area and conducts special drills, classes, or multi-company drills that may be necessary in addition to the training programs conducted by the Training Division.
- Supervises, directs, and coordinates the routine activities by units in assigned area/shift such as pre-fire planning inspections, hydrant testing, care and maintenance of apparatus, equipment, and stations.
- Reviews all incident reports prepared by Captains in assigned area for accuracy, neatness, completeness, etc.; responsible for the proper completion of master reports on multi-unit incidents.
- Inspects stations, equipment, personnel, uniforms, etc., to insure that they meet the required standards of the department.
- Researches and develops training manuals, class outlines, training devices and training methods.
- Command and manage multi-alarm fires
- Evaluates and counsels assigned staff and reviews evaluation of all personnel assigned to section.
- Serves as a member of accident investigation committees and interview boards for employment or promotion.
- Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing and recommending improved policies and procedures.

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• Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:
High School diploma; AND five (5) years of experience at the rank of Fire Captain; OR an equivalent combination of education, training and experience as determined by as determined by the District Fire Chief.

Required Knowledge and Skills
Knowledge of:
• Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision.
• Principles and practices of developing teams, motivating employees and managing in a team environment.
• Principles and practices of fire-fighting, rescue, and emergency medical services.
• Operation and maintenance of various types of fire apparatus and equipment and the ability to supervise or teach the effective use of such apparatus and equipment.
• Principles, practices, and techniques involved in instructing and training members of the fire-fighting service.
• District policy and procedures and the current Contractual Binding Agreements.
• Target hazards, the District water system, streets and topography of the District affecting fire-fighting operations.
• Correct business English, including spelling, grammar and punctuation.
• Computer applications involving word processing, data entry and/or standard report generation.
• Standard office practices and procedures, including filing and the operation of standard office equipment.
• Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.

Skill in:
• Commanding and directing several fire units at fire-fighting or rescue operations.
• Preparing and composing comprehensive reports on incidents, investigations, and other Fire District related subjects.
• Develop and composing procedures, regulations, policies, specifications, memos, letters, and other written communication as may be required.
• Communicating effectively in oral and written forms.
• Speaking in public, instruct and effectively teach fire related subjects to a variety of audiences.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.
• Planning, organizing, directing and supervising the effective operation of an area or section of the Fire District.
• Using good judgment, maintaining operational efficiency, conducting command duties in a fair and impartial manner.
• Training others in policies and procedures related to the work.
• Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
• Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility.
• Preparing clear and concise reports, correspondence and other written materials.
• Taking effective action in emergency situations.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:
• Nevada Class B driver's license with "F" endorsement.
• Nevada Fire Officer II certification.
• Certified EMT-I or Paramedic certification.
• Fire Instructor II certification.
• NWCG Wildland Red Card certification.
• Level V Hazardous Material Incident Commander certification.

Note: Effective 12/31/2015 EMT-I will become Advanced EMT.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to climb ladders and work at considerable heights; fight fires wearing an air pack and protective equipment weighing 58 pounds; use power driven tools; standing for extended periods of time, stooping, kneeling and walking on uneven terrain at fire scenes and uneven terrain, climbing ladders, scaffolding and stairs; stamina to serve as emergency incident commander; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; hear fire alarms, speakers, horns, and bells; regularly lift and carry up to 100 pounds.

Work is subject to performance under adverse environmental conditions in life threatening environments; exposure to bodily fluids, solvents, chemicals, fumes, smoke, electrical current and other hazardous substances.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.
CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

2. New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.

3. EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: ____________________________________________

SIGNATURE: _________________________________________ DATE: ______________
EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION

JOB TITLE: Captain
DIVISION: Operations or Training and Safety Based On Assignment
REPORTS TO: Battalion Chief
OR
REPORTS TO: Deputy Fire Chief Training/Safety when assigned as Training and Safety Captain

FLSA: Non-Exempt
DATE: May 18, 2015

POSITION SUMMARY:
Responsible for planning, coordinating, supervising and conducting fire, EMS, rescue and Haz Mat services; performs administrative duties related to the supervision of assigned staff during assigned shift.

ESSENTIAL FUNCTIONS:
• Supervises and directs the overall fire-fighting, rescue, overhaul, and salvage operations during an assigned shift in assigned area; calls for additional personnel and equipment as needed.
• Inspects vehicles and equipment for operational readiness; coordinates repair and/or replacement to ensure operational readiness.
• Responds to fire incidents; makes decisions about fire combat method; directs fire combat operations until relieved by a superior; supervises and participates in the laying of hose line, directing water streams, fogs or foam, placing ladders or snorkels, ventilating buildings, rescue of persons, and salvage operations.
• Inspects and directs proper maintenance of station; ensures security of facilities.
• Inspects personnel and maintains discipline.
• Documents and performs necessary follow-up on work-related injuries and exposures.
• Prepares and ensures timely and accurate maintenance of required reports.
• Assists in the coordination of required in-service drills and classes; conducts special drills and/or classes that may be necessary in addition to the training programs conducted by the Training Division.
• Supervises, directs, and coordinates assigned activities in assigned area/shift such as pre-fire planning inspections and hydrant testing.
• Evaluates and counsels assigned staff and reviews evaluation of all personnel assigned to section.
• May serve as a member of accident investigation committees and interview boards for employment or promotion.
• Contributes to the overall quality of the department’s service provision by developing and coordinating work teams and by reviewing and recommending improved policies and procedures.
• Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

ADDITIONAL ESSENTIAL FUNCTIONS (Training and Safety Assignment):
• Coordinates training activities with other divisions, outside agencies, and the general public and coordinates instructional staff (career and volunteer), facilities, records, reports, the development and delivery of instructional materials, evaluation tools/methods, and lesson plans for advanced or specialized classes.

ADDITIONAL ESSENTIAL FUNCTIONS (Training and Safety Assignment continued):
• Responsible for the management of various programs including the shift training program, seasonal/wildland firefighter program fire service and EMS certifications, apparatus inventories, the District Safety Program and Safety Committee, Standardization Committee, Rescue Committee, Extrication Committee, ISO Committee, and other programs as assigned.
• Responsible for conducting accident investigations when Districts’ property, equipment, or personnel are involved; disseminates “lessons learned” to other personnel to reduce the incident of accidents; and develops and presents professional accident investigation reports.
• Develops and updates training curriculums on a regular basis; gathers and reviews information from multiple sources to ensure accuracy, applicable course goals, and class objectives; and ensures compliance with recognized national standards.
• Facilitates training courses offered to all East Fork Fire & Paramedic career and volunteer staff along with allied agencies such as Douglas County Communications, Douglas County Sheriff’s Office, Search and Rescue, and other local fire, EMS, and hospital agencies.
• Develops individual district, shift, volunteer, and career training needs analyses based on federal, state, local and agency requirements and/or personal observations during incidents and training sessions. Recommends/requires remedial and proactive training for personnel.
• Maintains records, including training records of participants, and prepares periodic, special and technical reports relating to assigned areas of responsibility.
• Primarily serves as the Incident Safety Officer on all incidents but may also serve in a variety of positions, based upon the employee’s qualifications and the needs of the organization, an incident, and the community.
QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:
High School diploma; AND four (4) years of fire suppression and EMS experience; OR an equivalent combination of education, training and experience as determined by as determined by District Fire Chief.

Required Knowledge and Skills
Knowledge of:
- Fire-fighting, fire inspection, fire prevention, and rescue techniques, methods and practices.
- Mechanical, chemical, and related characteristics of a wide variety of flammable, explosive and similar materials.
- Fire equipment and apparatus operations and limitations.
- Fire company organization, utilization, combat capabilities and limitations.
- Operation and maintenance of fire-fighting equipment, apparatus, and special devices and materials.
- Principles and techniques of building construction and maintenance.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles, practices, and techniques involved in instructing and training members of the fire-fighting service.
- District policy and procedures.
- Target hazards, the District water system, streets and topography of the District affecting fire-fighting operations.
- Correct business English, including spelling, grammar and punctuation.
- Computer applications involving word processing, data entry and/or standard report generation.
- Standard office practices and procedures, including filing and the operation of standard office equipment.

Skill in:
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.
- Maintaining discipline.
- Responding quickly and effectively to changing situations under emergency conditions.
- Commanding and directing fire units at fire-fighting or rescue operations.
- Preparing and composing comprehensive reports on incidents, investigations, and other Fire District related subjects.
- Communicating effectively in oral and written forms.
- Using good judgment, maintaining operational efficiency, conducting command duties in a fair and impartial manner.
- Training others in policies and procedures related to the work.
• Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
• Interpreting, applying and explaining related federal, state and local laws.
• Preparing clear and concise reports, correspondence and other written materials.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:
• Nevada Class B driver’s license with “F” endorsement.
• Nevada Fire Officer 1 certification.
• Certified EMT-I or Paramedic certification.
• Fire Instructor 1 Certification.
• NWCG Wildland Red Card certification.
• NOTE: Effective 12/31/2015, EMT-I will become Advanced EMT.

ADDITIONAL REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS (Training and Safety Assignment):
• National Fire Academy - Incident Safety Officer, Fire Department Safety Officers Association – Incident Safety Officer certification OR a certificate deemed equivalent by the Deputy Fire Chief of Training and Safety.
• EMT Intermediate certification with instructor endorsement OR Fire Instructor II certification.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to climb ladders and work at considerable heights; fight fires wearing an air pack and protective equipment weighing 58 pounds; use power driven tools; standing for extended periods of time, stooping, kneeling and walking on uneven terrain at fire scenes and uneven terrain, climbing ladders, scaffolding and stairs; stamina to serve as emergency incident commander; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; hear fire alarms, speakers, horns, and bells; regularly lift and carry up to 100 pounds.

Work is subject to performance under adverse environmental conditions in life threatening environments; exposure to bodily fluids, solvents, chemicals, fumes, smoke, electrical current and other hazardous substances.
CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

2. New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.

3. EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: ________________________________

SIGNATURE: _______________________________ DATE: ________________

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.
EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION

JOB TITLE: Engineer  FLSA: Non-Exempt
DIVISION: Operations
REPORTS TO: Captain  DATE: May 18, 2015

POSITION SUMMARY:
Responsible for operation and proper functioning of a variety of fire-fighting vehicles and equipment; directly participates in a wide range of fire-fighting and rescue operations.

ESSENTIAL FUNCTIONS:
- Responds to fire incidents as a vehicle driver/operator; places vehicle in most effective position; hooks up and connects hose at pump; operates pump; ensures pump is at proper pressure and water flow; operates ladder or snorkel power lift and other equipment as directed.
- Responds to medical emergencies: triages incident; determines level of care necessary; performs required life support services, medical procedures and medication administration within scope of certifications; transports patients; completes necessary records.
- Operates auxiliary equipment during emergency response situations; utilizes hand and power tools to obtain entry to buildings, free victims, shut-off utilities and provide ventilation.
- Respond to hazardous materials incidents; secure hazardous material scenes and identify spilled chemicals and other materials posing danger to the public; follows established evacuation procedures and handling of contaminated victims, participate in hazardous materials mitigation activities to level trained, sets up and provides decontamination.
- Cleans and services assigned apparatus; maintains equipment in ready condition; reports mechanical failures or difficulties to a superior.
- Assists in maintaining station log and preparing reports on equipment maintenance.
- Performs basic maintenance and flow testing of fire hydrants.
- Performs general maintenance and cleaning work in the upkeep of department equipment, apparatus, furnishings and structures.
- Actively participates in training programs and continuing education; participates in fire drills and physical fitness activities.
- Performs duties of Firefighter Paramedic or Advanced EMT as directed.
- Participates in performing pre-plans as a member of the crew.

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- Assists in District fire prevention and public information activities.
- Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:
High School diploma or equivalent; AND three (3) years of full time career fire suppression and EMS experience with at least two (2) of those years with EFFPD; OR an equivalent combination of education, training and experience as determined by the District Fire Chief.

Required Knowledge and Skills
Knowledge of:
- Fire-fighting, fire inspection, fire prevention, and rescue techniques, methods and practices.
- Mechanical, chemical, and related characteristics of a wide variety of flammable, explosive and similar materials.
- Basic and advanced hydraulic formulas.
- Fire equipment and apparatus operations and limitations
- Street system, physical layout of water system and locations of fire hydrants.
- Operation and maintenance of fire-fighting equipment, apparatus, and special devices and materials.
- Principles and techniques of building construction and maintenance.
- Principles, practices, and techniques involved in instructing and training members of the fire-fighting service.
- District policy and procedures.
- The District water system, streets and topography of the District affecting fire-fighting operations.
- Correct business English, including spelling, grammar and punctuation.
- Computer applications involving word processing, data entry and/or standard report generation.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.
Skill in:
- Efficient, effective and safe operation of fire equipment and maintenance of equipment.
- Computing hydraulic needs rapidly and accurately.
- Responding quickly and effectively to changing situations under emergency conditions.
- Preparing and composing reports and records on activities performed.
- Communicating effectively in oral and written forms.
- Training others in policies and procedures related to the work.
- Contributing to the efficiency and effectiveness of the unit’s service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Interpreting, applying and explaining related federal, state and local laws.
- Following all established safety processes and procedures.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:
- Nevada Class B driver’s license with “F” endorsement.
- Nevada or IFSAC Fire Fighter II certification.
- Nevada Advanced EMT or higher certification.
- Nevada or IFSAC Fire Apparatus Driver/Operator certification or California State Fire 1A and 1B Fire Apparatus Driver/Operator and completion of EFFPD Engineer Taskbooks for Type 1 and Type 3 engines, trucks, water tenders and squads. The completion of the Taskbooks would need to be completed within one year of being promoted for all initial appointees. All subsequent applicants would be required to have them completed before testing.
- NWCG Wild land Red Card certification.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to climb ladders and work at considerable heights; fight fires wearing an air pack and protective equipment weighing in excess of 50 pounds; use power driven tools; standing for extended periods of time, stooping, kneeling and walking on uneven terrain at fire scenes and uneven terrain, climbing ladders, scaffolding and stairs; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; hear fire alarms, speakers, horns, and bells; regularly lift and carry up to 100 pounds.

Work is subject to performance under adverse environmental conditions in life threatening environments; exposure to bodily fluids, solvents, chemicals, fumes, smoke, electrical current and other hazardous substances.
CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation and an annual internal recertification process that includes driving and pumping of various apparatus that the engineer is to operate.

2. New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.

3. EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: __________________________________________

SIGNATURE: ___________________________ DATE: ____________
EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION

JOB TITLE: Firefighter-Paramedic
DIVISION: Operations
REPORTS TO: Captain
FLSA: Non-Exempt
DATE: May 18, 2015

POSITION SUMMARY:
Responds to and mitigates medical emergencies, structure and wildfire, hazardous materials releases and other incidents to protect life and property; participates in fire prevention, training, and station and equipment maintenance.

ESSENTIAL FUNCTIONS:

- Responds to medical emergencies; triages the incident; evaluates the condition of the sick or injured person; and determines the level of care needed. Performs intermediate life support services, medical procedures, and administers medications as approved by the Medical Director; transports sick or injured persons; maintains voice contact with medical practitioner to report status of patient while in route per protocol and timely completes all paperwork.

- Responds to fire emergencies; operates engine, pumps, and fire-fighting equipment; performs ground fire operations; establishes an incident command system and evaluates the situation; documents events for written incident report; participates in the practice of cross staffing apparatus as necessary.

- Maintains equipment, apparatus, and fire station facility; ensures that all equipment is in a state of readiness at all times; checks equipment according to schedule; cleans and maintains station facility in accordance with District policies and direction.

- Responds to hazardous material emergencies; identifies potential hazardous material situations and determines strategy for dealing with incident; follows evacuation procedures including the proper handling of contaminated patients; sets up and provides decontamination.

- Performs rescue efforts; determines tactics to use and ensures the safety of all rescue personnel and observers. Participates in search parties, enters hazardous environments, and administers appropriate techniques to accomplish rescue.

- Maintains equipment, apparatus and fire station; assures that all equipment is in a state of readiness at all times; checks equipment according to schedule; cleans and maintains the station house in accordance with department policies.

- Participates in training; reads reference materials including administrative practices and policy manuals, fire science literature, technical journals, and educational publications. Attends mandatory training classes on specialized technique such as CPR, EMT re-certification, hazardous materials incidents, and infection control;

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attends training sessions on-site at the fire station and at other institutions; participates in practice drills and physical fitness activities.

- Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:
High School diploma.

Required Knowledge and Skills
Knowledge of:
- Fire-fighting and rescue techniques, methods and practices.
- Advanced emergency medical procedures and patient assessment techniques.
- Mechanical, chemical, and related characteristics of a wide variety of flammable, explosive and similar materials.
- Arithmetic computations and formulas.
- Operation and maintenance of fire-fighting equipment, apparatus, and special devices and materials.
- District policy and procedures.
- Correct business English, including spelling, grammar and punctuation.
- Computer applications involving word processing, data entry and/or standard report generation.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.

Skill in:
- Efficient, effective and safe operation of fire equipment and maintenance of equipment.
- Evaluating patient’s conditions and properly render emergency medical care including the administration of emergency medications.
- Learning and mastering a variety of fire-fighting duties, methods and techniques.
- Responding quickly and effectively to changing situations under emergency conditions.
- Preparing and composing reports and records on activities performed.
- Communicating effectively in oral and written forms.
- Contributing to the efficiency and effectiveness of the unit’s service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Following all established safety processes and procedures.
REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:
- Nevada Class B driver's license with an "F" endorsement. Within 12 months of employment Nevada Class C required at time of application.
- Nevada or IFSAC Fire Fighter 1 certification.
- American Heart Association ACLS/PALS certification.
- Ambulance Attendant license within six (6) months of date of employment.
- EMT-Paramedic certification.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to climb ladders and work at considerable heights; fight fires wearing an air pack and protective equipment weighing 58 pounds; use power driven tools; standing for extended periods of time; stooping, kneeling and walking on uneven terrain at fire scenes and uneven terrain, climbing ladders, scaffolding and stairs; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; hear fire alarms, speakers, horns, and bells; regularly lift and carry up to 100 pounds.

Work is subject to performance under adverse environmental conditions in life threatening environments; exposure to bodily fluids, solvents, chemicals, fumes, smoke, electrical current and other hazardous substances.
CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

2. New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.

3. EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: ________________________________

SIGNATURE: ________________________________ DATE: ________________
EAST FORK FIRE PROTECTION DISTRICT

JOB DESCRIPTION

JOB TITLE: Firefighter-Advanced EMT
DIVISION: Operations
REPORTS TO: Captain
FLSA: Non-Exempt
DATE: May 18, 2015

POSITION SUMMARY:
Responds to and mitigates medical emergencies, structure and wildfire, hazardous materials releases and other incidents to protect life and property; participates in fire prevention, training, and station and equipment maintenance.

ESSENTIAL FUNCTIONS:
• Responds to medical emergencies; triages the incident; evaluates the condition of the sick or injured person; and determines the level of care needed. Performs intermediate life support services, medical procedures, and administers medications as approved by the Medical Director; transports sick or injured persons; maintains voice contact with medical practitioner to report status of patient while in route per protocol and timely completes all paperwork.
• Responds to fire emergencies; operates engine, pumps, and fire-fighting equipment; performs ground fire operations; establishes an incident command system and evaluates the situation; documents events for written incident report; participates in the practice of cross staffing apparatus as necessary.
• Maintains equipment, apparatus, and fire station facility; ensures that all equipment is in a state of readiness at all times; checks equipment according to schedule; cleans and maintains station facility in accordance with District policies and direction.
• Responds to hazardous material emergencies; identifies potential hazardous material situations and determines strategy for dealing with incident; follows evacuation procedures including the proper handling of contaminated patients; sets up and provides decontamination.
• Performs rescue efforts; determines tactics to use and ensures the safety of all rescue personnel and observers. Participates in search parties, enters hazardous environments, and administers appropriate techniques to accomplish rescue.
• Maintains equipment, apparatus and fire station; assures that all equipment is in a state of readiness at all times; checks equipment according to schedule; cleans and maintains the station house in accordance with department policies.
• Participates in training; reads reference materials including administrative practices and policy manuals, fire science literature, technical journals, and educational publications. Attends mandatory training classes on specialized technique such as CPR, EMT re-certification, hazardous materials incidents, and infection control;

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.
attends training sessions on-site at the fire station and at other institutions; participates in practice drills and physical fitness activities.

- Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:
High School diploma.

Required Knowledge and Skills
Knowledge of:
- Fire-fighting and rescue techniques, methods and practices.
- Mechanical, chemical, and related characteristics of a wide variety of flammable, explosive and similar materials.
- Arithmetic computations and formulas.
- Operation and maintenance of fire-fighting equipment, apparatus, and special devices and materials.
- District Policy and Procedures.
- Correct business English, including spelling, grammar and punctuation.
- Computer applications involving word processing, data entry and/or standard report generation.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.

Skill in:
- Efficient, effective and safe operation of fire equipment and maintenance of equipment.
- Learning and mastering a variety of fire-fighting duties, methods and techniques.
- Responding quickly and effectively to changing situations under emergency conditions.
- Preparing and composing reports and records on activities performed.
- Communicating effectively in oral and written forms.
- Contributing to the efficiency and effectiveness of the unit’s service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Following all established safety processes and procedures.
REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Class B driver’s license with an “F” endorsement. Within 12 months of employment Nevada Class C required at time of application.
- Nevada or IFSAC Fire Fighter I certification, II certification within one (1) year of date of employment.
- Ambulance Attendant license within six (6) months of date of employment.
- Advanced EMT certification.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to climb ladders and work at considerable heights; fight fires wearing an air pack and protective equipment weighing 58 pounds; use power driven tools; standing for extended periods of time, stooping, kneeling and walking on uneven terrain at fire scenes and uneven terrain, climbing ladders, scaffolding and stairs; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; hear fire alarms, speakers, horns, and bells; regularly lift and carry up to 100 pounds.

Work is subject to performance under adverse environmental conditions in life threatening environments; exposure to bodily fluids, solvents, chemicals, fumes, smoke, electrical current and other hazardous substances.
CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

2. New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.

3. EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _________________________________

SIGNATURE: ____________________________ DATE: ________________
EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION

JOB TITLE: Firefighter/EMT Basic
DIVISION: Operations
REPORTS TO: Captain
FLSA: Non-Exempt
DATE: May 18, 2015

POSITION SUMMARY:
Responds to and mitigates medical emergencies, structure and wildfire, hazardous materials releases and other incidents to protect life and property; participates in fire prevention, training, and station and equipment maintenance.

ESSENTIAL FUNCTIONS:
- Responds to medical emergencies; triages the incident; evaluates the condition of the sick or injured person; and determines the level of care needed. Performs intermediate life support services, medical procedures, and administers medications as approved by the medical director; transports sick or injured persons; maintains voice contact with medical practitioner to report status of patient while in route per protocol and timely completes all paperwork.
- Responds to fire emergencies; operates engine, pumps, and fire-fighting equipment; performs ground fire operations; establishes an incident command system and evaluates the situation; documents events for written incident report; participates in the practice of cross staffing apparatus as necessary.
- Maintains equipment, apparatus, and fire station facility; ensures that all equipment is in a state of readiness at all times; checks equipment according to schedule; cleans and maintains station facility in accordance with District policies and direction.
- Responds to hazardous material emergencies; identifies potential hazardous material situations and determines strategy for dealing with incident; follows evacuation procedures including the proper handling of contaminated patients; sets up and provides decontamination.
- Performs rescue efforts; determines tactics to use and ensures the safety of all rescue personnel and observers. Participates in search parties, enters hazardous environments, and administers appropriate techniques to accomplish rescue.
- Maintains equipment, apparatus and fire station; assures that all equipment is in a state of readiness at all times; checks equipment according to schedule; cleans and maintains the station house in accordance with department policies.
- Participates in training; reads reference materials including administrative practices and policy manuals, fire science literature, technical journals, and educational publications. Attends mandatory training classes on specialized technique such as CPR, EMT re-certification, hazardous materials incidents, and infection control;

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attends training sessions on-site at the fire station and at other institutions; participates in practice drills and physical fitness activities.

- Assists in District fire prevention and public information activities.
- Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

**QUALIFICATIONS:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education and Experience:**
High School diploma.

**Required Knowledge and Skills**
Knowledge of:
- Fire-fighting and rescue techniques, methods and practices.
- Mechanical, chemical, and related characteristics of a wide variety of flammable, explosive and similar materials.
- Arithmetic computations and formulas.
- Operation and maintenance of fire-fighting equipment, apparatus, and special devices and materials.
- District Policy and Procedures.
- Correct business English, including spelling, grammar and punctuation.
- Computer applications involving word processing, data entry and/or standard report generation.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.

Skill in:
- Efficient, effective and safe operation of fire equipment and maintenance of equipment.
- Learning and mastering a variety of fire-fighting duties, methods and techniques.
- Responding quickly and effectively to changing situations under emergency conditions.
- Preparing and composing reports and records on activities performed.
- Communicating effectively in oral and written forms.
- Contributing to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Following all established safety processes and procedures.
REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:
• Nevada Class B driver’s license with an “F” endorsement. Within 12 months of employment Nevada Class C required at time of application
• Nevada or IFSAC Fire Fighter I certification.
• EMT certification.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to climb ladders and work at considerable heights; fight fires wearing an air pack and protective equipment weighing 58 pounds; use power driven tools; standing for extended periods of time, stooping, kneeling and walking on uneven terrain at fire scenes and uneven terrain, climbing ladders, scaffolding and stairs; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; hear fire alarms, speakers, horns, and bells; regularly lift and carry up to 100 pounds.

Work is subject to performance under adverse environmental conditions in life threatening environments; exposure to bodily fluids, solvents, chemicals, fumes, smoke, electrical current and other hazardous substances.
CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

2. New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.

3. EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: ______________________________

SIGNATURE: ______________________________ DATE: ________________
EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION

JOB TITLE: Executive Office Manager
DIVISION: Administration
REPORTS TO: Fire Chief

FLSA: Exempt
DATE: May 18, 2015

POSITION SUMMARY:
Responsible for planning, organizing and supervising a variety of administrative, budgetary, personnel, automation, analytical and liaison functions for the East Fork Fire & Paramedic Districts.

ESSENTIAL FUNCTIONS:

- Provide complex administrative support services to executive staff: update calendars, arrange meetings, liaison for County directors and external officials, screen calls, completion/coordination of project requests; prepare correspondence; assist and/or develop goals, objectives, policies and procedures.

- Manage human resources issues and act as liaison with County Human Resources Department: interpret and apply contract language; participate in contract negotiations; act as District’s voting member for non-represented employee benefits; participate in proposals for benefits/brokers; review additional employee benefit options and provide recommendations; point-of-contact for benefits related issues, renewals, etc.

- Plans, organizes, administers, reviews and evaluates the activities of assigned staff: recommends selection of staff; trains staff and provides for their professional development; administers discipline as required; contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.

- Manages medical billing function: ensure that State and federal regulations are adhered to; participate in audits; provide guidance/direction on issues; approve refunds; supervise and resolve collections efforts; participate in audits.

- Assist in deployment and support of the Emergency Operations Center during major incidents; provide administrative support at the incident scene; field calls/direct public, act as liaison to executive staff, first responders, public officials, media, etc.

- Participate in department budget preparation; provide recommendations, approve administrative expenditures/accounts payable; provide requested information and answer inquiries during annual audits; respond and correct findings.

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- Coordinate and manage grant administration activities: prepare/review grant preparation, awards and cooperative agreements; design, develop, implement and administer grant policies, practices and procedures; act as liaison between grantor and grantees; participate and resolve audits; prepare and process change requests; track expenditures; closeout grants.
- Prepares a variety of technical, statistical and narrative reports, letters, memos and other written materials.
- Manages computer/software replacements and upgrades; coordinate efforts with technical support staff and vendors to maintain software currency.
- Provides executive support to Fire Chief's Advisory Board; liaison to committee members; solicit items and prepare agendas in accordance with Open Meeting Law; assemble meeting materials, transcribe minutes; research and provide follow-up on inquiries as required.
- Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

**QUALIFICATIONS:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education and Experience:**
Bachelor's degree in business administration, or a closely related field, AND four (4) years of program and administrative support experience, two (2) years of which were in a supervisory/managerial role; OR an equivalent combination of education, training and experience as determined by the District Fire Chief.

**Required Knowledge and Skills**
Knowledge of:
- Principles and practices of public administration.
- Principles and practices of project planning, development and evaluation.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of budget development and administration.
- Principles and practices of fiscal and general records management and reporting.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Records management principles and practices.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Correct business English, including spelling, grammar and punctuation.
- Principles and practices of contract negotiation and administration.
• Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.

Skill in:
• Planning, organizing, supervising, reviewing and evaluating the work of others.
• Training others in policies and procedures related to the work.
• Developing and implementing goals, objectives, policies, procedures and work standards.
• Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
• Interpreting, applying and explaining complex federal, state and local laws and regulations.
• Preparing clear and concise reports, policies, procedures, correspondence and other written materials.
• Using initiative and independent judgment within general policy guidelines.
• Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:
• Nevada Class C driver’s license.
• Obtain ICS 100 and ICS 700 within six (6) months of employment.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; strength and agility to lift and carry up to 25 pounds.
CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

2. New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.

3. EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: ____________________________

SIGNATURE: ____________________________ DATE: ________________
**JOB DESCRIPTION**

**JOB TITLE:** Senior Management Analyst  
**DEPARTMENT:** East Fork Fire Protection District  
**REPORTS TO:** Executive Office Manager  
**FLSA:** Non-Exempt  
**DATE:** 7/1/2018  
**RANGE:**

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**POSITION SUMMARY:**
Responsible for performing a wide variety of professional activities in support of a centralized human resources system, District grant programs, and support of other department and/or programs as needed.

**ESSENTIAL FUNCTIONS:**
- Manages Worker’s Compensation FMLA, ADA and Catastrophic Leave programs; maintains contact with employees and supervisors on status and process; tracks time-off; answers questions and assists with application process; completes required reports.
- Prepares and submits grant applications; manages grant purchases; prepares and submits financial records for grant reimbursement.
- Prepares and participates in audits related to grant management, fingerprinting, human resources, and other related audits.
- Prepares New Hire materials and conducts New Hire Orientation; may brief employees on District benefits; provides instruction and assistance on enrollment forms; addresses questions regarding benefits, policy and procedures, and other personnel issues; ensures processes are in compliance with all applicable regulations.
- Coordinates physical examination process; prepares and sends notifications, follow-up on issues relating to physicals, referrals, and results; processes and tracks annual physical examinations.
- Prepares and processes Personnel Action Forms for supervisory signature; conducts research to ensure clarification or corrections; computes wages and records data into an automated personnel/payroll information system.
- Examines employee files to answer inquiries and provides information to authorized persons; compiles data from personnel records and prepares reports; provides employment verifications.
- Assists in the random drug and alcohol testing notifications; maintains records and submits annual reports.
- Under supervision, may plan and carry out recruitment and selection procedures, recruitment and selection materials; job advertising using appropriate media; screen applications for requirements, arrange for the notification of candidates and proctors and administers various portions of the examination; schedules and serves on interview panels; oversees applicant tracking system and maintains functionality.
- Prepares employee service awards.
- Manages volunteer screening process, collects and reviews criminal history and clears volunteers to perform functions under supervision of the District Fire Chief or designee.

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 JOB DESCRIPTION

- Processes fingerprint card requests, generates employee identification cards, answers phones, faxes documents and performs other related tasks as necessary.
- Collects compensations and benefit data and prepares analyses and reports; provides classification, compensation, benefits and other information to other agencies.
- May assist with grievance and disciplinary investigations.
- Confers with and interprets policies, procedures and regulations to District staff and public.
- Prepares reports, correspondence and a variety of written materials; prepares and maintains accurate records and documentation of activities.
- Uses standard office equipment, including a computer, in the course of the work.
- Other duties as assigned.
- Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Associate of Art’s degree in business administration, or a closely related field, AND three (3) years of program and administrative support experience OR an equivalent combination of education, training and experience as determined by the District Fire Chief or designee.

Required Knowledge and Skills

Knowledge of:
- Concepts, principles and procedures of human resources administration.
- Principles and practices of job analysis, recruitment, selection, classification, compensation, labor relations, affirmative action, employee assistance and/or employee development.
- Applicable laws, codes and regulations.
- Principles and techniques of preparing effective written informational or educational materials.
- Maintaining accurate records and files.
- Computer applications related to the work.
- Standard office practices and procedures, including filling and the operation of standard office equipment.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with the public, in person and over the telephone.
JOB DESCRIPTION

Skill in:

- Performing professional-level human resources duties in a variety of disciplines.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Preparing clear and concise reports through, correspondence and other written materials.
- Working without close supervision in standard work situations.
- Carrying assigned analytical projects through, from data gathering to completion.
- Using initiative and independent judgement within established procedural guidelines.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
- Making effective oral presentations to large and small groups.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Class C driver’s license.
- Obtain ICS 100 and ICS 700 within six (6) months of employment.
- Typing Certificate at a minimum of 40 WPM.
- CAP Certification (or equivalent)

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Mobility to work in a typical office setting and use standard office equipment, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone.

CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

2. New employees may be required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.
3. EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: ______________________________________________________________

SIGNATURE: ______________________________________ DATE: __________________
EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION

JOB TITLE: Senior Office Specialist
DIVISION: Administration
REPORTS TO: Executive Office Manager
             District Accountant

FLSA: Non-Exempt
DATE: May 18, 2015

POSITION SUMMARY:
Responsible for performing accounts payable and general administrative duties in support of District operations. This is a journey-level class of the office support series that is assigned specialized accounting support responsibilities.

ESSENTIAL FUNCTIONS:

- May process accounts payable, prepare vouchers, code expenditures to proper line item in budget, present vouchers for approval, and scan vouchers into appropriate vendor file in accounting system.
- Assists general public, customers and staff in person, over telephone and by email; answers inquiries, provides general direction related to plan reviews and inspections, receives and attempts to resolve complaints, explains policies, procedures and proper use/completion of Districts’ forms.
- Assists fire command staff by screening incoming correspondence, calls and visitors; takes messages or refers callers to appropriate staff, may schedule meetings, appointments, rooms, fire stations and assists in coordination of training.
- Serve as staff support to committees: post agendas for public meetings, transcribe meeting notes from recording devices as required, edit materials for clarity, accuracy, format, correct grammar/spelling and ensure adherence to open meeting law policies and procedures.
- May provide Notary Public services.
- Coordinate, interpret, compose, edit, track and provide input on various technical documents for internal and external distribution; ensure clarity, completeness, accuracy, consistency, and adherence to special format, policies, and procedures.
- Make travel arrangements in accordance with established policies and procedures; interact with staff to coordinate schedules; interact with vendors to secure reservation and resolve issues as required.
- Performs data entry of fire and emergency response data; updates and maintains data; records and enters information into State and national databases; runs reports.
- Enters and maintains emergency responder training records and runs reports.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.
• Processes volunteer firefighter applications; provides information to applicants; maintains and updates all personnel files.
• Provides onsite administrative support during mitigation of disasters; answers incoming calls and requests for information related to emergency situations, road closures, weather conditions, etc.
• Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:
High School diploma or equivalent AND one (2) year of general clerical experience; OR an equivalent combination of education, training and experience as determined by and/or the East Fork Fire and Paramedic Districts.

Required Knowledge and Skills
Knowledge of:
• Business arithmetic.
• Correct business English, including spelling, grammar and punctuation.
• Basic record keeping practices.
• Performing detailed office support work accurately.
• The use of specified computer applications involving word processing, data entry and/or standard report generation.
• Standard office practices and procedures, including filing and the operation of standard office equipment.
• Business letter writing and the standard format for typed materials
• Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.

Skill in:
• Performing detailed office support work.
• Maintaining accurate office files.
• Composing correspondence independently or from brief instructions.
• Assembling reports, forms and other documents.
• Entering numerical and related information into a computer system with speed and accuracy.
• Meeting critical time deadlines.
• Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
• Establishing and maintaining effective work relationships with staff, coworkers, and the public.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.
REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:
• Nevada Class C driver’s license.
• Obtain ICS 100 and ICS 700 within six (6) months of employment.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:
The physical demands described herein are representative of those that must be met by an
employee to successfully perform the essential functions of the job. Reasonable
accommodations may be made to enable individuals with disabilities to perform the essential
functions.

Mobility to work in a typical office setting and use standard office equipment, vision to read
printed materials and a computer screen, and hearing and speech to communicate in person
or over the telephone. Strength and ability to exert up to 25 pounds of force to lift and
carry.

CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being
   maintained in active status without suspension or revocation.

2. New employees are required to submit to a fingerprint based background investigation
   and a drug/alcohol screen. Employment is contingent upon passing the background and
   the drug/alcohol screen.

3. EFFPD participates in E-Verify and will provide the Social Security Administration (SSA)
   and, if necessary, the Department of Homeland Security (DHS, with information from
   each applicant’s Form I-9 to confirm work authorization. All candidates who are offered
   employment must complete Section 1 of the Form I-9 along with the required proof of
   their right to work in the United States and proof of their identity prior to starting
   employment. Please be prepared to provide required documentation as soon as
   possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received
a copy of this Job Description for my records.

PRINT NAME: ________________________________

SIGNATURE: ________________________________ DATE: ______________
EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION

JOB TITLE: Office Specialist
DIVISION: Administration
REPORTS TO: Executive Office Manager
FLSA: Non-Exempt
DATE: May 18, 2015

POSITION SUMMARY:
Responsible for performing a wide variety of general clerical and routine administrative duties in support of District operations. This is the entry-level class of the office support series. Initially under close supervision, Incumbents learn office and District procedures. As experience is gained, there is greater independence of action within established guidelines.

ESSENTIAL FUNCTIONS:
• Assists general public, customers and staff in person, over telephone and by email; answers inquiries, provides general direction related to plan reviews and inspections, receives and attempts to resolve complaints, explains policies, procedures and proper use/completion of Districts’ forms.
• Assists fire command staff by screening incoming correspondence, calls and visitors; takes messages or refers callers to appropriate staff, may schedule meetings, appointments, rooms, fire stations and assists in coordination of training.
• Participates in Emergency Operation Center deployment activities and provides administrative support as required.
• Performs a variety of clerical support duties including, copying and assembling materials, collecting and distributing mail, answering phones, assembling and binding reports, faxing/scanning documents, filing, typing, and data entry; may order and stock office supplies.
• Issues agricultural related burn permits; provides information and direction in regard to open burning rules and regulations.
• Prepares a variety of general and written correspondence, legal documents, reports, articles, from notes, rough draft and/or verbal/written instructions; may edit material for clarity, completeness, accuracy, consistency, and adherence to special format, policies, and procedures.
• Make travel arrangements in accordance with established policies and procedures; interact with staff to coordinate schedules; interact with vendors to secure reservation and resolve issues as required.
• Performs a variety of duties related to data entry; maintains confidentiality of client information in accordance with HIPAA and relevant NRS regulations.

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• Operates a variety of office machinery and equipment; may be required to coordinate service and maintenance of office equipment by working with contracted service vendors.
• Creates and maintains spreadsheets, database information, and other documentation utilizing packaged and custom software packages; may update and/or manage records.
• Assists with ambulance billing as required.
• Other duties as assigned.
• Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:
High School diploma or equivalent AND one (1) year of general clerical experience; OR an equivalent combination of education, training and experience as determined by and/or the Executive Office Manager.

Required Knowledge and Skills
Knowledge of:
• Business arithmetic.
• Correct business English, including spelling, grammar and punctuation.
• Basic record keeping practices.
• Performing detailed office support work accurately.
• The use of specified computer applications involving word processing, data entry and/or standard report generation.
• Standard office practices and procedures, including filing and the operation of standard office equipment.
• Business letter writing and the standard format for typed materials.
• Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.

Skill in:
• Performing detailed office support work.
• Maintaining accurate office files.
• Composing correspondence independently or from brief instructions.
• Assembling reports, forms and other documents.
• Entering numerical and related information into a computer system with speed and accuracy.
• Meeting critical time deadlines.
• Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.
• Establishing and maintaining effective work relationships with staff, coworkers, and the public.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:
• Nevada Class C driver’s license.
• Obtain ICS 100 and ICS 700 within six (6) months of employment.
• Typing Certificate at a minimum of 40 WPM.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Strength and agility to exert up to 25 pounds of force.

CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

2. New employees may be required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.

3. EFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME:  

SIGNATURE:  DATE:  

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.
EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION

JOB TITLE: District Accountant  FLSA: Exempt
DIVISION: Administration
REPORTS TO: District Fire Chief  DATE: May 18, 2015

POSITION SUMMARY:
Responsible for planning, organizing and managing the activities of the District Accounting functions and in the maintenance of the District’s financial and accounting records; summarizes and balances the District’s general ledger; manages areas of financial reporting, debt management, accounts payable, payroll, purchasing policies and procedures; participates and prepares the District’s operating and capital budgets; provides for organization wide grant administration; manages finance staff in concert with the Executive Office Manager; serves as advisor/consultant to the District Fire Chief/CFO for fiscal compliance matters. Works with independent auditors to prepare the required annual audit.

ESSENTIAL FUNCTIONS:

- Manages and directs the financial activities under their authority, of assigned clerical and professional staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations; ensures appropriate scheduling of staff to ensure proper operational coverage.
- Analyzes and solves difficult administrative and accounting problems; establishes accounting policies, controls, procedures and priorities in accordance with Generally Accepted Accounting Principles and best practices.
- Prepares and publishes the annual budget document for the District in compliance with the standards of the Government Finance Officers Association.
- Prepares or reviews staff-prepared reconciliations of general ledger accounts and activities; Prepares or reviews and approves journal entries for proper accounting treatment of reconciling items; ensures that general ledger cash and bank accounts are reconciled on a monthly basis, and balance to revenue-receipting software reports generated by the Treasurer’s Office.
- Oversees and conducts studies regarding revenue projections. Monitors accounts receivable and revenue collected vs. budgeted revenue. Ensures District tax rate and fees are valid and appropriate.
- Monitors monthly financial reports for accuracy, completeness, and compliance with Federal, State, and County policies and practices; administers and maintains financial

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accounting system user database for general ledger accounts, and procurement card database; organizes financial records and associated filing systems, as well as records retention for the Fire District.

- Conducts highly complex accounting studies; collects financial and administrative information and compiles data for reports; communicates with District management and other staff regarding the timeliness, accuracy and implications of financial records and data. Responds to requests for information; reviews, investigates, and corrects errors in financial documents.

- Oversees month-end accounting processes and assists with year-end close of financial reporting system; reviews purchase order requisitions from other District Divisions for capital outlay items; manages the preparation of purchase orders; is responsible for balancing of outstanding purchase orders at year-end against encumbrance listing.

- Coordinates the annual financial audit with external auditors; ensures the timely preparation of various financial schedules and reports for the use of the external auditors during the annual audit; coordinates the preparation of the comprehensive annual financial report in accordance with the guidelines and best practices established by the Government Finance Officers Association.

- Oversees the preparation and distribution of the bi-weekly District payroll and weekly accounts payable payments, along with various queries and reports; ensures the preparation and timely filing of various reports such as the monthly State PERS report, and quarterly tax reports.

- Assists District Chief in special projects as required to include representing the District on various committees as assigned.

- Represents the District with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

- Audits medical ambulance billing and reconciliation of all accounts.

- Prepares invoices for all fire billings and claims

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:
Bachelor’s degree with major course work in finance, or a closely related field; AND five (5) years of professional level governmental accounting experience; OR an equivalent combination of education, training and experience. A Master’s Degree and/or CPA license and previous supervisory experience is preferred.

Required Knowledge and Skills
Knowledge of:
- Administrative principles and practices of employee supervision, including goal setting, program development, implementation and evaluation, and the management/supervision of employees.
- Principles and practices of Generally Accepted Accounting Principles, governmental auditing, fund accounting and budgeting.
• Principles and practices of both internal and external audits.
• Principles and practices of business data processing, particularly related to the processing of accounting information.
• Applicable federal and State laws, statutes, rules, codes and regulations with respect to public fiscal operation.
• Auditing and reconciliation principles and methods.
• Principles and practices of developing teams, motivating employees and managing in a team environment.
• Computer applications related to the work.
• Records management principles and practices.
• Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone.

Skill in:
• Planning, assigning, supervising, reviewing and evaluating the work of staff.
• Training district staff and in policies and procedures related to assigned areas of responsibility.
• Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
• Development and revision of accounting systems and procedures to meet organizational and customer needs.
• Implementing computerized accounting systems.
• Auditing a variety of internal documents, procedures and reports.
• Analyzing, balancing reviewing, interpreting and reconciling financial reports and transactions.
• Interpreting and applying accounting standards and procedures, applicable federal rules and regulations District policies and procedures.
• Ensuring proper authorization and documentation for disbursements and other transactions.
• Preparing clear and concise accounting and narrative reports.
• Presenting and explaining technical financial data and reports to management and elected officials.
• Communicating effectively in oral and written forms.
• Making accurate mathematic and statistical calculations.
• Maintaining accurate records and files.
• Using initiative and independent judgment within general policy guidelines.
• Establishing and maintaining effective working relationships with those contacted in the course of the work.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.
REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:
- Nevada Driver’s License.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

CONDITIONS OF EMPLOYMENT:

1. **Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.**

2. **New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.**

3. **East Fork Fire Protection District participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.**

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____________________________

SIGNATURE: _____________________________ DATE: ________________
JOB DESCRIPTION

JOB TITLE: Accounting Specialist  
DEPARTMENT: East Fork Fire Protection District  
REPORTS TO: District Accountant  
FLSA: Non-Exempt  
DATE: 7/1/2018  
RANGE: 

POSITION SUMMARY:
Responsible for performing billing, accounting and clerical duties involved with maintaining accounts payable records; establishes, maintains and reviews accounting records, claims, and accounts payable; audits vouchers and processes payments.

ESSENTIAL FUNCTIONS:

• Represents the District with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
• Provides information to District staff that requires the use of judgment and the explanation of policies, rules or procedures.
• Performs a variety of administrative/clerical support duties as required.
• May prepare reports for board meetings.
• May reconcile bank statements.
• Performs required record management tasks at fiscal year-end.
• Assists with audit preparation; coordinates and prepares related documentation for external auditors; assists during the audit process.
• Other duties as assigned.
• In addition to the above listed items, an Accounting Specialist will be assigned to one or more of the following tasks, duties and responsibilities:
  o Tasks, duties and responsibilities related to accounts receivable:
    ▪ Receives, prepares and posts deposits to the bank and accounting software, ledgers or computer based spreadsheets/databases; scans documentation for bank deposits and electronic storage/review; reconciles bank statements and other accounts.
    ▪ Prepares required financial documentation such as invoices, statements, reports, etc.; reviews documentation for accuracy; reconciles statements and reports discrepancies; scans documentation for electronic storage/review.
    ▪ Reconciles various accounts.
    ▪ May assist with the preparation and processing of claims and purchase orders in accounting software and the calculation and input or upload of information related to payroll deductions, voluntary and retirement benefits.
    ▪ Provides backup for accounts payable and/or payroll functions.
    ▪ Other duties as assigned.
  o Tasks, duties and responsibilities related to accounts payable:
    ▪ Prepares and process claims and purchase orders in accounting software;
    ▪ Maintains project ledgers, computer based spreadsheets/databases; monitors and reports over-budget and unapproved items.
    ▪ Scans documentation for electronic storage/review;

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JOB DESCRIPTION

- Performs tasks and functions related to procurement cards and related expenses including inputting transactions and attaching related support.
- Prepares required financial documentation such as invoices, statements, vouchers, checks, reports, etc.; reviews documentation for accuracy; and reconciles statements and reports discrepancies.
- Prepares, calculates, inputs or uploads information related to payroll deductions, voluntary and retirement benefits.
- Reconciles various accounts.
- Provides backup for accounts receivable and/or payroll.
- Other duties as assigned.

**Tasks, duties responsibilities related to payroll:**

- Prepare bi-weekly payroll and other functions related payroll which include but are not limited to balancing and maintenance of voluntary deductions files, remittance of payroll taxes and insurance premiums, submission of electronic transfers; assists employees with queries related to payroll; calculates gross pay adjustments, pro-rated leave, termination pay, child support, garnishments, and IRS levy withholdings.
- Verifies accuracy of computer data input of payroll-related information; reviews information for compliance with contractual agreements, federal and State regulations and District policy, procedures, and ordinances; monitors new contractual information for associations for accuracy and adherence.
- Identifies payroll and timekeeping software issues and works with technical support liaisons to test and resolve problems.
- Responsible for closing calendar and fiscal year within the payroll system, verifying and ensuring that all data changes over accurately; ensures all year-end processing is completed accurately and within required timeframe; administers annual administrative leave update and resets hours; administers the vacation and sick leave annual buy-back program, ensuring accuracy and verifying annual vacation and sick hour reset.
- Provides back-up for accounts receivable and/or accounts payable.
- Other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education and Experience:**

High School diploma/GED; AND two (2) years of clerical experience in accounting or finance; OR an equivalent combination of education, training and experience as determined by the District Fire Chief or designee.

**Required Knowledge and Skills**

Knowledge of:
- Applicable District policies and procedures.

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JOB DESCRIPTION

- Use of specified computer applications including word processing and involving the design and management of databases or spreadsheet files and the development of special report formats.
- Business mathematics and statistical practices.
- Principles and techniques of deposit processing, accounting, and bookkeeping.
- Governmental accounting principles related to accounts receivables.
- Principles and practices of auditing financial documents and records.
- Applicable rules, regulations, laws and codes.
- Practices of reviewing financial documents for completeness and accuracy.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Principles and practices of payroll administration

Skill in:
- Performing financial office support work.
- Reading and explaining rules, policies and procedures.
- Identifying and reconciling errors and discrepancies.
- Organizing, researching and maintaining financial files.
- Making accurate mathematical and statistical calculations.
- Managing assignments and meeting deadlines.
- Reviewing financial documents for completeness and accuracy.
- Reviewing, posting, balancing and reconciling financial records.
- Maintaining accurate financial records and preparing accurate and timely reports.
- Organizing own work, setting priorities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Dealing successfully with the public, in person and over the telephone.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:
- None.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
JOB DESCRIPTION

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

2. New employees may be required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.

3. EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: ____________________________________________

SIGNATURE: ___________________________ DATE: ________________
EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION

JOB TITLE: Administrative Analyst I
FLSA: Exempt
DIVISION: Administration
DATE: May 18, 2015
REPORTS TO: District Fire Chief

POSITION SUMMARY:
Assists in the preparation, monitoring, and analysis of departmental budgets; coordinates formulation, monitoring, and presentation of budgets for implementation of program objectives; analyzes business and/or operating procedures to devise efficient work methods.

ESSENTIAL FUNCTIONS:

- Prepares budget based on the District's performance, estimated revenue, expense reports, and past budget numbers; correlates appropriations for specific programs with appropriations for divisional programs and includes items for emergency funds; consults with department heads to ensure adjustments are made in accordance with program changes in order to facilitate long-term planning.

- Prepares regular and special budget reports to interpret budget directives and to establish policies for carrying out directives; prepares comparative analyses of operating programs by analyzing costs in relation to services performed during previous fiscal years and submits reports to the District Fire Chief with recommendations for budget revisions.

- Reviews expenditures of departments to ensure budget compliance; audits expense accounts and vouchers; collects and maintains records of actual operating expenses to compare with estimated budget; assists in completing the department's preliminary and final budget and related documents.

- Assists with the design and implementation of budgetary control systems; reviews operating budgets to analyze trends affecting budget needs; acts as a liaison with departments regarding budget planning and/or grant issues.

- Researches public and/or employee requests, responds as appropriate, and participates in contract administration and maintenance; interfaces with other departments and

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outside agencies in exchanging information, responding to requests, coordinating activities/projects, and responding as required.

- Presents information, attends, and/or responds to questions at District Board meetings, meetings of advisory boards, or other committees as needed; reviews and comments on agenda items that require extraordinary budgetary expenses and prepares augmentation and other resolutions as required.

- Plans study of work problems and procedures such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis; prepares necessary reports for senior management relating to expenditures, revenues, departmental forecasting, trending, etc.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:
Bachelor's Degree in Accounting, Business, Finance, Public Administration, or related field and at least four(4) years experience in operations/budgeting, preferably in the public sector; OR an equivalent combination of education, training, and experience as approved by the District Fire Chief

Required Knowledge and Skills:

Knowledge Of:

- Principles and practices of Generally Accepted Accounting Principles, governmental auditing, fund accounting and budgeting.
- Principles and practices of both internal and external audits.
- Principles and practices of business data processing, particularly related to the processing of accounting information.
- Applicable federal and State laws, statutes, rules, codes and regulations with respect to public fiscal operation.
- Auditing and reconciliation principles and methods.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Computer applications related to the work.
- Records management principles and practices.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone.
Skill in:

- Training district staff in policies and procedures related to assigned areas of responsibility.
- Development and revision of accounting systems and procedures to meet organizational and customer needs.
- Implementing computerized accounting systems.
- Analyzing, balancing reviewing, interpreting and reconciling financial reports and transactions.
- Ensuring proper authorization and documentation for disbursements and other transactions.
- Preparing clear and concise accounting and narrative reports.
- Presenting and explaining technical financial data and reports to management and elected officials.
- Communicating effectively in oral and written forms.
- Making accurate mathematic and statistical calculations.
- Maintaining accurate records and files.
- Using initiative and independent judgment within general policy guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Driver’s License.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.
CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

2. New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.

3. East Fork Fire Protection District participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _______________________________________

SIGNATURE: ______________________________________ DATE: ________________
EAST FORK FIRE PROTECTION DISTRICT

JOB DESCRIPTION

JOB TITLE: Medical Billing Specialist  
DIVISION: Administration  
REPORTS TO: Executive Office Manager  
FLSA: Non-Exempt  
DATE: September 12, 2016

POSITION SUMMARY:
Responsible for performing a wide variety of administrative duties in support of District medical billing operations. Successful performance of the work requires not only a knowledge of appropriate policies and procedures, but also skill in dealing with a variety of individuals, in public and over the telephone.

ESSENTIAL FUNCTIONS:
- Process incoming medical reports: confirm/enter/update patient information; review and interpret notes; enter appropriate procedure/HCPC/ICD10 codes into system per established billing guidelines; ensure compliance with HIPAA requirements; finalize report for proper medical insurance billing; ensure appropriate documentation is received and included as required.
- Forward insurance claims to appropriate carrier for payment: send claims via web-based or mail systems; print claims as required and send appropriate documentation to insurance carriers for payment; obtain medical records and required documentation from hospitals and related healthcare facilities.
- Print and mail patient invoices, HIPAA forms, insurance request forms, collection notices; run reports to identify delinquent accounts.
- Process returned mail; utilize appropriate resources to obtain correct addresses; update patient information in system.
- Scan and file all billing documentation; maintain filing systems; update and re-arrange documentation as required; process files for long-term storage.
- Assists general public, customers and staff in person, over telephone and by email; answers inquiries, provides general direction related to activities, receives and attempts to resolve complaints, explains policies, procedures and proper use/completion of District forms.
- Assists staff by screening incoming correspondence, calls and visitors; takes messages or refers callers to appropriate staff.
- Participates in Emergency Operation Center deployment activities and provides administrative support as required.
- Performs a variety of clerical support duties including, copying and assembling materials, collecting and distributing mail, answering phones, assembling and binding reports, faxing/scanning documents, filing, typing, and data entry; may order and stock office supplies.
• Represents the District with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:
High School diploma AND one (1) year of general clerical experience; OR an equivalent combination of education, training and experience as determined by Executive Office Manager

Required Knowledge and Skills
Knowledge of:
• Business arithmetic.
• Correct business English, including spelling, grammar and punctuation.
• Basic record keeping practices.
• Performing detailed office support work accurately.
• The use of specified computer applications involving word processing, data entry and/or standard report generation.
• Standard office practices and procedures, including filing and the operation of standard office equipment.
• Standard billing processes and procedures.
• Conflict management techniques utilized in a customer service environment.
• Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.

Skill in:
• Reviewing customer accounts, identifying discrepancies and determining action needed.
• Performing basic mathematical functions.
• Maintaining customer records in a computerized database, acquiring account-related information from multiple sources including computerized databases.
• Assessing customer requests and determining appropriate resolutions.
• Listening and communicating clearly and effectively.
• Interpreting and explaining applicable codes, regulations and procedures.
• Processing payment transactions and accurately posting to customer accounts.
• Meeting critical time deadlines.
• Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
• Establishing and maintaining effective work relationships with staff, coworkers, and the public.
REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:
• Nevada Class C driver’s license.
• Obtain ICS 100 and ICS 700 within six (6) months of employment.
• Typing Certificate at a minimum of 35 WPM.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Strength and ability to exert up to 25 pounds of force to lift and carry.

CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

2. New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.

3. EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant’s Form I-9 to confirm work authorization). All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _________________________________

SIGNATURE: _______________________________ DATE: _______________
EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION

JOB TITLE: Senior Medical Billing Specialist
DIVISION: Administration
REPORTS TO: Executive Office Manager
FLSA: Non-Exempt
DATE: May 18, 2015

POSITION SUMMARY:
Responsible for performing technical, specialized and complex accounting duties in support of District medical billing operations. May assign and review work of other staff.

ESSENTIAL FUNCTIONS:
- Receive and post payments for all ambulance related claims; prepare deposits for Treasurer's Office; run required reports to document posted accounts receivable amounts; balances all credits posted; notifies Accounting Manager of changes/deletions of credits; confirm electronic deposits from governmental insurers.
- Reconcile and make adjustments to statement/accounts that require detailed examination of accounts; follow-up with insurance carriers as required to resolve claims; determine claims pending and review aged claims to work towards payment/resolution; review and research past-due accounts for collections.
- Assists general public, customers and staff in person, over telephone and by email; answers inquiries, provides general direction related to activities, receives and resolves complaints, explains policies, procedures and proper use/completion of Districts' forms.
- Processes refunds from payers and patients.
- Interpret and document denial of EOBs received for denied claims; research issues related to denial and resubmit as appropriate; update rejected claim information into system.
- Process, prepare and follow-up on appeals and re-consideration requests; compose correspondence as required; manage Sierra Saver Ambulance Subscription program as needed to ensure efficient and effective operations; process Treatment Authorization Requests required to process claims.
- Scan local media for estate notifications and creditor's claims for deceased patients or patients undergoing bankruptcy proceedings; issue creditor's claims for bad debt and bankruptcy accounts to ensure payment for bad debt; notarize forms and send forms to Judicial Douglas County Courts for processing; maintain 1099 and file accordingly; assess and report Medicare EOBs needed to complete batch processing; run reports to ensure accuracy and balancing of AR accounts.

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• Track, schedule and attend billing-related trainings, software training, and HIPAA relates training sessions.
• Troubleshoot any problems related to the billing office in relation to electronic claim submission, software related problems/changes; establish and maintain web accounts for private and governmental insurance carriers to check for patient eligibility, claim status and EOBs as required.
• Participates in Emergency Operation Center deployment activities and provides administrative support as required.
• Performs a variety of clerical support duties including, copying and assembling materials, collecting and distributing mail, answering phones, assembling and binding reports, faxing/scanning documents, filing, typing, and data entry; may order and stock office supplies.
• Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:
High School diploma AND two (2) years of accounting/billing experience; OR an equivalent combination of education, training and experience as determined by the Executive Office Manager

Required Knowledge and Skills
Knowledge of:
• Policies and procedures of medical billing.
• Use of specified computer applications including word processing and involving the design and management of databases or spreadsheet files and the development of special report formats.
• Business arithmetic.
• Financial record keeping and bookkeeping practices and techniques.
• Principles and practices of auditing financial documents and records.
• Standard office practices and procedures, including filing and the operation of standard office equipment.
• Record keeping principles and practices.
• Correct business English, including spelling, grammar and punctuation.
• Basic budgetary practices and terminology.
• Practices of reviewing financial documents for completeness and accuracy.
• Standard billing processes and procedures.
• Conflict management techniques utilized in a customer service environment.
• Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.
Skill in:
- Performing technical, specialized, complex or difficult financial office support work.
- Reading and explaining rules, policies and procedures; analyzing and resolving varied financial office administrative problems.
- Organizing, researching and maintaining financial files.
- Making accurate arithmetic calculations.
- Reviewing financial documents for completeness and accuracy.
- Reviewing, posting, balancing and reconciling financial records.
- Maintaining accurate financial records and preparing accurate and timely reports.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.
- Dealing successfully with the public, in person and over the telephone.
- Listening and communicating clearly and effectively.
- Processing payment transactions and accurately posting to customer accounts.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective work relationships with staff, coworkers, and the public.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:
- Nevada Class C driver’s license.
- Obtain ICS 100 and ICS 700 within six (6) months of employment.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Strength and agility to exert up to 25 pounds of force to lift and carry objects.
CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

2. New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.

3. EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: ________________________________

SIGNATURE: ________________________________ DATE: ________________

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.
EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION

JOB TITLE: Fire Captain-Investigator
DIVISION: Prevention/Support Services
REPORTS TO: Deputy Fire Chief/Fire Marshal
FLSA: Non-Exempt
DATE: May 18, 2015

POSITION SUMMARY:
Responsible for performing investigations to determine causes of fires and to mitigate incidents through arrests or civil litigation; reviews construction plans, new construction and existing buildings for compliance with District requirements.

ESSENTIAL FUNCTIONS:
- Conducts fire and life safety inspections of general commercial, hotel, industrial, hospital and public assembly buildings for fire hazards, efficiency of fire protection equipment, adequacy of fire escapes and fire exits and general compliance with fire prevention codes, ordinances, laws and regulations.
- Advises and instructs owners in the removal of fire hazards and makes recommendations for reducing potential hazards.
- Conducts investigations into the origin of fires, explosions, illegal/escaped burning, toxic dumping and burning, non-permitted construction activity, storage of Hazardous Materials, or other threats to public health/safety.
- Submit criminal and civil case reports and memorandum to District Attorney, Attorney General, or US Attorney for criminal charges or civil lawsuits to be initiated and for responsible parties to be arrested, prosecuted, or held financially responsible for illegal acts.
- Prepares detailed technical reports of investigations; coordinates efforts with insurance companies and cooperates with their investigators.
- Work with County, State and federal law enforcement, fire suppression, prevention, educational and resource management agencies to educate the public on wild land and structure fire threat mitigation efforts.
- Respond to emergencies and serve as a first responder, public information officer, if designated and qualified, Division/Group Supervisor, fire crew member, or apparatus operator as required; operate fire-fighting equipment as required.
- Reviews, examines, comments and approves building plans for fire life safety standards and fire protection systems.
- Participates in fire drills and attends regular classes/training in fire prevention, fire protection system equipment, and fire alarm system maintenance/testing and related subjects.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.
• Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:
High School Diploma or equivalent (GED) Associate's degree in Fire Science Technology, or a related field; AND four (4) years of fire service experience in the field of fire inspections, fire prevention techniques, fire investigations, and fire suppression; OR an equivalent combination of education, training and experience as determined by District Fire Chief.

Required Knowledge and Skills
Knowledge of:
• Mechanical, chemical and related characteristics of a wide variety of flammable, combustible explosive and hazardous materials.
• Principles and practices of criminal and civil investigations.
• Fire prevention laws, ordinances, rules and regulations.
• Principles and practices of fire safety and inspection techniques.
• Correct business English, including spelling, grammar and punctuation.
• Record keeping practices.
• Computer applications involving word processing, data entry and/or standard report generation.
• Standard office practices and procedures, including filing and the operation of standard office equipment.
• Business letter writing and the standard format for typed materials
• Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.

Skill in:
• Recognizing and defining fire hazards and recommending effective corrective measures.
• Conducting fire investigations.
• Conducting fire life safety plan reviews for commercial and residential structures, fire protection systems and major infrastructure improvements (streets, water systems, etc.)
• Conduct professional discussions with property owners and the general public, providing education on required corrections to have them comply with desired courses of action.
• Enforcing laws, ordinances and regulations with firmness, tact and impartiality.
• Maintaining accurate records of work performed.
• Performing residential and commercial inspections.
• Documentation follow-through in code violation procedures.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.
Required Knowledge and Skills (continued)

- Reading and interpreting plans and specifications.
- Preparing clear and concise reports, correspondence and other written materials.
- Organizing and prioritizing work and meeting critical deadlines.
- Explaining codes, regulations and procedures to engineers, architects, developers, property owners and the public.
- Using initiative and independent judgment within established procedural guidelines
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Class C driver’s license. Must obtain “F” endorsement within six (6) months of date of employment.
- International Fire Code Inspector I certification.
- Nevada State Fire Investigator I or completion of National Fire Academy Fire Cause and Determination Course, or equivalent meeting NFPA Standard 1033.
- Nevada State Fire Officer I certification.
- Nevada Fire Fighter I certification.
- Nevada State Fire Officer I certification.

Desired Certificates:
- NWCG Wildland Red Card

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Mobility to climb ladders and work at considerable heights; fight fires wearing an air pack and protective equipment weighing 58 pounds; use power driven tools; standing for extended periods of time, stooping, kneeling and walking on uneven terrain at fire scenes and uneven terrain, climbing ladders, scaffolding and stairs; stamina to serve as emergency incident commander; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; hear fire alarms, speakers, horns, and bells; regularly lift and carry up to 100 pounds.

Work is subject to performance under adverse environmental conditions in life threatening environments; exposure to bodily fluids, solvents, chemicals, fumes, smoke, electrical current and other hazardous substances.

Mobility to inspect various residential, commercial or industrial properties or other facilities which may include standing for extended periods of time, stooping, kneeling and walking on uneven terrain at construction sites, climbing ladders, scaffolding and stairs; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; hear fire alarms, speakers, horns, and bells being tested.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.
CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

2. New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.

3. EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: __________________________________________

SIGNATURE: _________________________________________ DATE: ____________________
EAST FORK FIRE PROTECTION DISTRICT

JOB DESCRIPTION

JOB TITLE: Fire Inspector
DIVISION: Prevention/Support Services
REPORTS TO: Fire Captain Investigator/Fire Marshal
FLSA: Non-Exempt
DATE: May 18, 2015

POSITION SUMMARY:
Responsible for performing a variety of inspections, enforcement activities of public, commercial, industrial, residential and other buildings/property to ensure compliance with fire, building and related codes and ordinances; develops and provides public fire and safety education and information programs.

ESSENTIAL FUNCTIONS:
- Conducts fire and life safety inspections of general commercial, hotel, industrial, hospital and public assembly buildings for fire hazards, efficiency of fire protection equipment, adequacy of fire escapes and fire exits and general compliance with fire prevention codes, ordinances, laws and regulations.
- Advises and instructs owners in the removal of fire hazards and makes recommendations for reducing potential hazards.
- Responds to citizen complaints regarding local and state fire codes/and ordinances.
- Enforces laws, ordinances and regulations pertaining to fire safety; reports violations of fire safety regulations and established safety standards to appropriate owners and occupants and prepares written notices for required follow up action.
- Prepares and Participates in District-wide prevention programs by educating and instructing the general public, businesses, schools and service clubs on fire safety and prevention topics, including the hands on training of portable fire extinguishers.
- Inspects all types of storage and use related to explosives, flammable, combustible and hazardous materials.
- Determines if buildings meet fire regulations; prepares necessary records and reports; inspects new businesses and handles fire hazard complaints.
- Inspects facilities for compliance with hazardous material codes and regulations; conducts technical research of current commercial usage of hazardous materials.
- Participates in fire drills and attends regular classes/trainings in fire prevention, fire protection system equipment, and fire alarm system maintenance/testing and related subjects.
- Provides juvenile fire setter education with juveniles and their parents; prepares, conducts interviews and delivers information and education presentations on the dangers and consequences of juvenile fire setting.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.
• Assists as required on emergencies and wild land fire events.
• Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:
High School diploma or equivalent (GED); AND two (2) years building, fire inspection or fire suppression experience in a public setting; OR an equivalent combination of education, training and experience as determined by the District Fire Chief.

Required Knowledge and Skills
Knowledge of:
• Mechanical, chemical and related characteristics of a wide variety of flammable, combustible, explosive and hazardous materials.
• Geography of the District and potential fire hazards.
• Fire prevention laws, ordinances, rules and regulations.
• Principles and practices of fire safety and inspection techniques.
• Correct business English, including spelling, grammar and punctuation.
• Record keeping practices.
• Computer applications involving word processing, data entry and/or standard report generation.
• Standard office practices and procedures, including filing and the operation of standard office equipment.
• Business letter writing and the standard format for typed materials
• Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.

Skill in:
• Recognizing and defining fire hazards and recommending effective corrective measures.
• Conduct professional discussions with property owners and the general public providing education on required corrections in an effort to have them comply with desired course of action.
• Enforcing laws, ordinances and regulations with firmness, tact and impartiality.
• Maintaining accurate records of work performed.
• Performing residential and commercial Inspections.
• Documentation follow-through in code violation procedures.
• Reading and interpreting plans and specifications.
• Preparing clear and concise reports, correspondence and other written materials.
• Organizing and prioritizing work and meeting critical deadlines.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.
• Explaining codes, regulations and procedures to engineers, architects, developers, property owners and the public.

Required Knowledge and Skills (continued)
• Using initiative and independent judgment within established procedural guidelines.
• Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
• Establishing and maintaining effective work relationships with staff, coworkers, businesses, public and other governmental agencies and their staff.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:
• Nevada Class C driver’s license.
• Obtain International Fire Code Inspector I certification within eighteen (18) months of date of employment.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to inspect various residential, commercial or industrial properties or other facilities which may include standing for extended periods of time, stooping, kneeling and walking on uneven terrain at construction sites, climbing ladders, scaffolding and stairs; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; hear fire alarms, speakers, horns, and bells being tested; regularly lift up to 50 pounds.
CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

2. New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.

3. EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: ____________________________________________

SIGNATURE: ____________________________________________ DATE: ________________
EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION

JOB TITLE: Master Fire Mechanic / Technician  FLSA: Non-Exempt
DIVISION: Prevention/Support Services
REPORTS TO: Deputy Fire Chief/Fire Marshal  DATE: May 18, 2015

POSITION SUMMARY:
Responsible for providing complex and specialized diagnosis, maintenance and repair of District vehicles and equipment.

ESSENTIAL FUNCTIONS:
- Performs complex troubleshooting and diagnostic work on fire apparatus vehicles, automobiles, fire and related equipment; provides technical assistance to assigned staff.
- Diagnoses and repairs, cleans, adjusts and installs fuel, ignition, electrical and cooling systems involving repair and replacement of such parts as carburetors and fuel pumps, starter motors, distributors, generators, voltage regulators, wiring, switches, batteries, and radiators, thermostats and water pumps.
- Diagnoses and repairs to power transmission systems including such parts as clutches, standard transmissions, differential units, front and rear axles, gears, bearings, universal joints and hydraulic units; diagnoses and repairs and adjusts steering mechanisms and other controls.
- Road tests various vehicles; drives trucks or equipment as required; inspects vehicles in the shop and field; conducts inspections of outside vendors work.
- Diagnoses and performs electrical, hydraulic and other repairs in the field.
- Performs preventive maintenance work and inspections on fire equipment and vehicles.
- Reads and interprets manuals, drawings, and specifications; material and equipment and order parts required to complete assignments.
- Diagnoses, repairs and maintains vehicle air brakes, hydraulic systems and associated power take-off equipment.
- Observes safe work methods and utilizes safety equipment related to the work.
- Operates heavy equipment and drives Fire department vehicles, trucks and equipment as required.
- Maintains inventory of stock; requisitions parts and supplies as required.
- Uses and performs minor maintenance on hand, power and shop tools and test equipment related to the work.

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- Coordinates and discusses warranty work with dealers and outside vendors; ensures that work is accomplished as required.
- Makes oral and written reports of work performed; completes forms and maintains accurate maintenance records using an automated fleet information system.
- Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

**QUALIFICATIONS:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education and Experience:**
High School Diploma or General Education Degree (GED); AND four (4) years of journey-level experience in the maintenance and repair of vehicles maintaining a variety of light, medium and heavy motorized equipment and/or heavy construction equipment; OR an equivalent combination of education, training and experience as determined by District Fire Chief.

**Required Knowledge and Skills**
Knowledge of:
- Methods, techniques, parts, tools and materials used in the maintenance and repair of gasoline and diesel-powered automobiles, fire vehicles, trucks, and fire equipment.
- Operation and maintenance of a wide variety of hand, power and shop tools and equipment common to the field.
- Applicable regulations, rules and policies.
- Safe work methods and safety regulations pertaining to the work.
- Shop mathematics.
- Record keeping practices.
- Basic computer applications related to the work.
- Job estimation; of internal repairs and external vendors repairs
- Standard office practices and procedures, including filing and the operation of standard office equipment.

Skill in:
- Diagnosing and repairing a wide variety of diesel- and gasoline-powered vehicles and equipment.
- Estimating necessary materials and equipment to complete assignments.
- Preparing records and reports of work performed.
- Reading and interpreting manuals, specifications, drawings, written policies, procedures
- Solving a variety of practical problems and dealing with a variety of variable situations where only limited standard solutions exist.
- Interpreting a wide variety of instructions furnished in written and oral, diagram or schedule form.
- Using initiative and independent judgment within established procedural guidelines.
• Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
• Establishing and maintaining effective working relationships with those encountered in the course of the work.
• Safely using and maintaining a wide variety of hand/power tools and equipment related to the work.
• Making accurate arithmetic calculations.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:
• Nevada Class A driver’s license or Nevada Class B.
• Must obtain Fork Lift Operator certification within six (6) months of date of employment.

Desired Certificates:
- ASE Master Automotive Equipment Technician, Medium and Heavy Duty Truck Technician.
- EVT Master Fire Apparatus and Master Ambulance Technician.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical vehicle shop setting and use standard office equipment, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Strength and agility to exert up to 100 pounds of force; ability to stand, walk, crawl, kneel, stoop, balance, climb to height of 20 feet; work is subject to performance under adverse environmental conditions, traffic conditions, fumes, dust, noxious odors, intense noise, hazardous chemicals/solvents and electrical currents.
CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

2. New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.

3. EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: ________________________________

SIGNATURE: ________________________________ DATE: ____________

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.
EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION

JOB TITLE: Support Services Maintenance Technician    FLSA: Non-Exempt
DIVISION: Prevention/Support Services
REPORTS TO: Deputy Chief/Fire Marshal    DATE: June 7, 2016

POSITION SUMMARY:
Responsible for performing skilled and semi-skilled general maintenance work, including the repair and maintenance of mechanical (HVAC), electrical, carpentry, plumbing, painting, landscaping and grounds of District-owned facilities and equipment.

ESSENTIAL JOB FUNCTIONS:
• Performs skilled and semi-skilled craft work in the installation, maintenance and repair of mechanical, plumbing, HVAC, electrical, carpentry and related systems as required.
• Repairs and installs doors and door hardware; changes locks, keys, installs security devices, pneumatic door closures, etc.
• Performs semi-skilled rough and finish carpentry; painting of interior and exterior of building and equipment; installs and repairs drywall, patches and textures.
• Assists supervisor with establishing estimates for contracts with outside vendors; supervises contracts and work of vendors and subcontractors; inspects work and approves payment.
• Estimates materials, tools and equipment needed for work assignments; orders and picks up materials and supplies from outside vendors as appropriate; prepares cost estimates for project and jobs.
• Maintains and services a variety of hand and power tools and test equipment; keeps small inventory of frequently used supplies and hardware.
• Maintains accurate records of work performed and materials and supplies purchased or used.
• Operate all types of power equipment and tools; erects, rigs and moves scaffolding and staging; ability to use of all types of ladders, forklifts and mechanical man lifts.
• Performs routine care and maintenance of grounds, landscaping; mows/edges lawns, leaf blowing, pruning and general clean-up; replaces and installs new shrubs, plants and trees; applies fertilizers, herbicides and pesticides in the care of landscaping and grounds.
• Repairs and maintains irrigation systems; provides periodic inspections and repairs of sprinkler heads, drip emitters, vacuum breakers, valves, timers, controllers, piping, wiring and low pressure drip tubing systems.
• Conducts fire hydrant testing using specialized equipment.
• Conducts snow removal and de-icing services of sidewalks and parking lots using a variety of hand and power equipment and vehicles.
• Assist with the management and coordination of public sandbag sites.
• Responds to emergencies as instructed to provide support.
• Supports activities of the warehouse, supply functions, Support Services Coordinator and District Mechanic, and other duties as assigned.
• Represents the District with integrity and a spirit of cooperation in all relationships with towns, GID’s, community and professional organizations, other fire agencies, district, departments, county, city and state organizations and offices, federal agencies and other service organizations.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE:
High School diploma; and three (3) years of general building and grounds maintenance experience; or an equivalent combination of education, training and experience to perform the work as determined by the District.

REQUIRED KNOWLEDGE AND SKILLS:
Knowledge of:
• Use and maintenance of a variety of commonly used hand and power tools and equipment.
• Safe work methods and safety regulations pertaining to the work performed.
• Shop mathematics and written project estimates.
• Basic record keeping practices.
• Skilled and semi-skilled painting, plumbing, concrete, electrical, mechanical, HVAC and carpentry methods, tools and techniques.
• Methods and equipment used in weed, pest and insect control and treating plant and lawn diseases.
• Installation, maintenance and repair of irrigation systems.
• Computer applications related to maintenance requests/data base, inventory control records, reports and time card (Telestaff)
• Standard office practices and procedures, including filing and the operation of standard office equipment.

Skill in:
• Safely using and maintaining hand and power tools related to work.
• Making accurate arithmetic calculations, project estimates and material selections.
• Reading and interpreting standard blue print plans, maps, written instructions.
• Understanding and following oral and written directions and communications.
• Preparing basic estimates, records, and reports for project and work performed.
• Contributing effectively to the accomplishments of the team or work unit goals, objectives and activities.
• Operation of a wide variety of vehicles used in the fire service, snow removal, forklift, and miscellaneous specialized equipment (tractors, scissor and boom lifts)
• Using initiative and independent judgment with established procedural guidelines.

REQUIRED CERTIFICATES, LICENSES AND REGISTRATIONS:
• Nevada Class C driver’s License.
• Certification as a Fork Lift Operator or obtained within six (6) months of date of employment.
• “F” endorsement to driver’s license or obtained within six (6) months of date of employment.
• OSHA required fall protection for the operation of aerial lift equipment or obtained within six (6) months of date of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment, vision, to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Strength and agility to exert up to 100 pounds of force; ability to stand, walk, crawl, kneel, stoop, balance, climb to a height of 20 feet; work is subject to performance under adverse environmental conditions, traffic conditions, fumes, dust, noxious odors, intense noise, hazardous chemicals/solvents and electrical currents.

CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
2. New employees are required to submit to a fingerprint based background investigation and drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.
3. EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide require documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description. And I have received a copy of this Job Description for my records.

PRINT NAME: ________________________________
SIGNATURE: ________________________________ DATE: ________________
EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION

JOB TITLE: Support Services Supervisor
DIVISION: Prevention/Support Services
REPORTS TO: Deputy Fire Chief/Fire Marshal
FLSA: Non-Exempt
DATE: May 18, 2015

POSITION SUMMARY:
Responsible for purchasing, maintaining and repairing a variety of safety and rescue equipment; maintain supplies for District operational needs.

ESSENTIAL FUNCTIONS:
- Orders and maintains stock of essential supplies to ensure adequate support of District needs; delivers and stocks equipment at various locations throughout the District as required; forecasts material and supply requirements based upon past demand, current purchasing and inventory practices and projected needs to ensure that adequate quantities and types of materials will be available to meet District needs.
- Assists the District’s Mechanic in the repair of emergency vehicles and equipment as required.
- Purchases and maintains all personal gear for District staff.
- Performs quarterly air samples and maintenance for air compressors; monitors water quality and replaces filters as required on reverse osmosis units; preps fire extinguishers for use in fire prevention classes.
- Maintains inventory control records; coordinates physical inventories and prepares and reconciles reports of inventory status.
- Contacts vendors regarding delivery, quality and quality problems; arranges for the return of damaged or incorrect materials and supplies; maintains a current knowledge of materials and supplies used by the District and makes recommendations for purchase.
- Unpacks materials, supplies, tools and equipment and verifies articles received against packing lists and purchase orders and notes discrepancies or damaged items.
- Establishes stock levels; prepares requisitions for orders against outstanding contractual agreements with vendors.
- Ensures that the storage areas are maintained in a clean and orderly condition and that employees follow all safety procedures.
- Provides seasonal snow removal at District facilities as required.
- Maintains stocks of emergency supplies required by Douglas County Emergency Management, such as sandbags, cots, emergency shelter supply trailers, etc.
- Responds to incidents and emergencies as instructed to provide support.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.
• Coordinates and manages vendor services related to annual SCBA, ladder and Halmetro safety inspections and testing.
• Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:
High School diploma; AND two (2) years of warehouse and general purchasing experience; OR an equivalent combination of education, training and experience as determined by Human Resources and District Fire Chief.

Required Knowledge and Skills
Knowledge of:
• Basic budgetary and financial record keeping practices and terminology.
• Methods and practices of receiving, storing and issuing materials, equipment, tools and supplies.
• Small engine repair and maintenance practices.
• Inventory control recording keeping practices and procedures.
• Units of weights and measures and standard terminology and suppliers of materials and supplies required by the District and County operations.
• Use and maintenance of basic hand and power tools related to the work.
• Computer applications related to the maintenance of inventory control records.
• Business arithmetic.
• Standard office practices and procedures, including filing and the operation of standard office equipment.
• Ability to drive and operate a wide variety of vehicles used in the fire service, including equipment used for snow removal.

Skill in:
• Planning, organizing, supervising, and reviewing the work of others.
• Training others in policies and procedures related to the work.
• Small engine repair and maintenance.
• Performing accurate receipt, storage and issuance of materials, supplies and equipment.
• Directing the maintenance of accurate inventory control records by manual and automated methods.
• Safely using and maintaining a wide variety of hand and power tools and materials handling equipment related to the work.
• Making accurate arithmetic calculations.
• Using initiative and independent judgment within established procedural guidelines.
• Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
• Establishing and maintaining effective working relationships with those contacted in the course of the work.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:
• Nevada Class C driver’s license.
• Certification in SCBA repair and maintenance or obtained within six (6) months of date of employment.
• Certification as a Fork Lift Operator or obtained within six (6) months of date of employment.
• “F” endorsement to driver’s license or obtained within six (6) months of date of employment.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Strength and agility to exert up to 100 pounds of force; ability to stand, walk, crawl, kneel, stoop, balance, climb to height of 20 feet; work is subject to performance under adverse environmental conditions, traffic conditions, fumes, dust, noxious odors, intense noise, hazardous chemicals/solvents and electrical currents.
CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

2. New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.

3. EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: __________________________________________

SIGNATURE: __________________________________________ DATE: ________________
SUPPORT VOLUNTEER

JOB TITLE: Support Volunteer

DEPARTMENT: East Fork Fire Protection District

FLSA STATUS: Non-Fire Volunteer

REPORTS TO: Battalion Chief / Volunteer Unit Manager

SUMMARY OF JOB PURPOSE
The Support Qualified Position is a non-response position that allows personnel to provide tangible and valuable assistance to the volunteer units and the district. Those volunteer personnel under this classification are required to complete an application, be subjected to a complete background check, complete a Basic Support Academy, receive worker’s compensation coverage as a general volunteer, and specialized training in those specific areas of support. Once qualified at this level, minimum required training requirements and participation levels would be required to maintain Support Qualified position status.

ESSENTIAL FUNCTIONS

1. Supports the response to certain medical emergencies as may be encountered in the course of support related functions. Performs basic life support services, and medical care; to the level of certification.

2. Provides support as a non-response volunteer based on the qualification and areas of specialization. These can include:
   - Station Maintenance, Care, and Housekeeping
   - Apparatus Care
   - Community Risk Reduction
   - Fuels Management Program
   - Fire Hydrant Testing and Painting
   - Emergency Management

3. Supports the maintenance of equipment, apparatus and fire station; assures that all equipment is in a state of readiness at all times; checks equipment according to schedule; cleans and maintains the station housed in accordance with district policies and standards.
4. Supports and participates in training; reads reference materials including administrative practices and policy manuals, and educational publications. Attends mandatory trainings; supports and attends other training sessions onsite at the fire station and at other locations.

5. Works in support of a combination system of service delivery which utilizes career employees and volunteer fire and EMS personnel on a daily basis, with the majority of volunteer services being logistical in nature.

QUALIFICATIONS
To perform this job successfully, an individual must complete the minimum Basic Support Training Program and if desired, be able to perform each essential selected Support duty options satisfactorily and meet the requirements and training for those selected. The requirements listed below are representative of the knowledge, skill, and/or ability required to attend the Basic Support Training. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be eighteen (18) years of age.

EDUCATION and/or EXPERIENCE
High School Diploma or General Education Degree (GED)

LANGUAGE SKILLS
Ability to solve problems; respond to and make decisions under stress of emergency and confrontation, make a written record of observations and actions taken;

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exist; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER KNOWLEDGE, SKILLS, & ABILITIES
Ability to identify and solve problems; respond to and make decisions under stress of emergency and confrontation; make a written record of observations and actions taken; use a computer to enter and retrieve information.
MINIMUM TRAINING AND OTHER REQUIREMENTS

- Orientation
- Complete a District Application
- Able to successfully pass a comprehensive background check
- Successful Completion of the Basic Support Training Program
- Complete online NIMS Training 100, 700, and 800

MINIMUM ANNUAL AND ONGOING TRAINING AND PHYSICAL EXAM REQUIREMENTS

- Annual OSHA Mandated refresher
- Annual mandatory Support Training refresher

MINIMUM MANDATORY TRAINING

BASIC SUPPORT TRAINING PROGRAM

Description: Individuals must complete the Basic Support Training Program. The training is designed to introduce the volunteer to the fire protection district and to the various services provided. The course will also include workplace harassment, HIPPA, Health and Safety, Code of Conduct, and other related policies and procedures. The basic course will introduce participants to all non-response tasks, duties, and programs, including fund raising, recruiting, marketing, and public relations. At the completion of the course the student will be able to function in a basic non response capacity as directed or assigned. The Basic Support Training Program serves as the fundamental prerequisite for optional training of a more specific nature offered by the district. Thirteen (13) hours of instruction are required.

OPTIONAL TRAINING

Once an individual has completed the Basic Support Training Program, personnel are eligible to enroll in several optional and advanced Support training programs. Some programs have additional requirements. Those include the following with the course descriptions:
Station Maintenance, Care, and Housekeeping

Description: This course is designed to instruct the student in a variety of general station maintenance, care, and housekeeping duties. Additionally, this position can serve as the stewards of the station for community events, community use, and election voting site logistics during election years. Four (4) hours of instruction are required as well as agency sign off.

Prerequisites:
Basic Support Program Training

Apparatus Care

Description: This course is designed to instruct the student in a variety of general duties associated with the maintenance, care, and cleaning for fire apparatus and support vehicles assigned to a particular station. Additionally, this position can be responsible for the care and cleaning of equipment located on the apparatus. Four (4) hours of instruction are required as well as agency sign off.

Prerequisites:
Basic Support Program Training

Community Risk Reduction

Description: This course is designed to instruct the student in a variety of community risk reduction activities including public education - starting at the earliest ages feasible, continuing through our most senior citizens. It includes requested inspections of homes and other occupancies for life safety and fire hazards, including supporting the use and installation of smoke detectors in residential occupancies. It includes emergency preparedness programs delivered through our Emergency Management roll, and finally, it includes the continual education and implementation of information, techniques, and programs for the prevention of injuries, and prevention of fires and reduction of property damage as a result of natural or man-made causes. Eight (8) hours of instruction are required as well as agency sign off.

Prerequisites:
Basic Support Program Training
Fuels Management Program

Description: This course is designed to instruct the student to evaluate and rate a residential exposure issues related to wildland fire in the urban interface environment. Students will learn concepts related to defensible space, emergency evacuation, and vegetation management. Once a basic understanding of these concepts is learned and demonstrated, participants will be able to conduct property assessments and make recommendations from published "best practices" related to providing defensible in the urban interface. Eight (8) hours of instruction are required as well as agency sign off.

Prerequisites:
Basic Support Program Training

Fire Hydrant Testing and Painting

Description: This course is designed to instruct the student to in the care, maintenance, testing, and color coding of fire hydrants. Eight (8) hours of instruction are required as well as agency sign off.

Prerequisites:
Basic Support Program Training

Emergency Management

Description: This course is designed to instruct the student in a variety of general Emergency Management support duties related to the Emergency Operations Center and National Incident Management System. The student will also learn the basic concepts of post disaster damage assessment which may lead to assignments on disaster assessment teams. Four (4) hours of instruction are required as well as agency sign off.

Prerequisites:
Basic Support Program Training

Support Unit Operator/Driver

Description: This course is designed to instruct the student to drive and operate light utility and support vehicles. The course includes both class room and practical driver training. Four (4) hours of instruction are required as well as agency sign off.

Prerequisites:
Basic Logistical Program Training
PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Mobility to work in a typical office setting and use standard office equipment, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Strength and agility to exert up to 100 pounds of force; ability to stand, walk, crawl, kneel, stoop, balance, climb to height of 20 feet; work is subject to performance under adverse environmental conditions, traffic conditions, fumes, dust, noxious odors, intense noise, hazardous chemicals/solvents and electrical currents.

WORKER’S COMPENSATION

Volunteers filling this position will be covered under Worker’s Compensation as a General Volunteer.

I have read and understand the contents of this job description and I have received a copy of this job description for my records.

Print Name:______________________________________

Signature:  ________________________________________
Date:_______________________
LOGISTICAL VOLUNTEER FIREFIGHTER

JOB TITLE: Logistical Volunteer Firefighter

DEPARTMENT: East Fork Fire Protection District

FLSA STATUS: Volunteer

REPORTS TO: Assigned Battalion Chief / Volunteer Unit Manager

SUMMARY OF JOB PURPOSE
Trains and earns certification(s) to serve the logistical needs of incident response to and mitigation of medical emergencies, structure and wild land fire, hazardous materials releases and other incidents as part of a team to protect life and property; May participates in fire prevention, training, and station and equipment maintenance with appropriate training. Must participate in volunteer station projects, fund drives, social events, meetings, and other activities deemed necessary by the assigned volunteer component, the volunteer association and/or the District.

ESSENTIAL FUNCTIONS

1. Supports the response to certain medical emergencies; Performs basic life support services, and medical care; to the level of certification.

2. Provides logistical support to fire emergencies based on the level of certification and areas of specialization. These can include:
   - General Incident Support
   - Support Unit Operator/Driver
   - Self-Contained Breathing Apparatus (SCBA) Support
   - Basic Apparatus Operator Certification
   - Squad Response and Operation
   - Water Tender Response and Operation
   - Wildland Firefighter Training
   - Wildland Fire Engine Boss

3. Supports the maintenance of equipment, apparatus and fire station; assures that all equipment is in a state of readiness at all times; checks equipment according to schedule; cleans and maintains the station housed in accordance with district policies and standards.

4. Supports and participates in training; reads reference materials including administrative practices and policy manuals, fire science literature, technical journals, and educational publications. Attends mandatory trainings and responds to incidents; supports and attends other training sessions onsite at the fire station and at other institutions; participates in practice drills and physical fitness activities. Participates in training sessions with career staff as available.
5. Works within a combination system of service delivery which utilizes career employees and volunteer fire and EMS personnel on a daily basis, with the majority of volunteer services being logistical in nature.

QUALIFICATIONS
To perform this job successfully, an individual must complete the minimum Basic Logistical Training Program and if desired, be able to perform each essential selected logistical duty options satisfactorily and meet the requirements and training for those selected. The requirements listed below are representative of the knowledge, skill, and/or ability required to attend the Basic Logistical Training. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be eighteen (18) years of age.

EDUCATION and/or EXPERIENCE
High School Diploma or General Education Degree (GED)

LANGUAGE SKILLS
Ability to solve problems; respond to and make decisions under stress of emergency and confrontation, make a written record of observations and actions taken;

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exist; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER KNOWLEDGE, SKILLS, & ABILITIES
Ability to identify and solve problems; respond to and make decisions under stress of emergency and confrontation; make a written record of observations and actions taken; use a computer to enter and retrieve information.

MINIMUM TRAINING, PHYSICAL EXAM AND OTHER REQUIREMENTS
- Orientation
- Complete a District Application
- Able to successfully pass a comprehensive background check
- Pass a physical exam at either limited or full-duty level
- Successful Completion of the Basic Logistical Training Program
MINIMUM ANNUAL AND ONGOING TRAINING AND PHYSICAL EXAM REQUIREMENTS

- Physical at either limited or full-duty level in accordance with Nevada Revised Statute
- Annual Hazardous Materials Awareness refresher
- Annual OSHA Mandated refresher
- CPR Refresher
- Annual mandatory Basic Logistical Training refresher
- Online completion of NIMS 100, 200, 700, and 800 ICS training

MINIMUM MANDATORY TRAINING

BASIC LOGISTICAL TRAINING PROGRAM

Description: Individuals must complete the Basic Logistical Training Program. The training is designed to introduce the volunteer to the fire protection district and to the various services provided. The course will also include workplace harassment, HIPPA, Health and Safety, Code of Conduct, and other related policies and procedures. The basic course will introduce students to personal protective equipment, incident safety, on scene firefighter rehabilitation, fire extinguisher use, emergency communications, station and equipment maintenance as well as a complete first aid and CPR section and Basic Hazardous Materials Awareness Training. At the completion of the course the student will be able to function in a basic capacity and in general support of incidents as directed. The Basic Logistical Training Program serves as the fundamental prerequisite for optional training of a more specific nature offered by the district. Twenty-four (24) hours of instruction are required.

OPTIONAL TRAINING

Once an individual has completed the Basic Logistical Training Program, personnel are eligible to enroll in several optional and advanced logistical training programs. Some programs have additional requirements. Those include the following with the course descriptions:

**General Incident Support/Rehab**

Description: This course is designed to instruct the student in a variety of general incident support tasks, including, ladder basics, hose loading and care, equipment deployment and care, incident documentation, media management, personnel accountability, etc.. Additionally, students will learn the concept of firefighter rehabilitation on incidents and how to manage and support this important task and in conjunction with the Douglas County CERT Team. Eight (8) hours of instruction are required as well as agency sign off.

Prerequisites:
Basic Logistical Program Training
Self -Contained Breathing Apparatus (SCBA) Support

Description: This training is designed to provide the student with sufficient knowledge and skills to manage SCBA bottle change out, inventories, and filling, at incidents where Firefighting personnel are exposed to IDLH atmospheres. Students will learn how to use district breathing air compressors to fill SCBA bottles and understand the concept of firefighter rehabilitation. Four (4) hours of instruction are required as well as agency sign off.

Prerequisites:
Basic Logistical Program Training
Support Unit Driver Operator Certification (Only applies if you want to drive support unit/utility units)

Support Unit Operator/Driver

Description: This course is designed to instruct the student to drive and operate light utility and support vehicles. The course includes both class room and practical driver training. Four (4) hours of instruction are required as well as agency sign off.

Prerequisites:
Basic Logistical Program Training

Basic Apparatus Operator Certification:

Description: This course is designed to instruct the student in the basics of driving and operating specific fire district apparatus, including Type III Engines, Water Tenders, Squads, Ambulances, and Support Units. The course includes both class room and practical training. Twenty (20) hours of instruction are required as well as the being able to obtain a Class BF Endorsement. A task book is also required.

Prerequisites:
Basic Logistical Program Training
Class BF Permit issued by the State Of Nevada DMV

Squad Response and Operation:

Description: This course is designed to instruct the student in the basics of Squad or “Service Company” response. The student will learn the function of this unit and the location of all the equipment carried. Practical deployment of extrication tools, lighting, salvage, overhaul tools, and use of Self Contained Breathing Apparatus bottle filling station will be covered. The Squad responds to all motor vehicle accidents, structure fires and technical rescue incidents. Four (4) hours of instruction are required as well as agency sign off.

Prerequisites:
Basic Logistical Program Training (Only applies if you want to drive and operate)
Water Tender Response and Operations:

Description: This course is designed to instruct the student in the basics of Water Tender Operations. The student will learn the function of this unit and the location of all the equipment carried. Practical deployment of portable tanks, syphoning equipment, water supply manifolds, and supply hoses will be covered. The Water Tenders respond to all fire incidents in areas where there are no fire hydrants. Four (4) hours of instruction are required as well as agency sign off.

Prerequisites:
Basic Logistical Program Training
Driver Operator Certification (Only applies if you want to drive and operate)

Wildland Firefighter Training:

Description: This course is designed to instruct the student in the basics of Wildland Firefighting. The student will learn all safety rules and regulations, basic wildland fire behavior, the deployment of hose packs, fire shelters, structure protection, mobile fire attack, and how to cut and establish fire line. The student will also be exposed to the Incident Command System as used on a wildland fire. Personnel protective equipment and safety are of primary focus. Thirty two (32) hours of instruction are required to attain the required NWCG Red Card Certification.

Prerequisites:
Basic Logistical Program Training

Wildland Engine Boss

Description: This advanced leadership course will prepare the student to manage a crew of a Type III Wildland Engine in the wildland fire environment. The student will be introduced to advanced wildland fire tactics and hose deployments, as well as working with in divisions and groups. Sixteen (16) hours of instruction are required as well as the completion of a Task Book and agency sign off.

Prerequisites:
Basic Logistical Program Training
Driver Operator Certification
NWCG Basic Wildland Firefighter Training
Minimum 1 year as a Wildland Firefighter
PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by a volunteer 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 volunteer is regularly required to stand, walk, sit, and drive; use hands to handle, or feel; reach with hands and arms; talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORKING ENVIRONMENT

While performing the duties of this job, the volunteer is regularly exposed to outside wet and/or humid weather conditions; moving mechanical parts; fumes or airborne particles; and toxic or caustic chemicals. The volunteer is occasionally exposed to extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually loud.

WORKER’S COMPENSATION

Volunteers filling this position will be covered under Worker’s Compensation as Volunteer Firefighters.

I have read and understand the contents of this job description and I have received a copy of this job description for my records.

Print Name:______________________________________

Signature:  ________________________________________
Date:_______________________